

List of Sales Documents

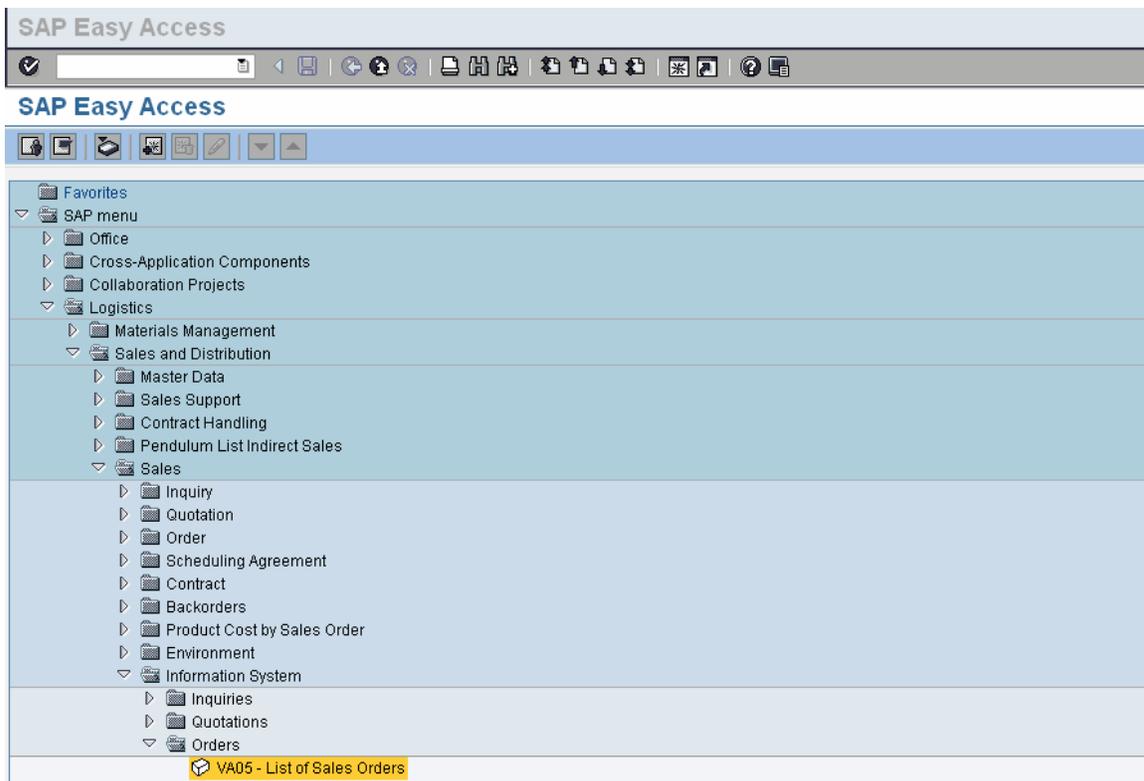
List of sales documents is function provided in system to list Sales & Distribution documents like Sales Orders, Billing Documents etc.

This function is a worklist wherein list of such orders / billing documents are available based on selection criteria and can be worked on directly from list.

A. List of Sales Orders

We will see list of Sales Orders now

Menu Path: Logistics → Sales and Distribution → Sales → Information System → Orders → VA05 – List of Sales Orders



Double click 'VA05 – List of Sales Orders'

The screenshot displays the SAP VA05 'List of Sales Orders' interface. At the top, there is a title bar with the text 'List of Sales Orders' and a toolbar containing various icons. Below the title bar, the main area is titled 'List of Sales Orders' and features a navigation bar with four buttons: 'Disp.variants', 'Further sel.criteria', 'Organizational data', and 'Partner function...'. The main content area contains three input fields: 'Sold-to party', 'Material', and 'Purchase order no.'. Below these fields is a 'Sales order data' section with 'Document Date' set to '21.11.2006' and 'To' set to '21.12.2006'. Below that is a 'Selection criteria' section with radio buttons for 'Open sales orders', 'All orders', and a checkbox for 'My orders'.

