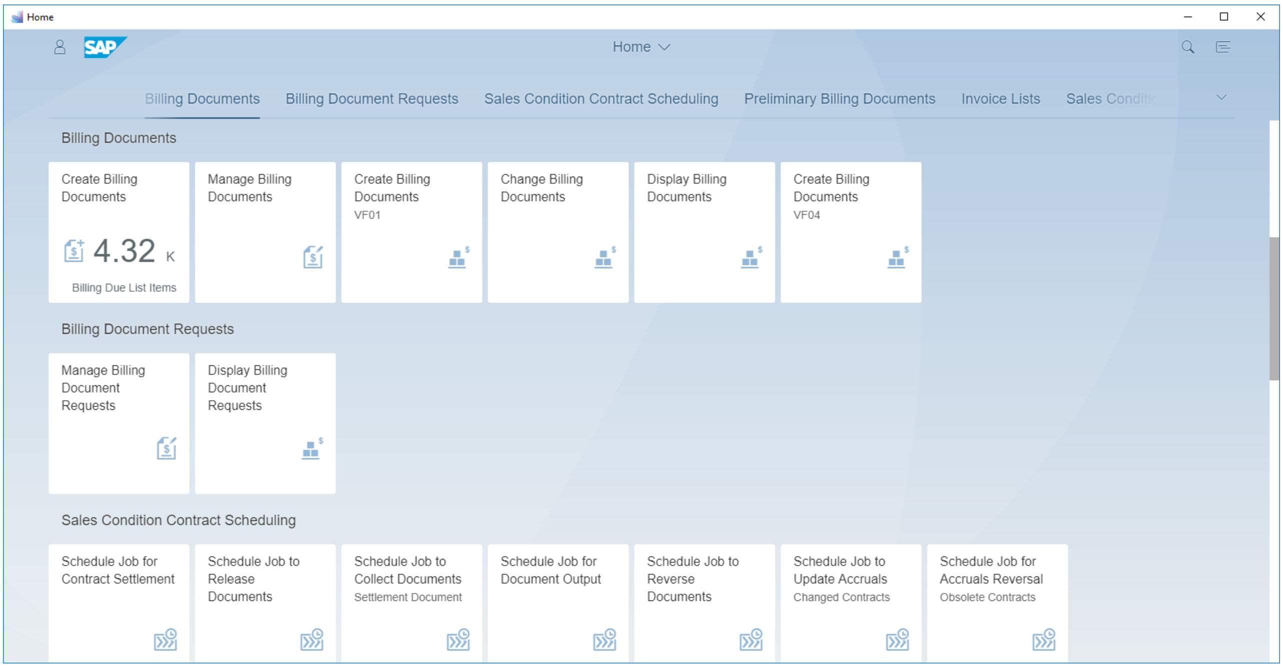
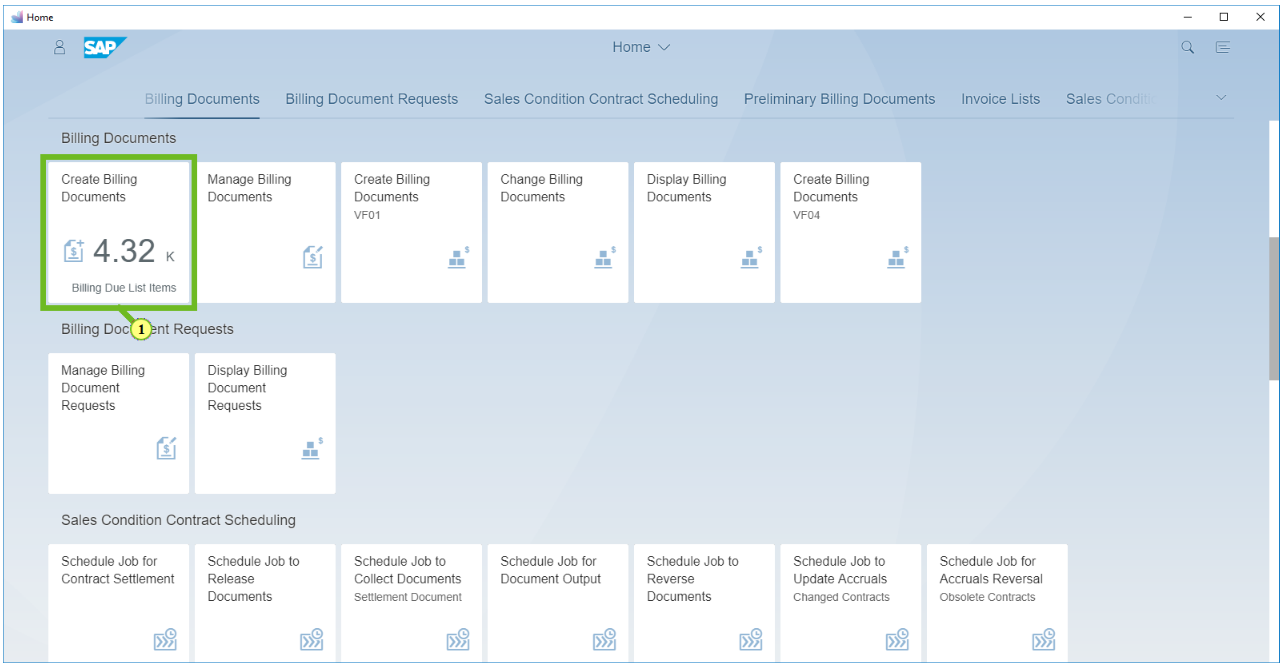
SAP S/4 HANA

Creating Customer Invoices

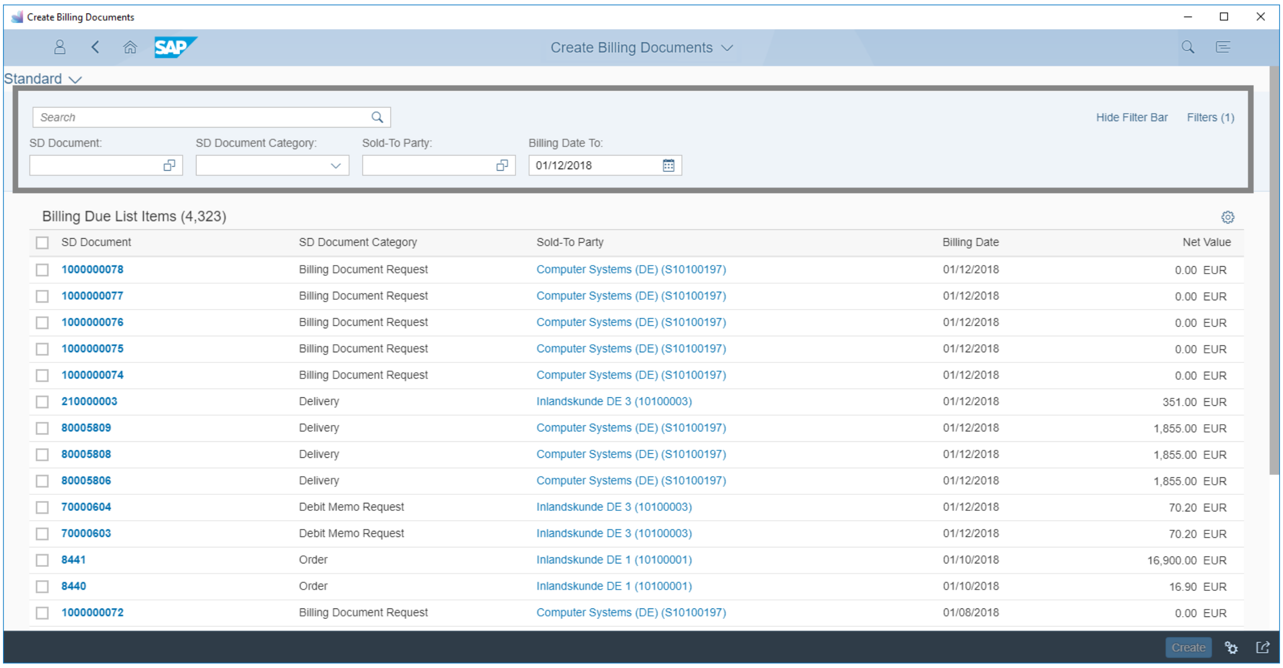


Would you like to know more about how a billing clerk creates a customer invoice?

