<div align="center">

Work Instruction

Create Billing

</div>

Purpose

Create an individual billing document after order has been delivered and Post Goods Issued (PGI).

The delivery document is typically the reference document. A sales document may however be the reference document for items which are not relevant for delivery, for example, credit / debit memo requests, pro forma invoices.

Role

The following roles types are authorised to create billing documents:

Sales/Customer Service Representative
Outbound Logistic Planner (for Pro forma invoice)

Prerequisites

None

Menu Path

Use the following menu path:

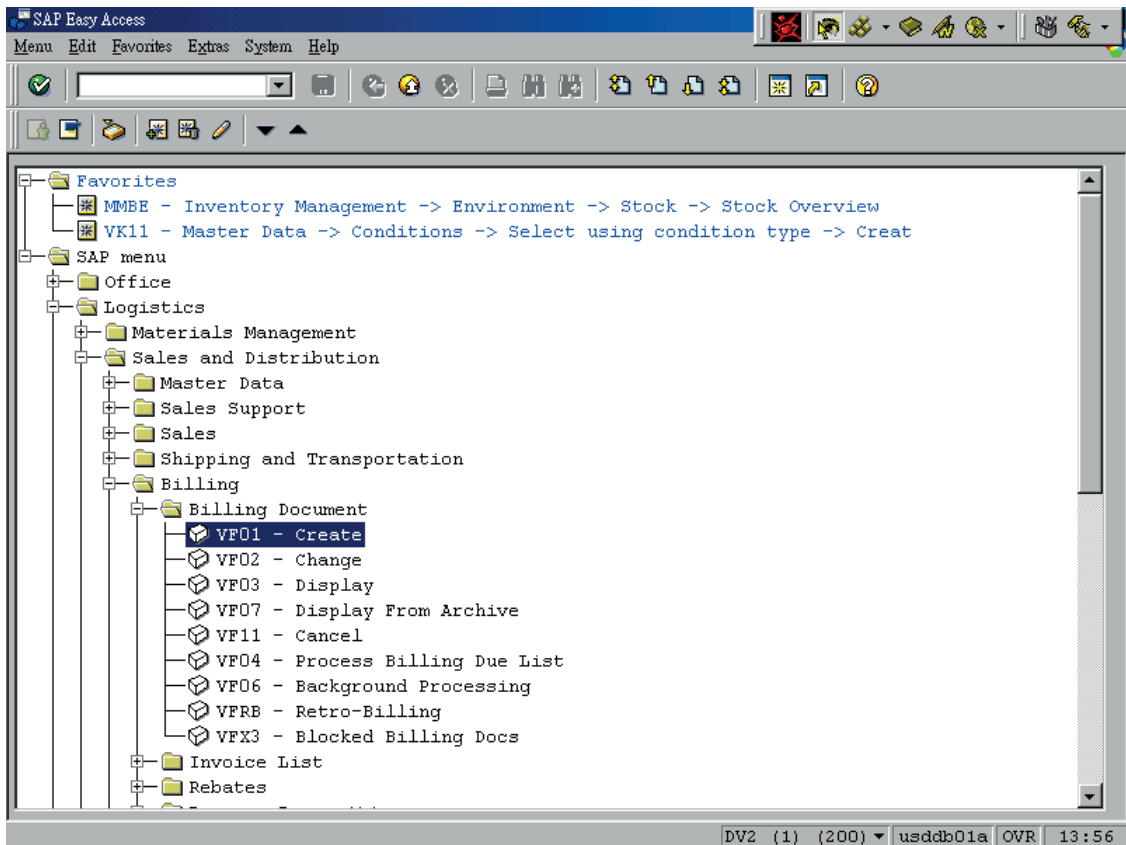- **Logistics ➔ Sales and Distribution ➔ Billing ➔ Billing Document ➔ Create**
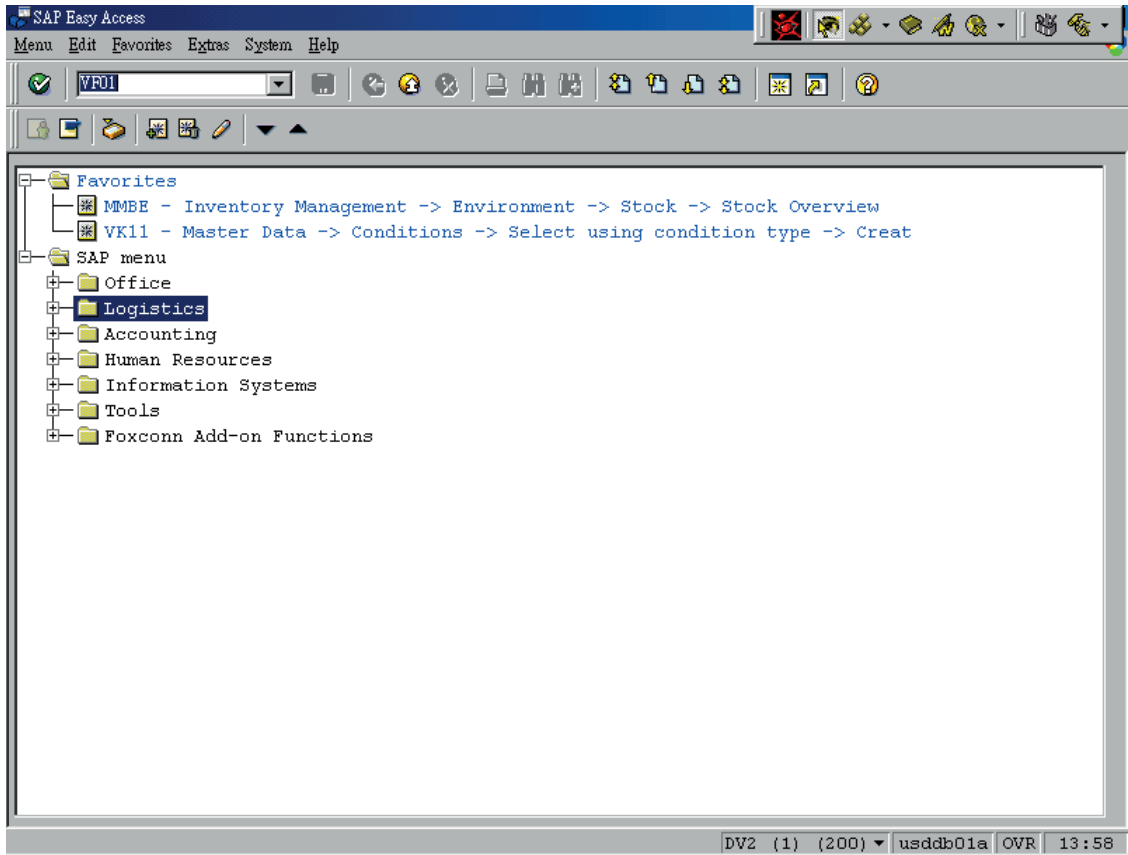
Transaction Code