Above screen is displayed

Following input options are available:

Sold-to Party

Material

Purchase Order no. (Customer reference)

Date selection for period

Further selection criteria includes check boxes for selecting either

Open Sales Orders

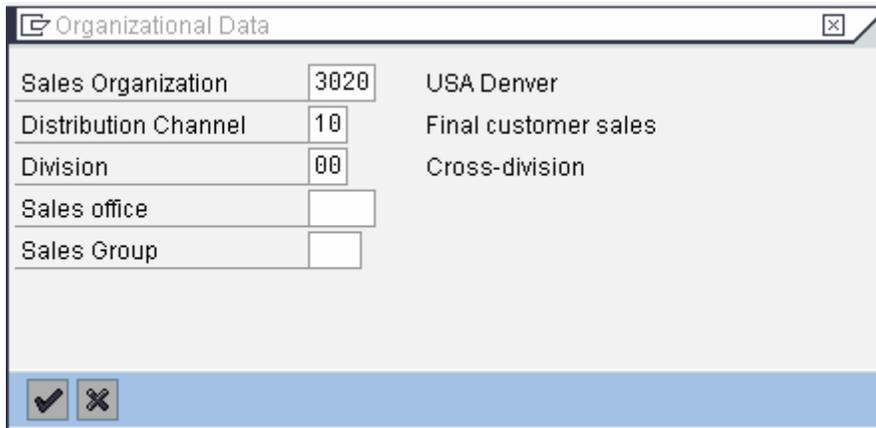
All Orders

My orders – Orders created by user

In addition to this the Organizational Data needs to be maintained.

Click on [Organizational data](#)

Enter selection here, Only Sales Organization is mandatory.

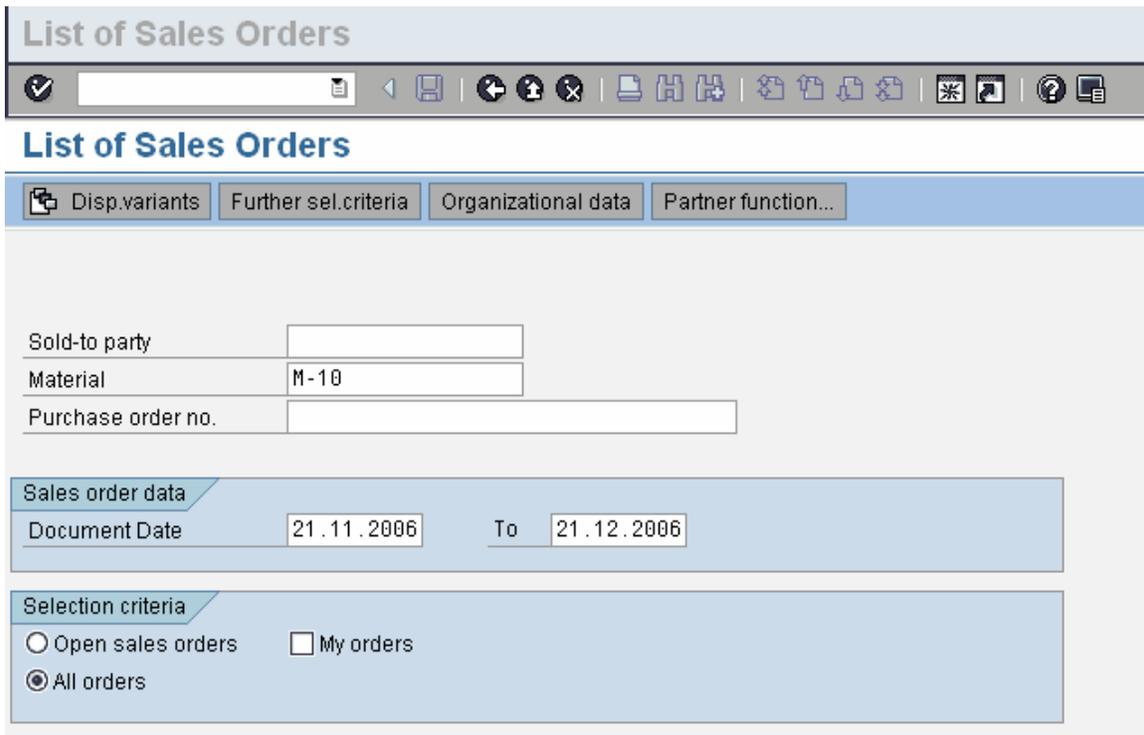


Organizational Data

Sales Organization	3020	USA Denver
Distribution Channel	10	Final customer sales
Division	00	Cross-division
Sales office		
Sales Group		

Click

Let's search for all orders for material M-10.



List of Sales Orders

✓ [Search] [Navigation icons]

List of Sales Orders

Disp.variants Further sel.criteria **Organizational data** Partner function...