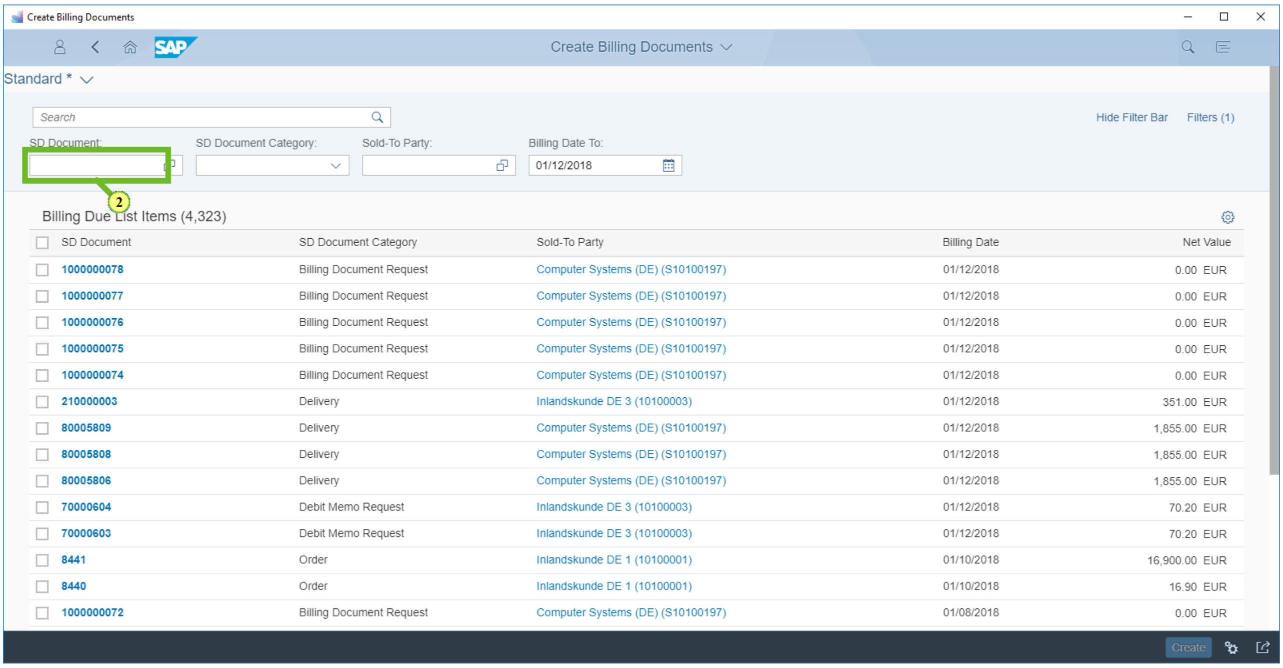
If so, follow this interactive tutorial.



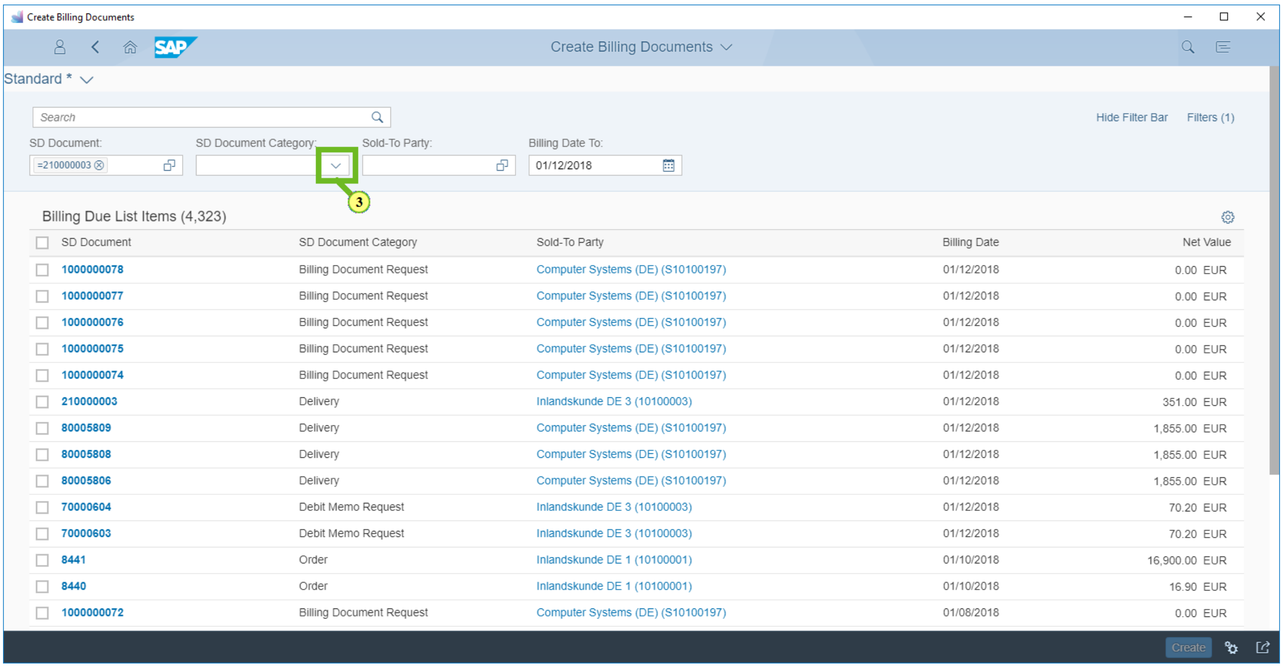
(1) To open the app, select the *Create Billing Documents* tile.