1. **VF01**

Work Steps

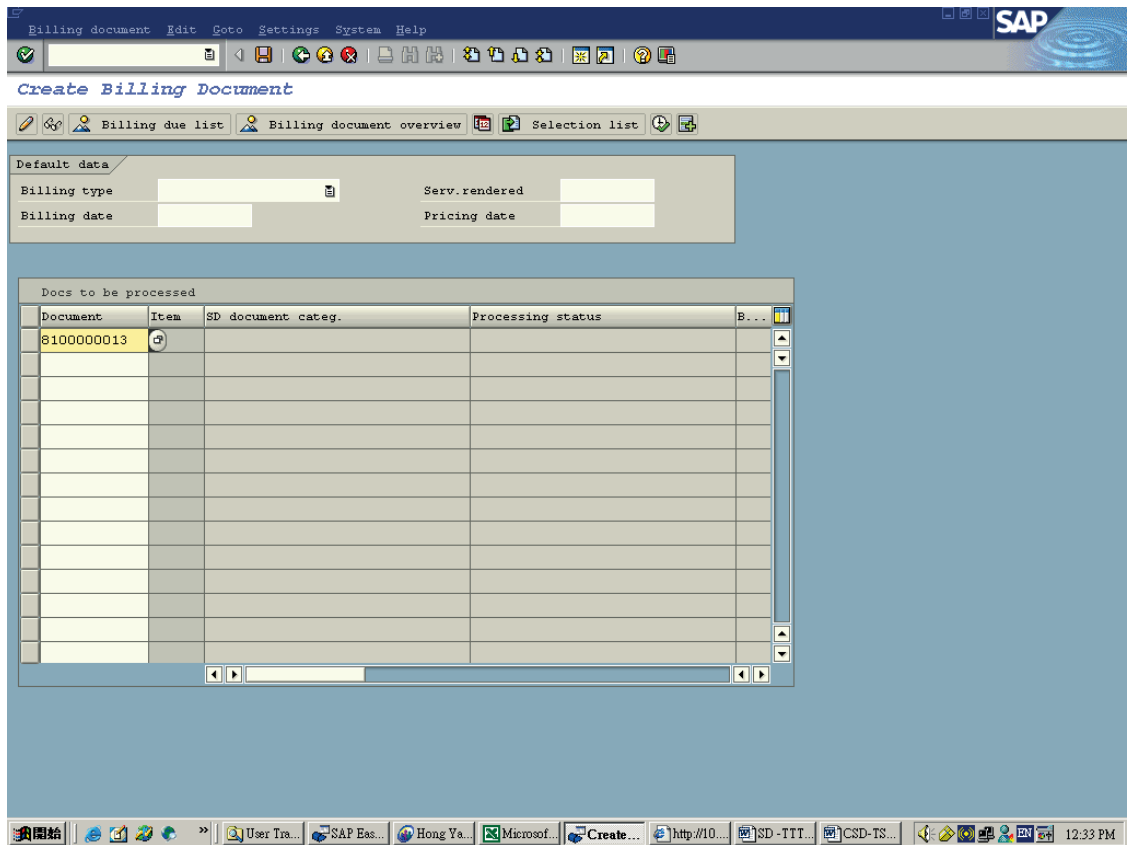1. Extend the SAP menu , and double click the highlighted area.

or type VF01 in Command field

SAP Easy Access

Menu   Edit   Favorites   Extras   System   Help

VF01

- Favorites
  - MMBE - Inventory Management -> Environment -> Stock -> Stock Overview
  - VK11 - Master Data -> Conditions -> Select using condition type -> Creat
- SAP menu
  - Office
  - Logistics
  - Accounting
  - Human Resources
  - Information Systems
  - Tools
  - Foxconn Add-on Functions

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2. initial screen

In the 'Create Billing Document' screen, the following fields are to be entered: