Create Billing Document

Purpose

Use this procedure to create a billing document for a single billing request.

Trigger

Perform this procedure when creating a billing document from an existing billing request.

Prerequisites

- Billing request

Menu Path

Use the following menu path to begin this transaction:

- Accounts Receivable ➔ Sales Order Billing Process ➔ Manage Billing ➔ Create Billing Document

Helpful Hints

The R/O/C column in the field description table represents the three types of data entry fields in FMMI.

- **R** is for **required** fields that must be populated to complete a transaction.
- **O** is for **optional** fields that are not mandatory to complete a transaction.
- **C** is for **conditional** fields that are dependent on population of related fields and specific transactional events.

On certain screens you may need to scroll to view additional data fields.

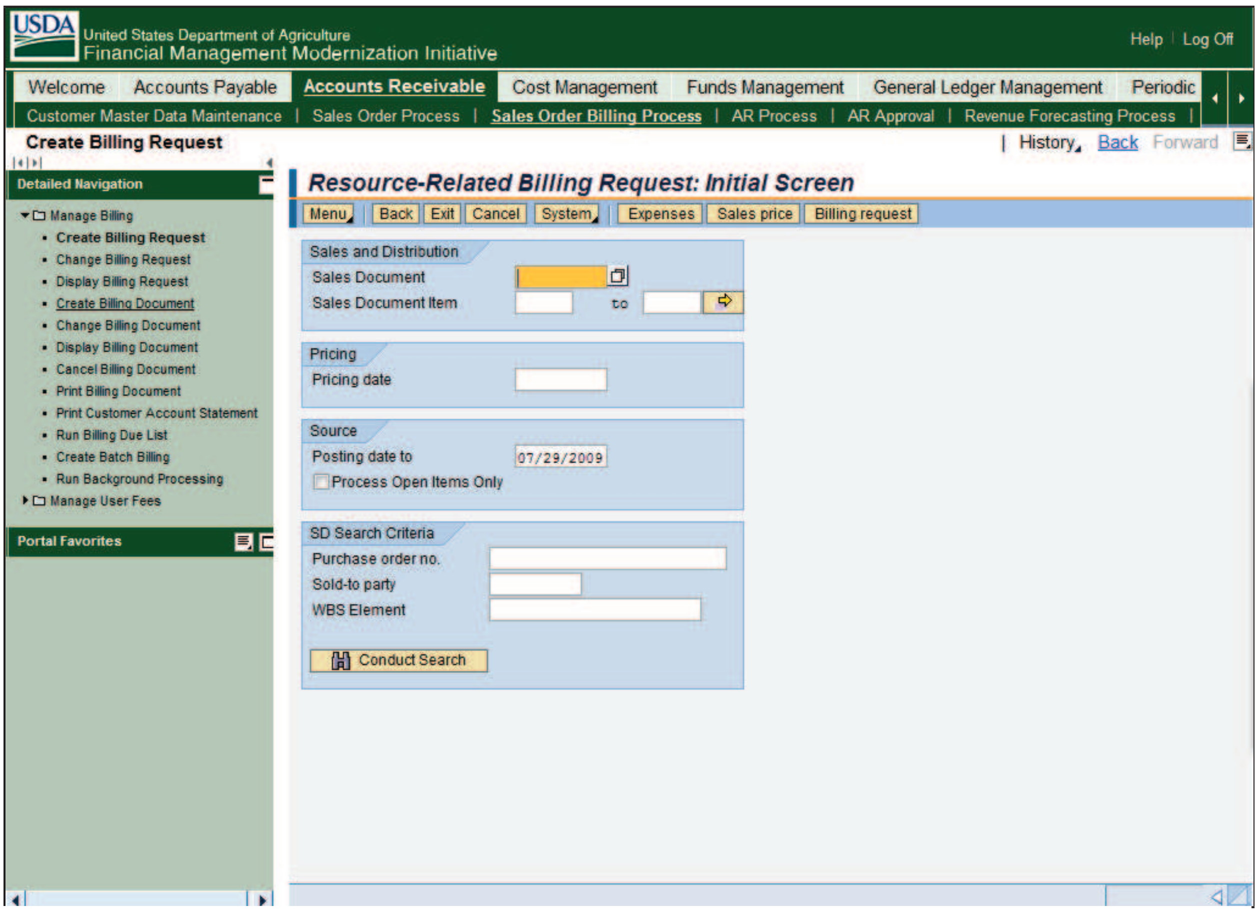
Data used in this procedure is a representative sample of the data that is available in the production environment. Actual transaction data in the production environment may vary based on your given scenario.