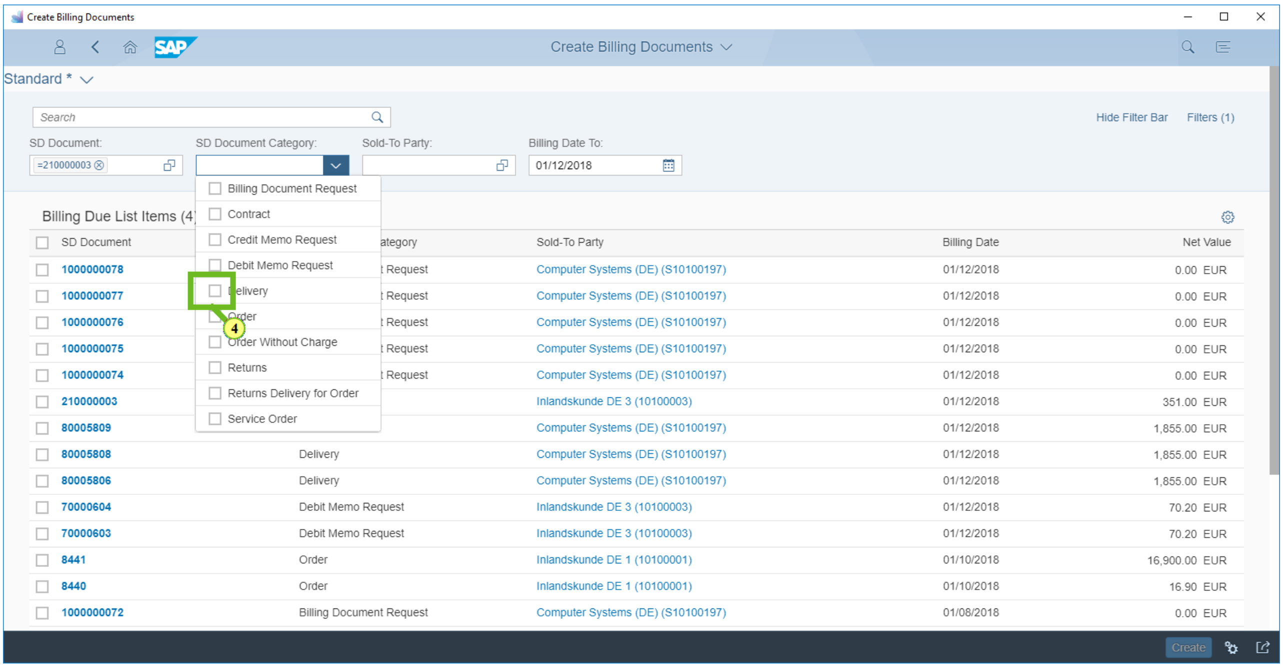
In this section of the screen, you can filter for your delivery-related billing due items.



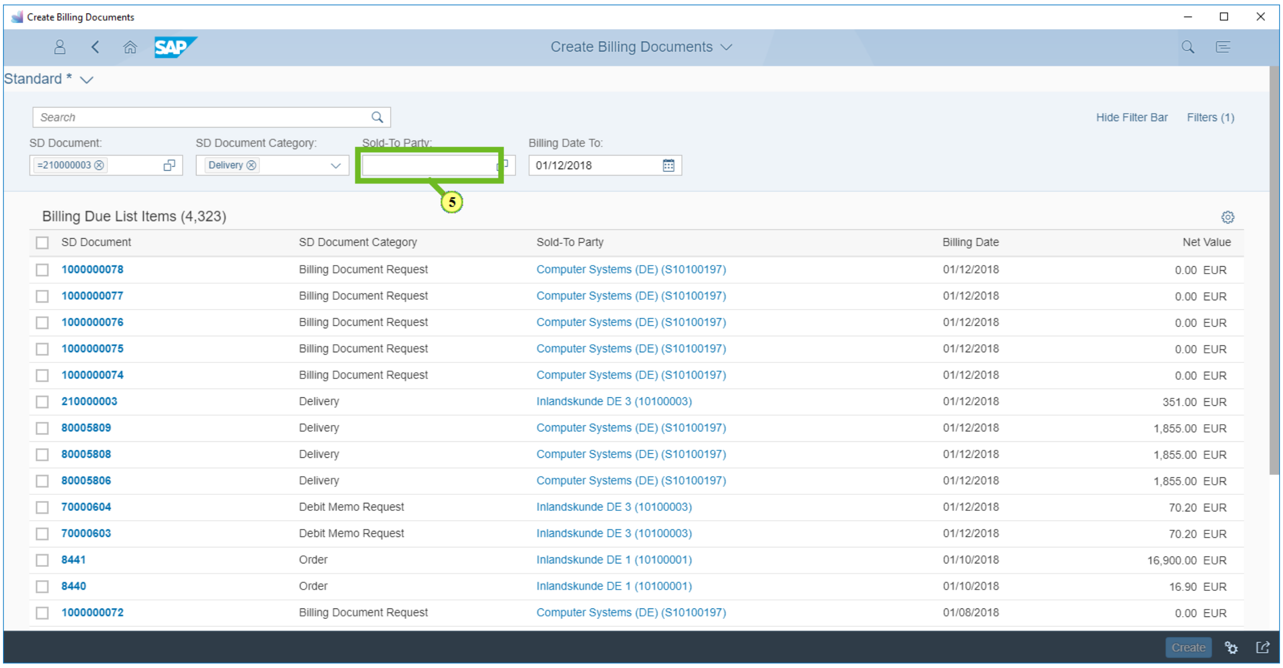
(2) To filter for your delivery, in the *SD Document* field, enter **210000003** and press Enter.



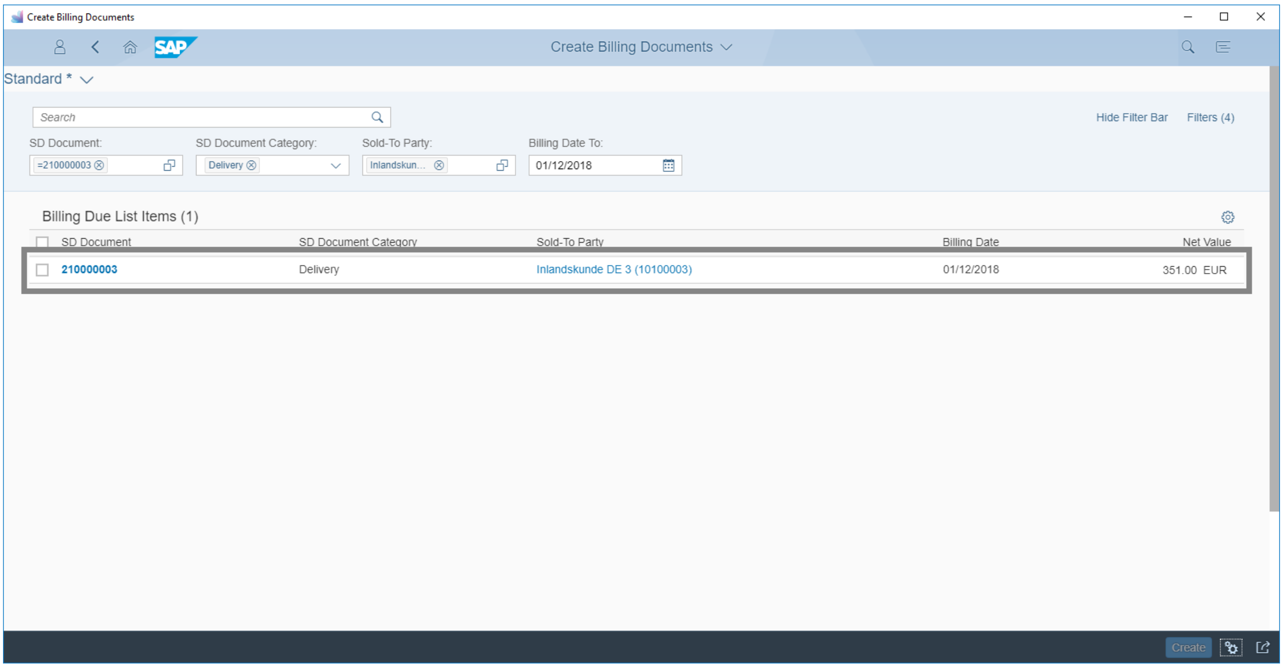
(3) Open the *SD Document Category* list.