Sold-to party []
Material M-10
Purchase order no. []

Sales order data
Document Date 21.11.2006 To 21.12.2006

Selection criteria
 Open sales orders My orders
 All orders

Enter M-10 in Material and click on

List Edit Goto Settings Environment System Help

SAP

List of Sales Orders

Material M-10
Flatscreen MS 1775P
Doc. Date 21.11.2006 To 21.12.2006

Document	Item	SLNo	S	Description	SaTy	Doc. Date	ConfirmQty	PO Number	PO number	Batch	Valid from	Valid to	Delivery date	Crea
60000091	10	1		Flatscreen MS 1775P	RE	21.12.2006	2	90035185	90035185			31.12.9999	21.12.2006	1000
10921	10	2		Flatscreen MS 1775P	SDF	21.12.2006	1					31.12.9999	26.12.2006	1000
10921	10	1		Flatscreen MS 1775P	SDF	21.12.2006	0					31.12.9999	21.12.2006	1000
10918	10	2		Flatscreen MS 1775P	OR	21.12.2006	2	PO ref 929	PO ref 929			31.12.9999	26.12.2006	1000
10918	10	1		Flatscreen MS 1775P	OR	21.12.2006	0	PO ref 929	PO ref 929			31.12.9999	21.12.2006	1000
10655	10	2		Flatscreen MS 1775P	OR	04.12.2006	5	Customer ref. 1	Customer ref. 1			31.12.9999	06.12.2006	1000
10655	10	1		Flatscreen MS 1775P	OR	04.12.2006	0	Customer ref. 1	Customer ref. 1			31.12.9999	04.12.2006	1000
10643	10	1		Flatscreen MS 1775P	OR	01.12.2006	1	sample 1	sample 1			31.12.9999	08.12.2006	1000
10643	20	1		Flatscreen MS 1775P	OR	01.12.2006	1	sample 1	sample 1			31.12.9999	08.12.2006	1000
10643	30	2		Flatscreen MS 1775P	OR	01.12.2006	1	sample 1	sample 1			31.12.9999	20.12.2006	1000
10643	30	1		Flatscreen MS 1775P	OR	01.12.2006	0	sample 1	sample 1			31.12.9999	08.12.2006	1000
10643	40	2		Flatscreen MS 1775P	OR	01.12.2006	1	sample 1	sample 1			31.12.9999	20.12.2006	1000
10643	40	1		Flatscreen MS 1775P	OR	01.12.2006	0	sample 1	sample 1			31.12.9999	08.12.2006	1000

Here it displays all the orders for Material 'M-10' for selection period.

To view any of the sales order select order line and click on 

In main screen there is also option to add on the selection criteria by clicking on **Further sel.criteria**

Mark (maximum 3 fields)

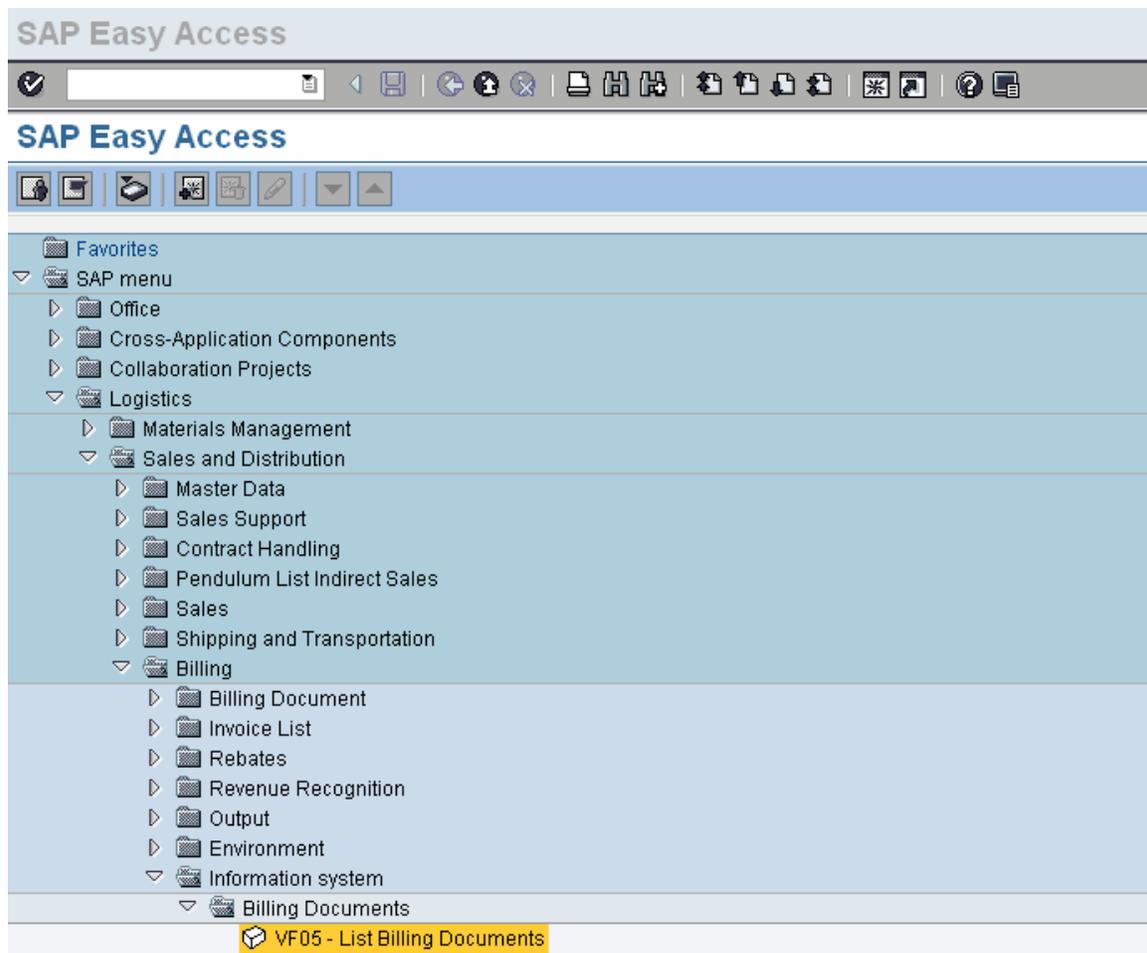
- Distribution Channel
- Division
- Sales Office
- Sales Group
- Sales Document Type
- Created by
- Sales document
- SD document categ.
- Order reason