Create Billing Document

Procedure

1. Start the transaction by accessing the **Accounts Receivable** tab.
2. Click the **Sales Order Billing Process** tab Sales Order Billing Process.
3. Click the **Manage Billing** business activity link Manage Billing.

Create Billing Request - FMMI Portal - Training



4. Click the **Create Billing Document** task link ▪ Create Billing Document.

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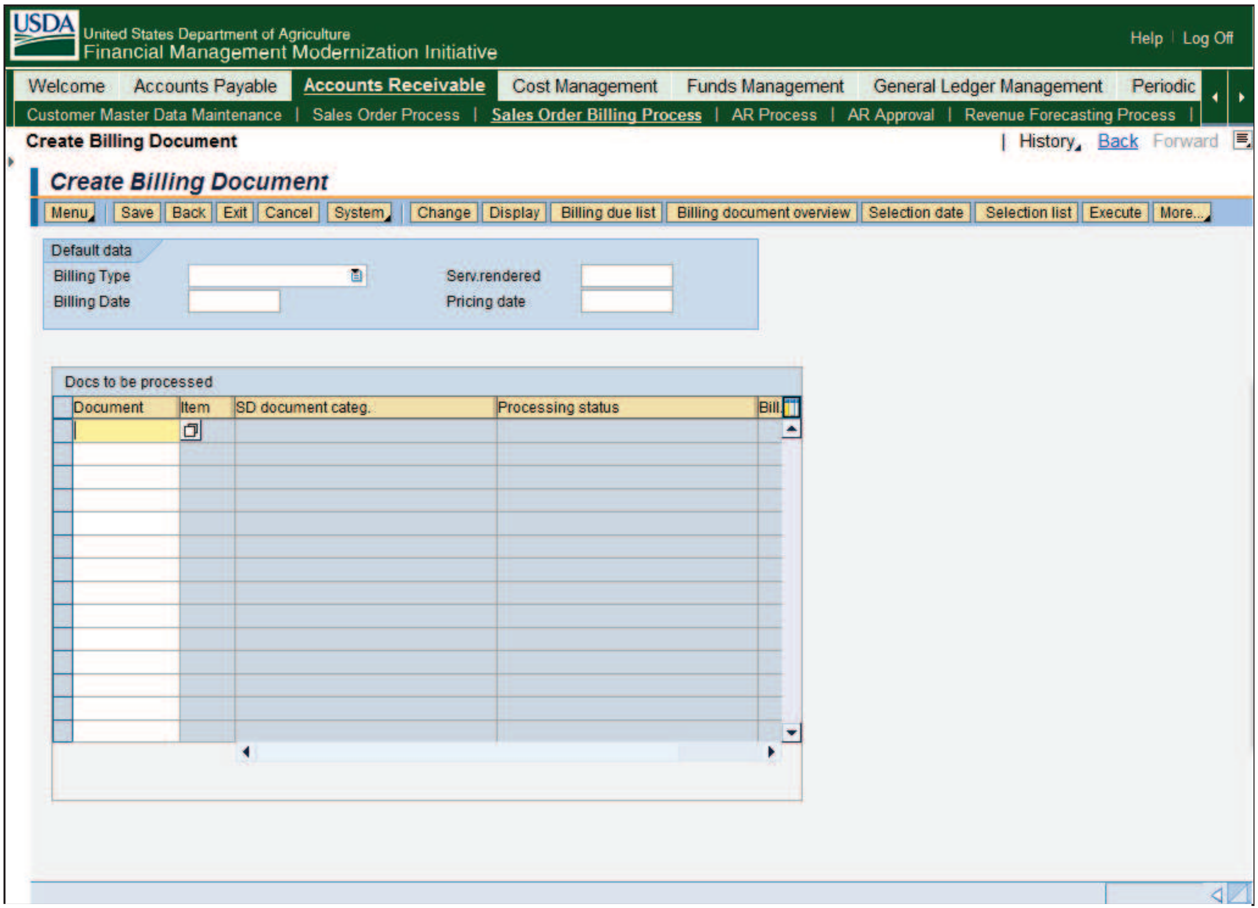

