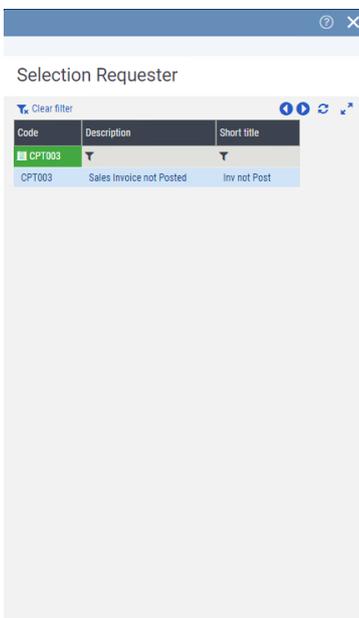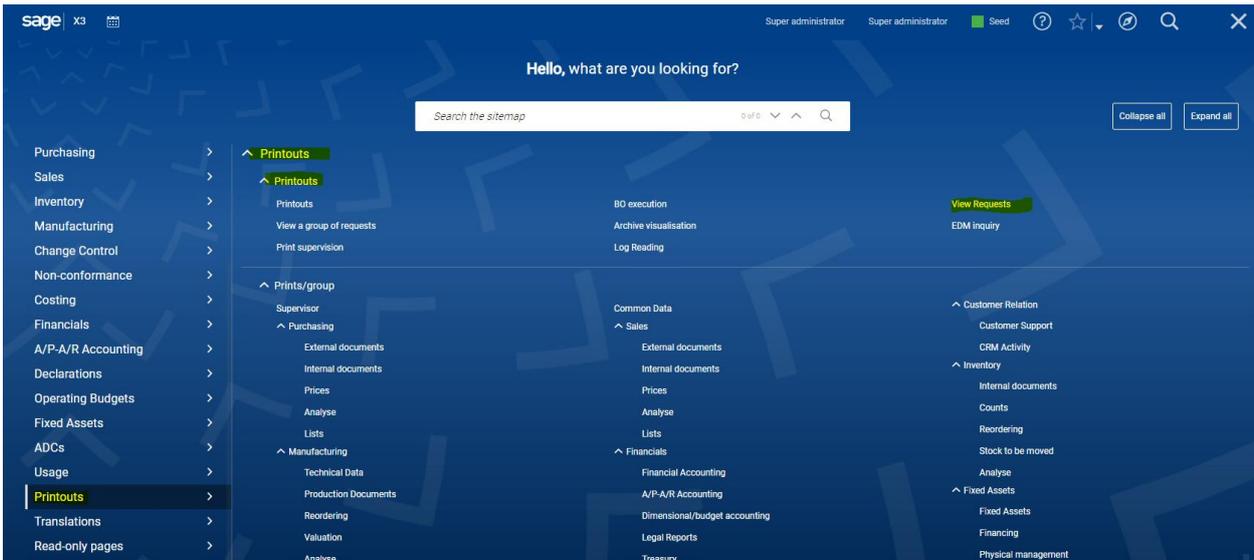# Customer BP Invoice Validation

Sage X3 Help Sheet

As part of the closing processes all Customer BP Invoices with an accounting date relating to the period must be posted.

To check for unposted invoices:

▸ Navigate to Printouts > Printouts > View Requests > CPT003 Sales Invoices Not Posted

▸ Click criteria on the top toolbar then input the Accounting Date range and the company of the transactions you wish to view

The enquiry shows invoices from both the Sales module and the Sales Ledger there is a separate process to post those transactions.