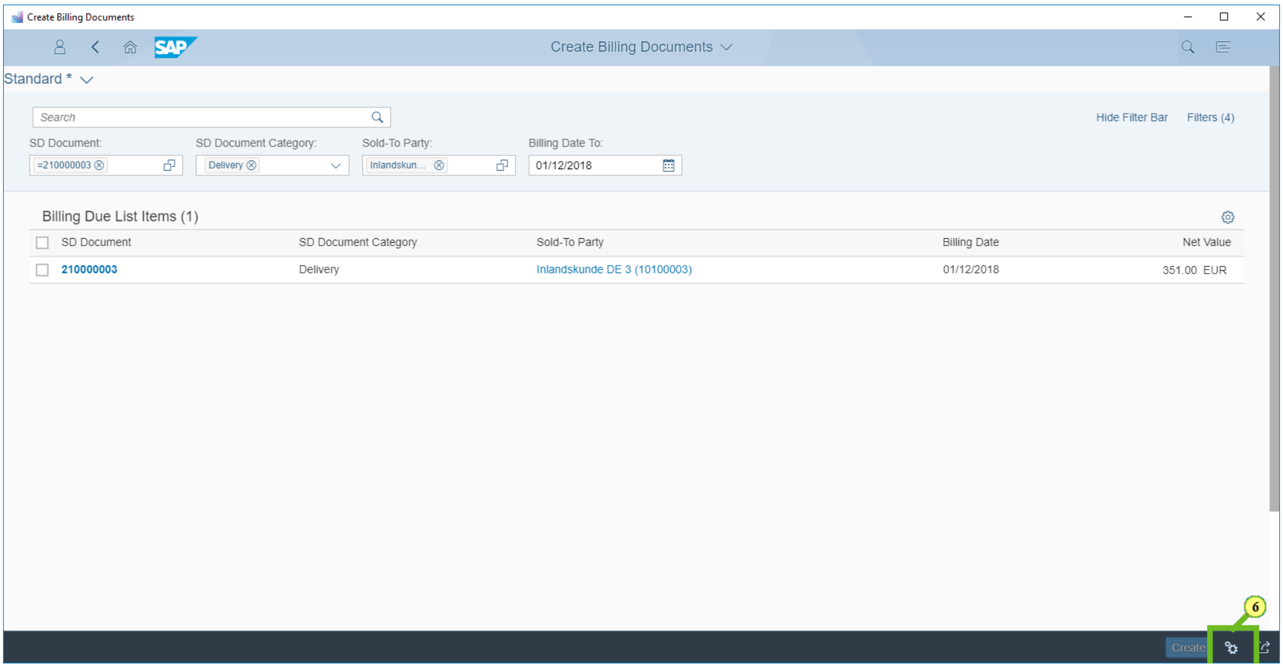
(4) Select *Delivery.*



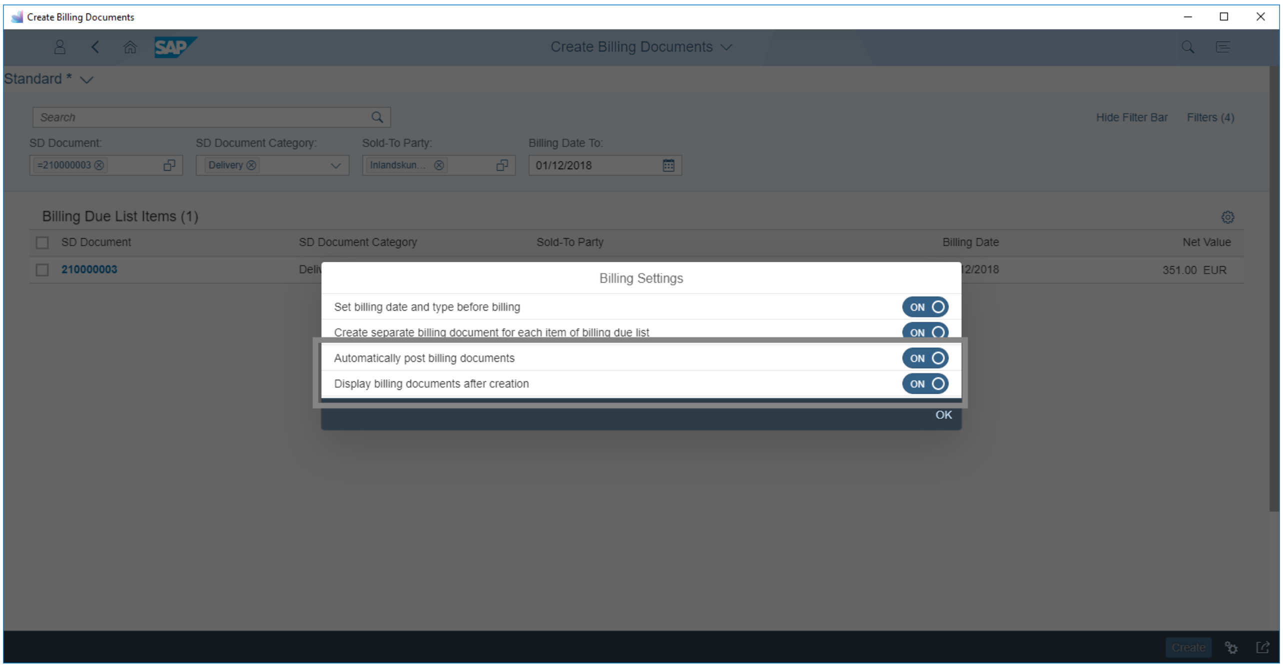
(5) In the *Sold-To-Party* field, enter **10100003** and press Enter.



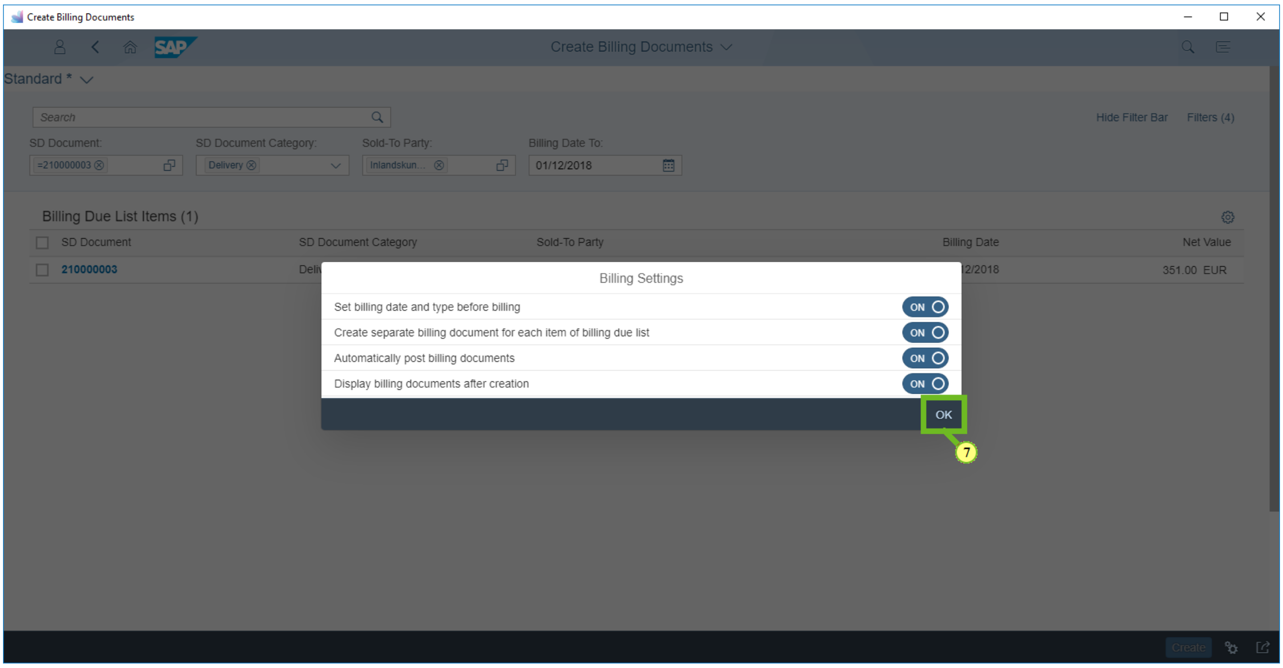
i	Your delivery-related billing due list item appears.