5. As required, complete/review the following fields:

Field	R/O/C	Description
Document (Create Billing Doc)	R	Enter the billing request document number generated by running resource related billing in this field. The last billing request number you created will default into the Document field. **Example:** 70000005

6. Click the **Selection List** button Selection list.

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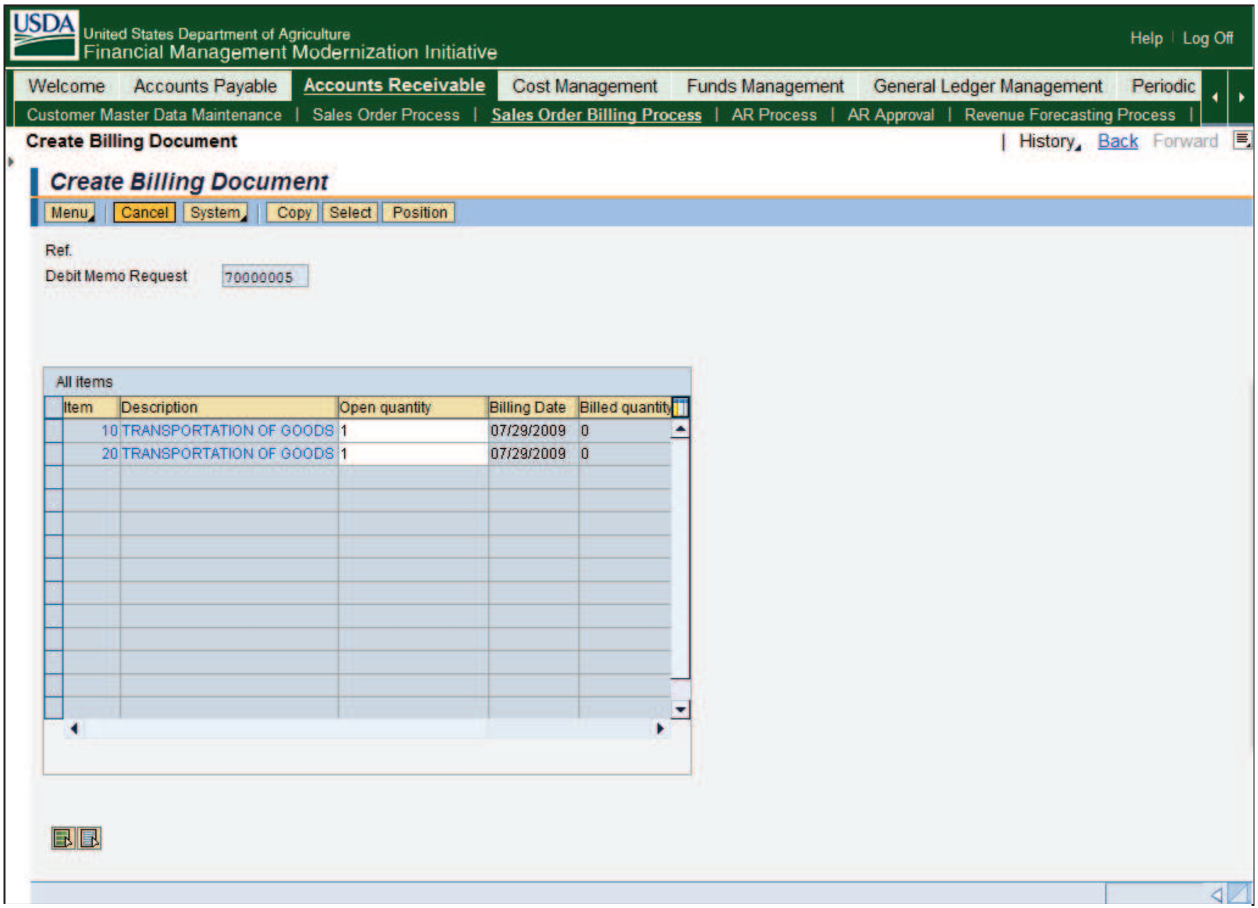

7. View the line items to be included in the billing document.

Click the **Cancel** button Cancel to return to the main screen.