► Click the action button on the line to jump into the transaction and view the detail. (Note: As you are navigating there from a requester the edit function is disabled so you are not able to post the transaction from this screen).
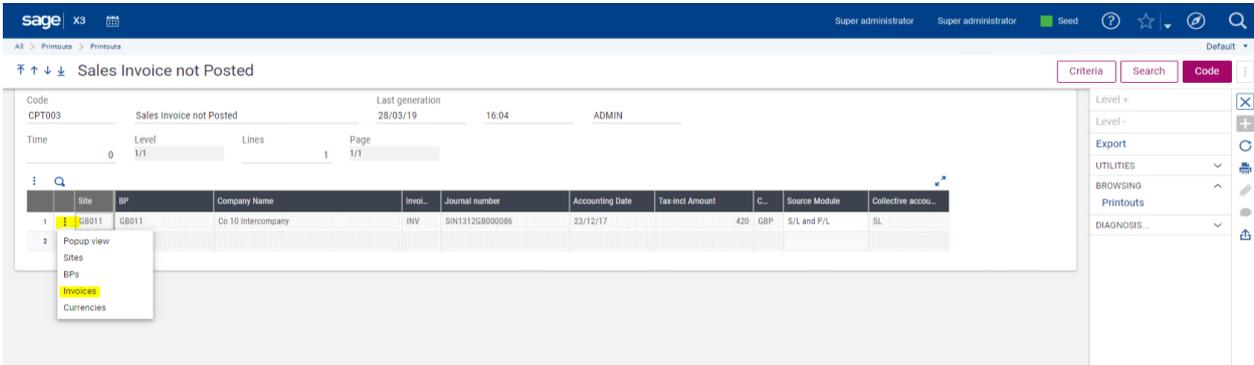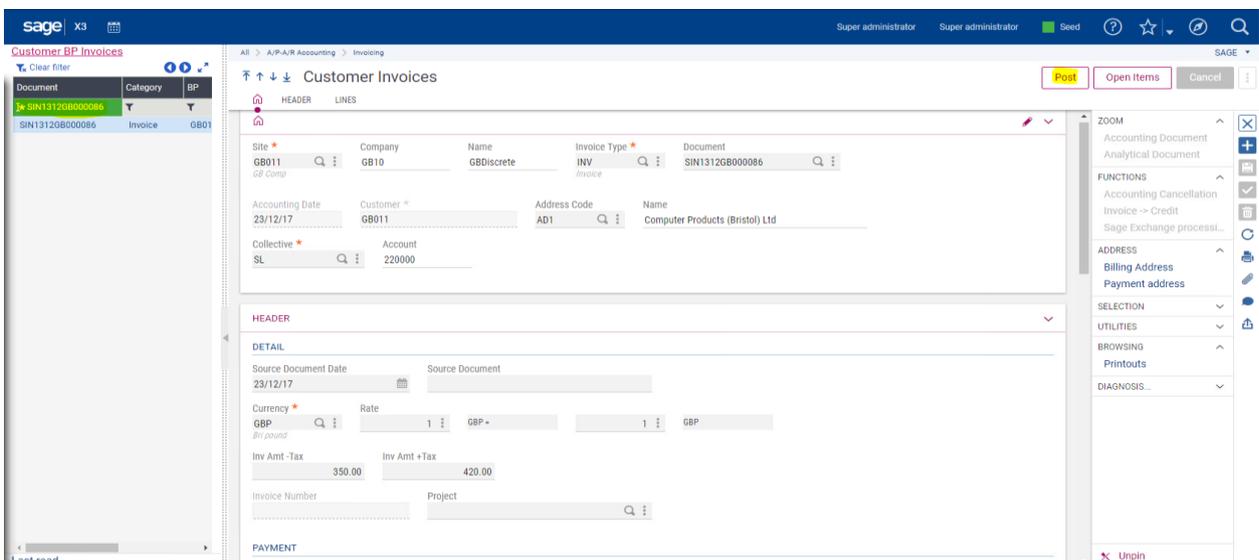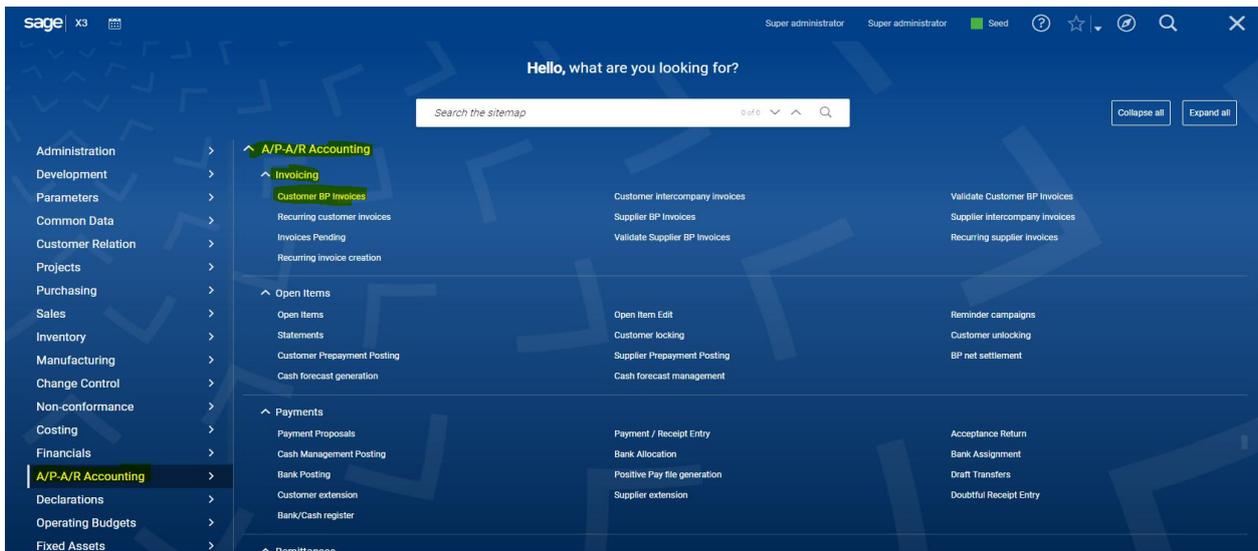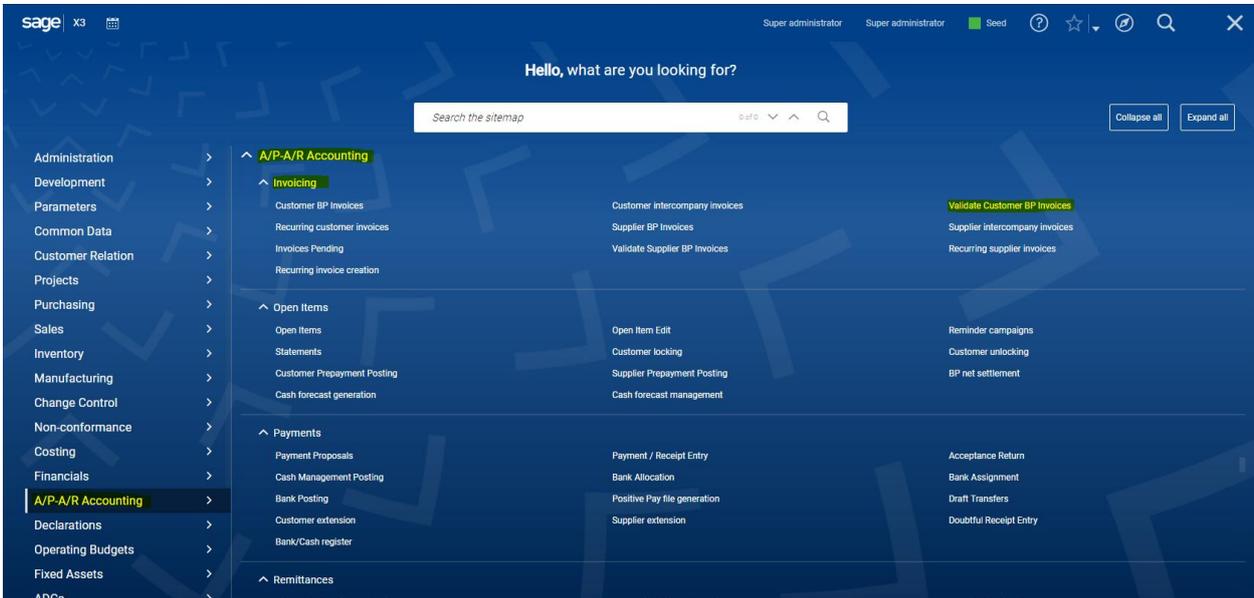
To post the invoice either:

▶ Navigate to AP/AR Accounting > Invoicing > Customer BP Invoices > Enter the invoice number and manually post the invoice.

▶ Navigate to AP/AP Accounting > Invoicing > Validate Customer BP Invoices.

▶ Enter the company, select All Users, enter the Date range and click Ok.