In similar fashion the required list of sales orders can be viewed using this worklist option provided in system.

B. List of Billing Documents

We will see list of Billing Documents now

Menu Path: Logistics → Sales and Distribution → Billing → Information System → Billing Documents → VF05 – List Billing Documents



Double click 'VF05 – List Billing Documents'

List of Billing Documents

DisplayVariants Further sel.criteria Organizational data Partner function...

Payer

Material

Document data

Billing docs from 21.11.2006 to 21.12.2006

Selection criteria

Open billing docs

All billing docs

Enter the Organizational data, click on

Organizational data

List of Billing Documents

Sales organization 3020 USA Denver

Enter Sales Organization and click

Entering Either Payer or Material is mandatory without which report is not processed.

Further selection criteria can be added by clicking on

Further sel.criteria

List of Billing Documents SAP

List of Billing Documents

Material M-10
Flatscreen MS 1775P

Billing Doc.	Item S	Created by	BLIT	Net value	Curr.	SOrg.	DChl	DstC	District	CGrp	Payer	Name	Address	Material	Description	Product
90035187	10	100049503	RE	1,334.00	USD	3020	10		US0010		300713	Brighton Inc	37287	M-10	Flatscreen MS 1775P	0012500
90035185	10	100049503	F2	1,334.00	USD	3020	10		US0010		300713	Brighton Inc	37287	M-10	Flatscreen MS 1775P	0012500
90035172	30	100049503	F2	667.00	USD	3020	10		US0010		300713	Brighton Inc	37287	M-10	Flatscreen MS 1775P	0012500
90035172	40	100049503	F2	667.00	USD	3020	10		US0010		300713	Brighton Inc	37287	M-10	Flatscreen MS 1775P	0012500
90035171	40	100049503	S1	667.00	USD	3020	10		US0010		300713	Brighton Inc	37287	M-10	Flatscreen MS 1775P	0012500
90035170	30	100049503	S1	667.00	USD	3020	10		US0010		300713	Brighton Inc	37287	M-10	Flatscreen MS 1775P	0012500
90035169	40	100049503	F2	667.00	USD	3020	10		US0010		300713	Brighton Inc	37287	M-10	Flatscreen MS 1775P	0012500
90035168	30	100049503	F2	667.00	USD	3020	10		US0010		300713	Brighton Inc	37287	M-10	Flatscreen MS 1775P	0012500
90035167	20	100049503	F2	667.00	USD	3020	10		US0010		300713	Brighton Inc	37287	M-10	Flatscreen MS 1775P	0012500
90035127	10	100049503	F2	667.00	USD	3020	10		US0010		300713	Brighton Inc	37287	M-10	Flatscreen MS 1775P	0012500

List of Billing documents created for material for the selection period is displayed here.

For viewing a billing document, select document and click on .

The other options available in standard work lists like summation, filters etc are also available.