This step is not required, but recommended to ensure the billing document will include the correct information.

To remove a line item, access the billing request through the Change Billing Request task and remove the line item.

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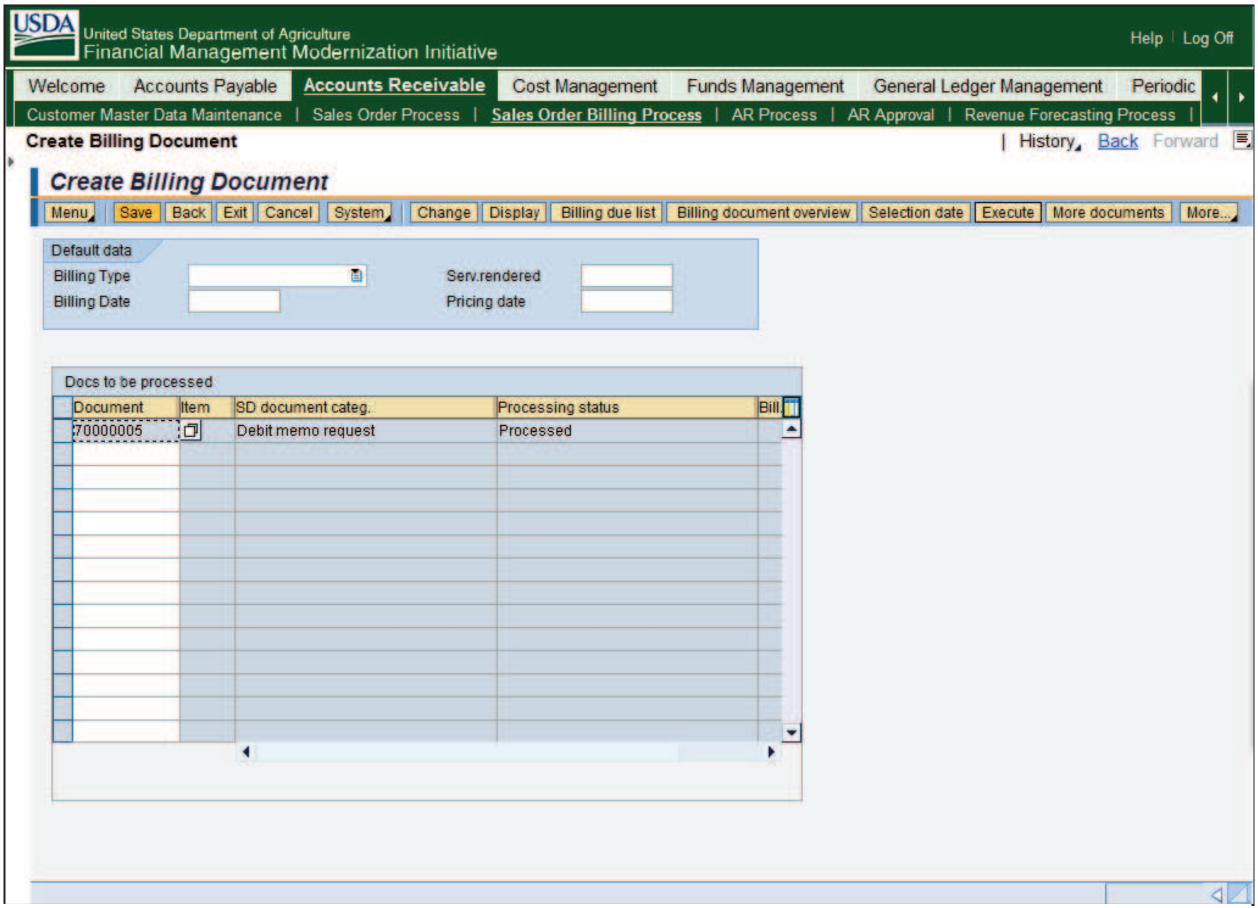