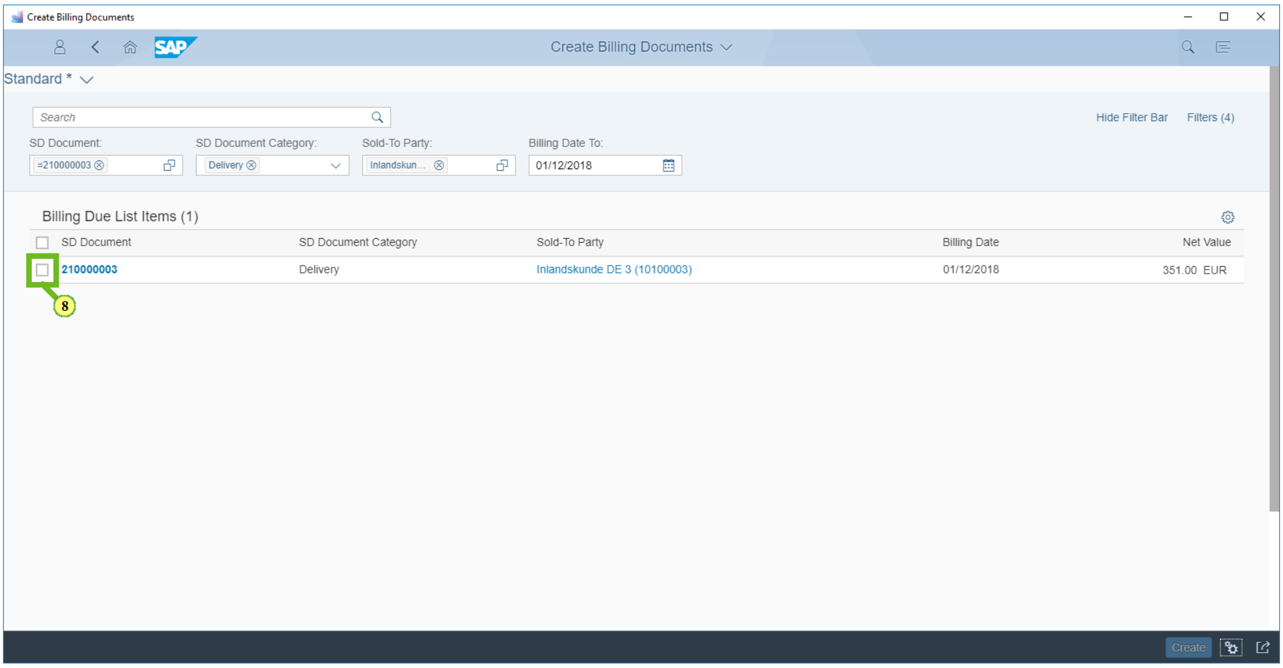
(6) Choose *Billing Settings.*



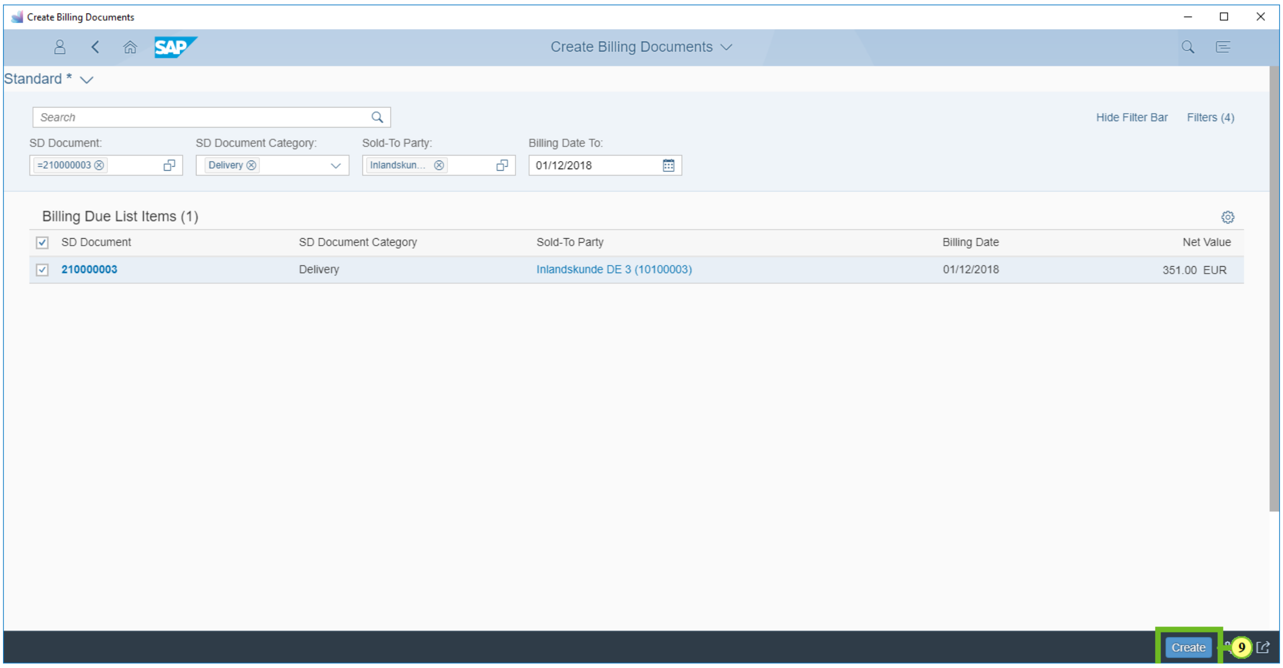
i	Check that the *Automatically post billing documents* and the *Display billing documents after creation settings* are set to *On.* For this tutorial, the settings have already been selected for you.