8. Click the **Save** button Save.

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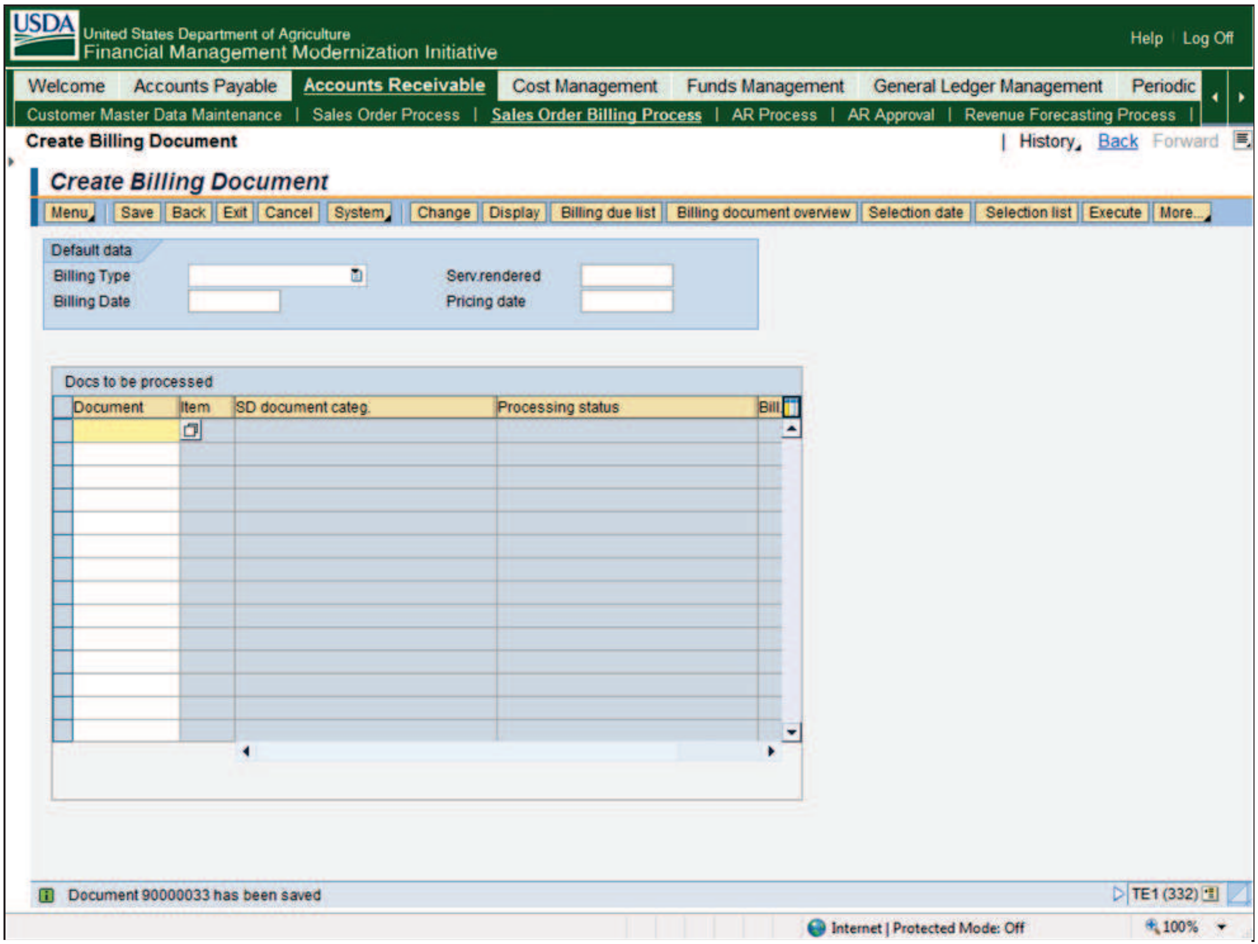

9. The simulation has been successfully completed. End of procedure.

View the confirmation message at the bottom of the screen, "Document 90000033 has been saved." The process of creating the billing document creates the open receivable against the sold-to party (customer).

IMPORTANT : If the payment method is IPAC, the billing document must be edited to include data critical for a successful transmission to Treasury. Please review the Change Billing Document - IPAC Payment online help procedure for details.