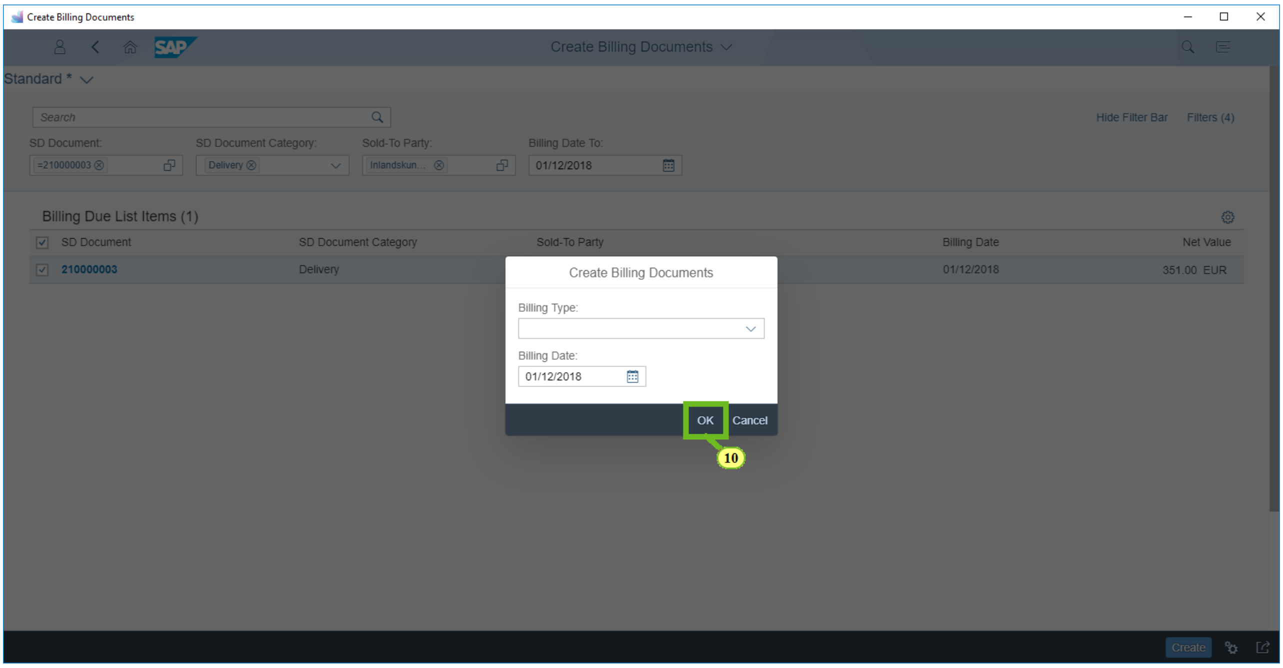
(7) Choose *OK.*



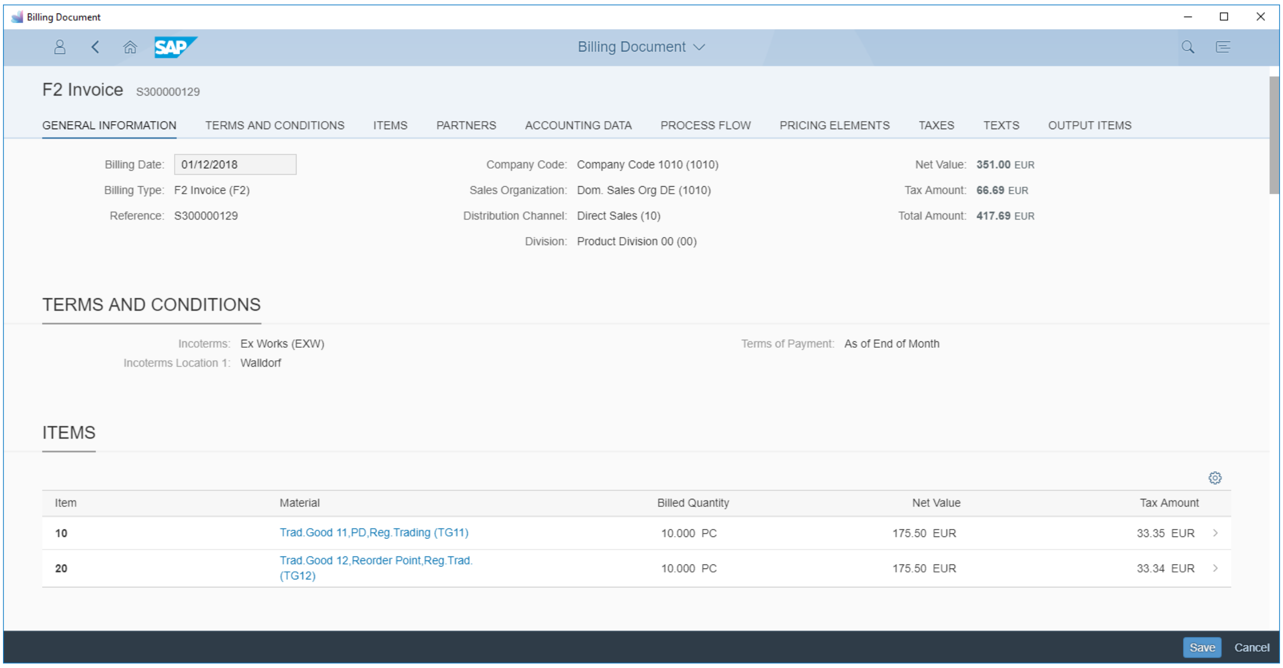
(8) Select *210000003.*



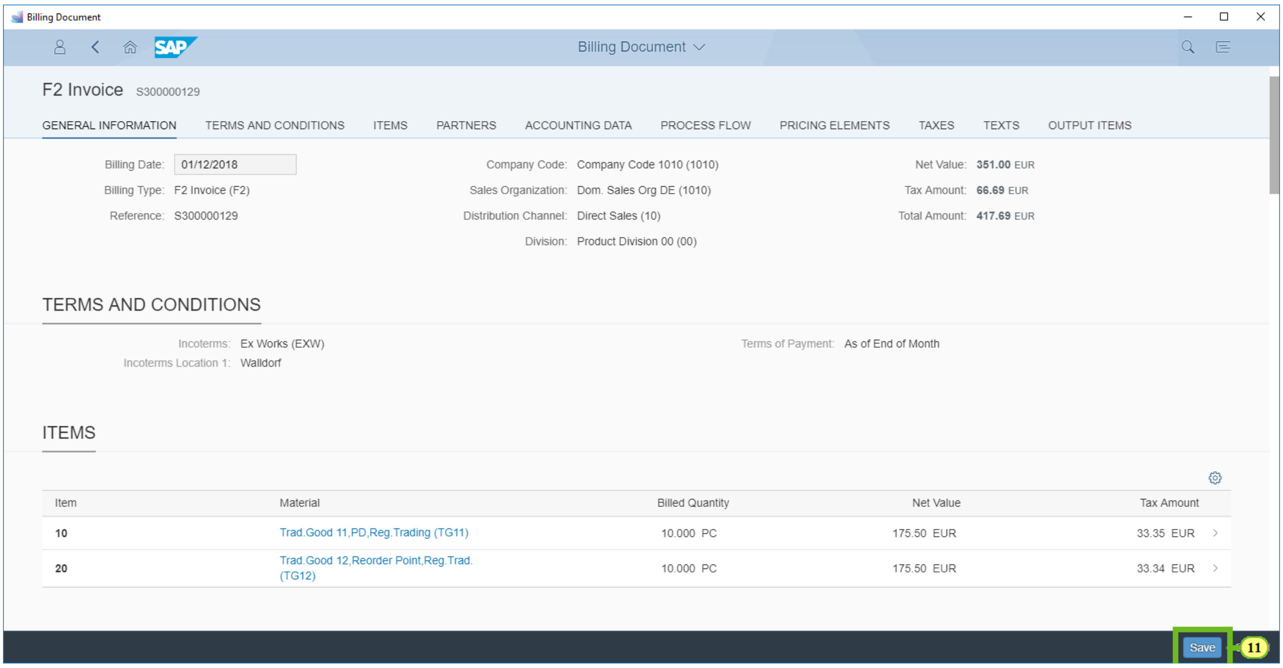
(9) To create the billing document for the selected item, choose *Create.*



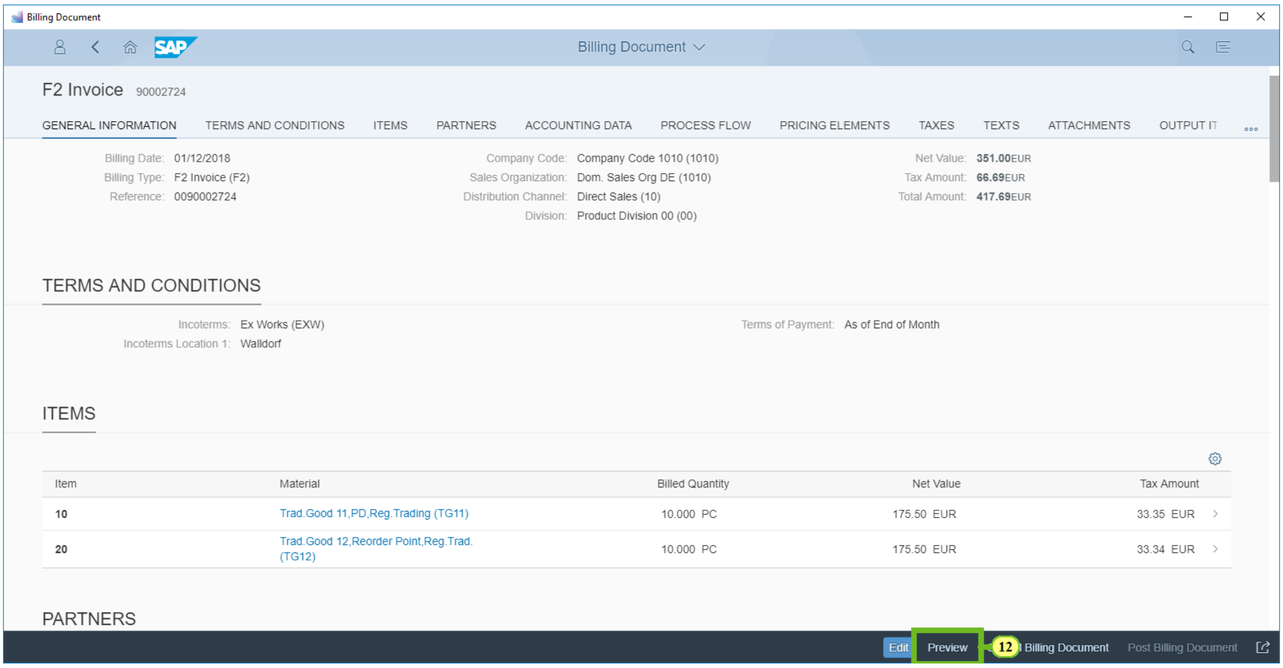
(10) Choose *OK.*



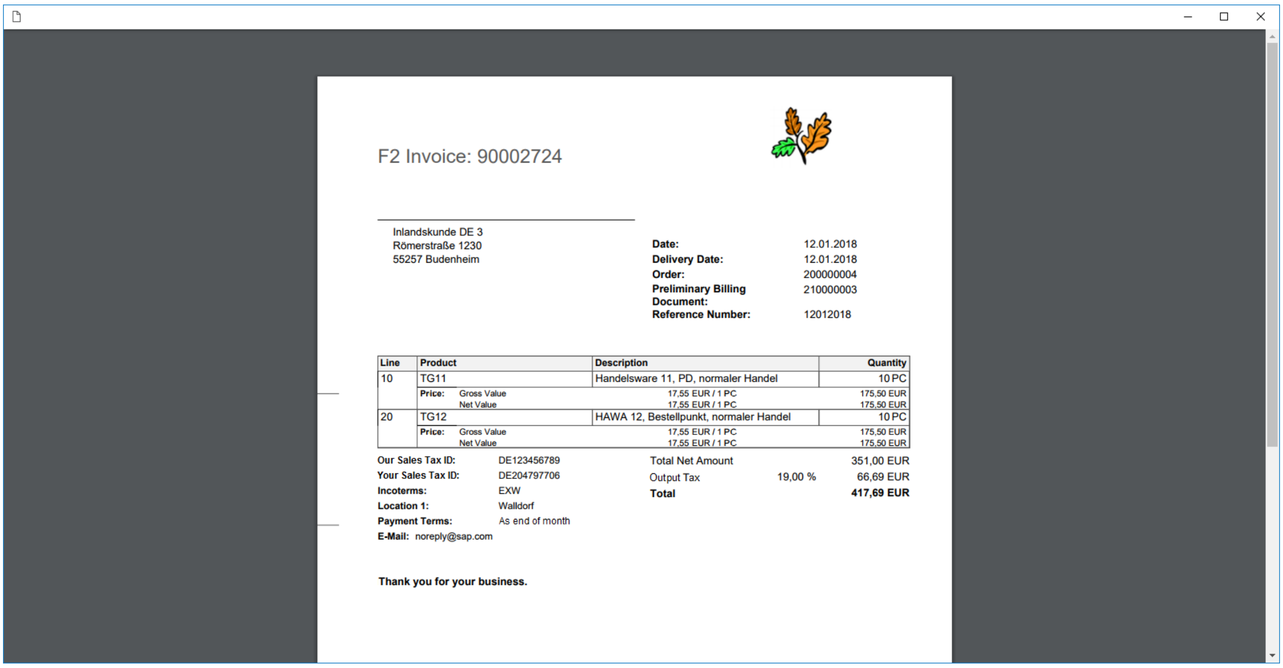
The system generates a customer invoice and displays the invoice details.



(11) Choose *Save.*



(12) To display a preview of the invoice document in PDF form, choose *Preview.*



F2 Invoice: 90002724

Inlandskunde DE 3
Römerstraße 1230
55257 Budenheim

Date:	12.01.2018
Delivery Date:	12.01.2018
Order:	200000004
Preliminary Billing Document:	210000003
Reference Number:	12012018

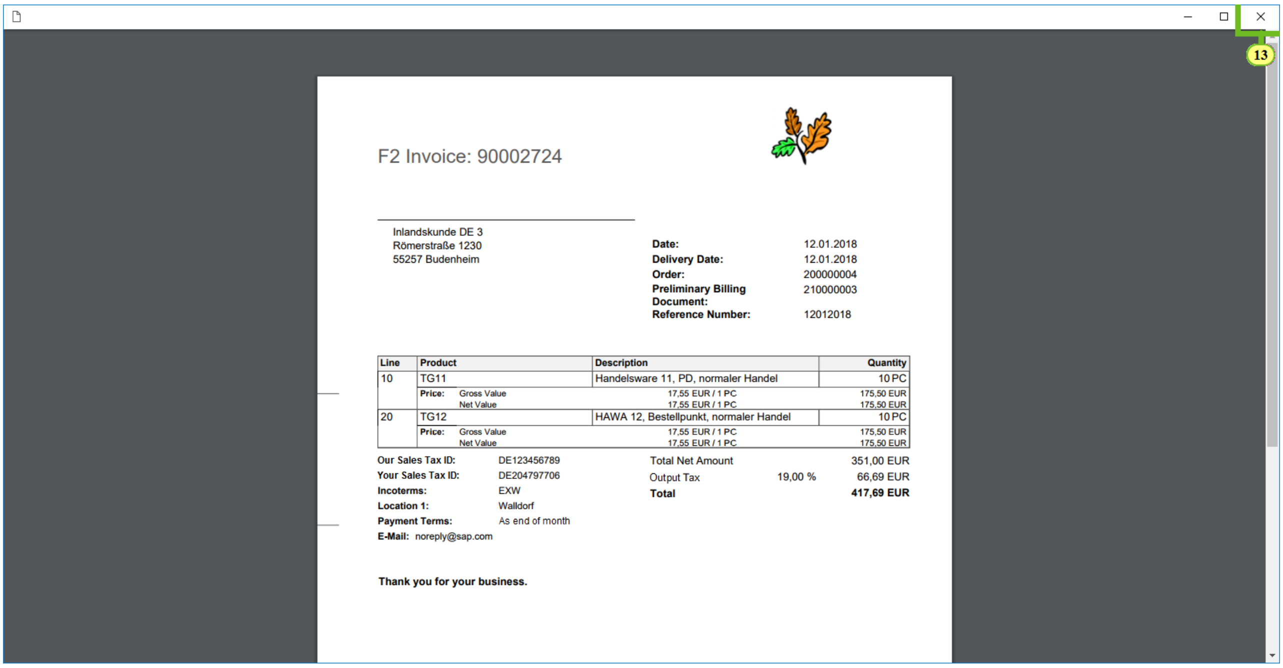
Line	Product		Description	Quantity
10	TG11		Handelsware 11, PD, normaler Handel	10 PC
	Price:	Gross Value	17,55 EUR / 1 PC	175,50 EUR
		Net Value	17,55 EUR / 1 PC	175,50 EUR
20	TG12		HAWA 12, Bestellpunkt, normaler Handel	10 PC
	Price:	Gross Value	17,55 EUR / 1 PC	175,50 EUR
		Net Value	17,55 EUR / 1 PC	175,50 EUR

Our Sales Tax ID: DE123456789
Your Sales Tax ID: DE204797706
Incoterms: EXW
Location 1: Walldorf
Payment Terms: As end of month
E-Mail: noreply@sap.com

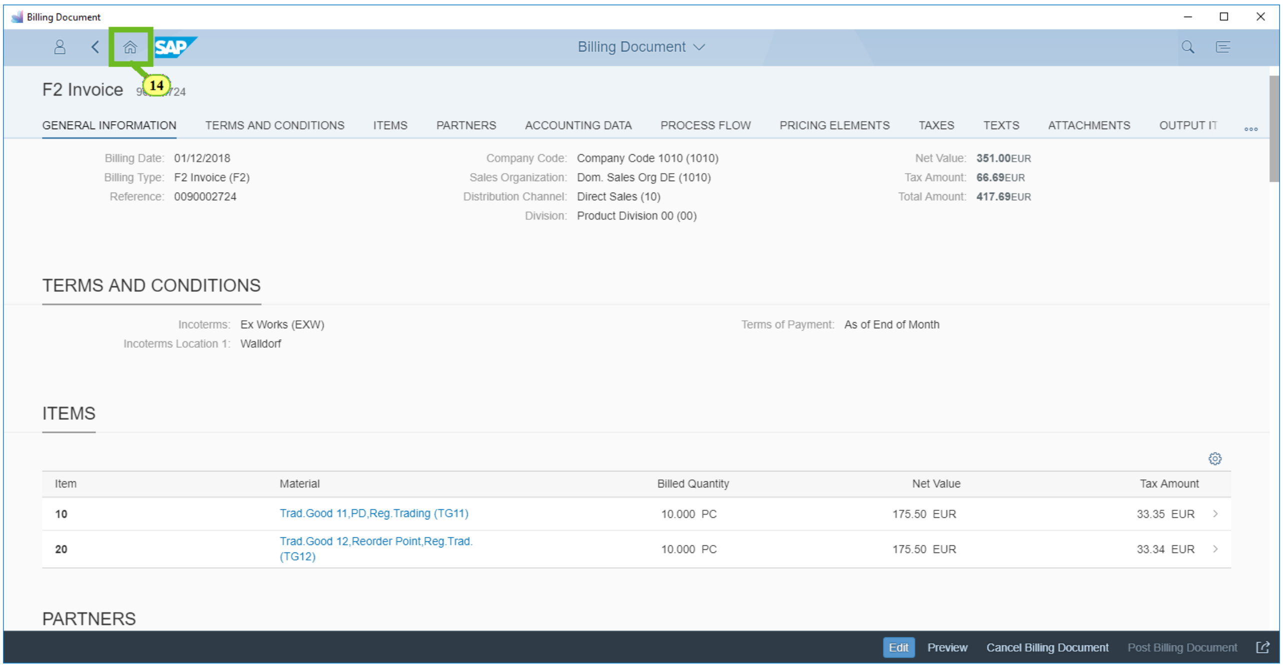
Total Net Amount		351,00 EUR
Output Tax	19,00 %	66,69 EUR
Total		**417,69 EUR**

Thank you for your business.

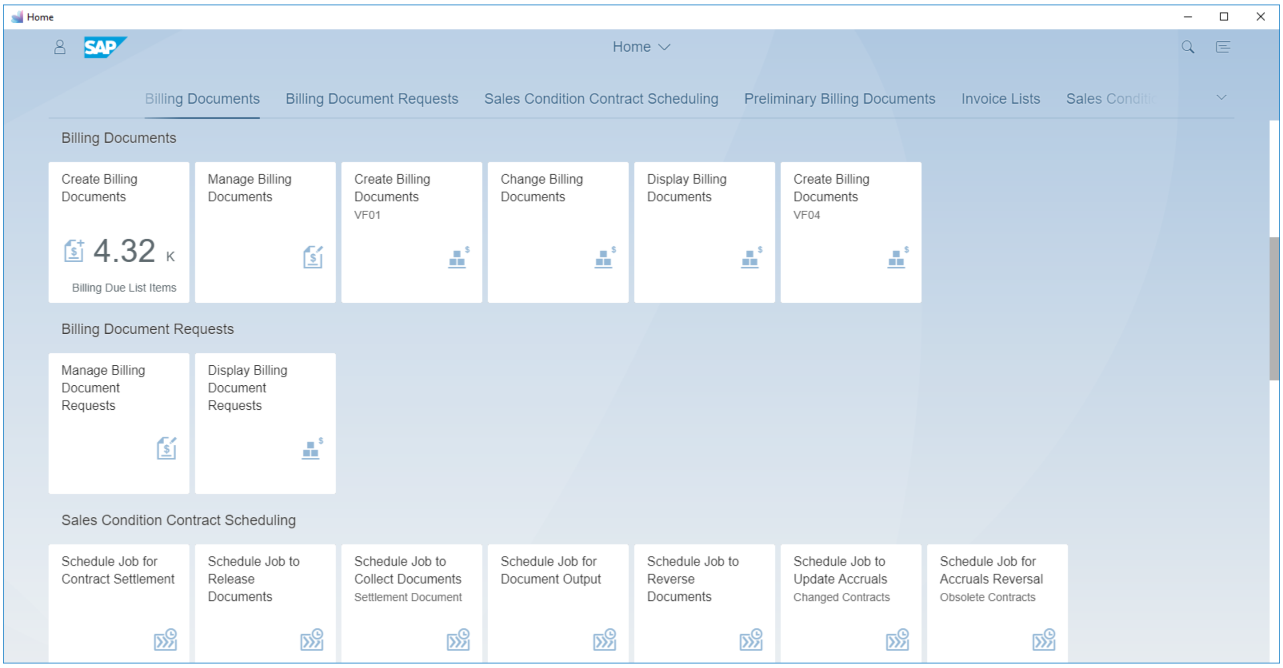
i	A preview of the invoice document in PDF form appears in a new window.



(13) Choose *Close.*



(14) To return to the launchpad, choose *Home*.



(i)	You have successfully created a customer invoice. This concludes the interactive tutorial.