

**datel**

expanding the  
world of sage

▶ **Customer BP Invoice  
Validation**

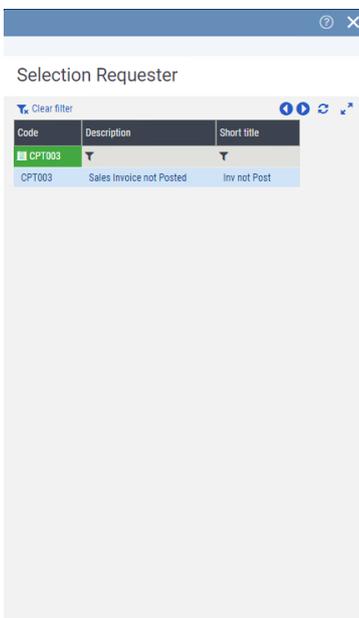
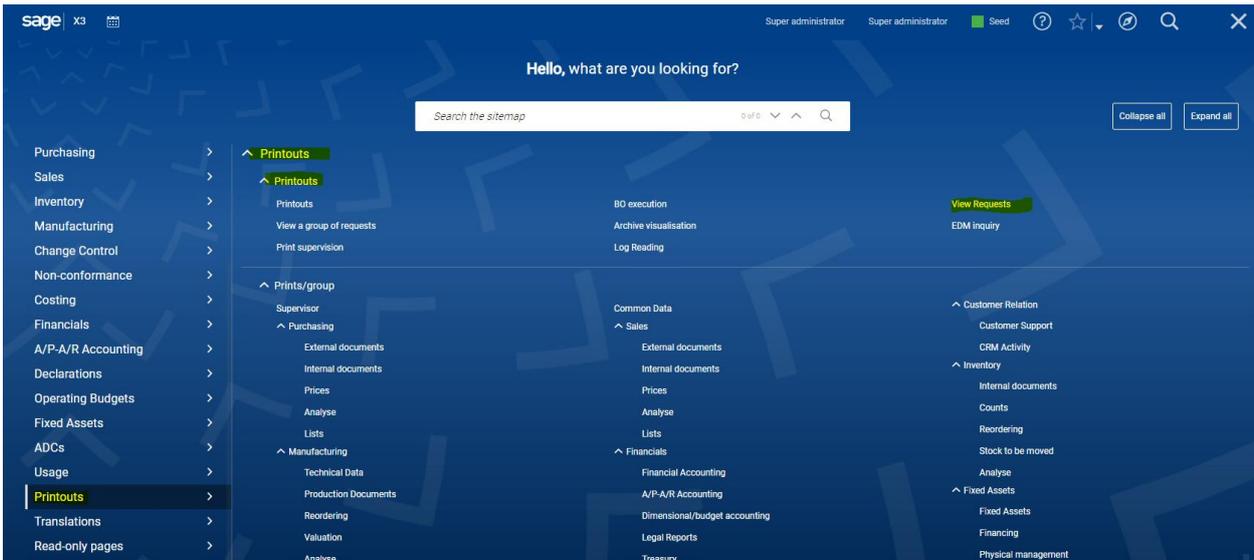
Sage X3 Help Sheet



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

sage X3 Super administrator Super administrator Seed

All > Printouts > Printouts

Criteria Search Code

Code CPT003 Sales Invoice not Posted Last generation 28/03/19 15:27 ADMIN

Time 3 Level 1/1 Lines 213 Page 1/3

100 Records Page size: 25

	Site	BP	Company Name	Inv...	Journal number	Accounting Date	Tax Incl Amount	C...	Source Module	Collective accou...
1	AU011	AU001	Bike World Pty Ltd	AUINV	SIN1309AU01100013	20/09/17	3 000	CAD	S/L and P/L	SL
2	AU011	AU001	Bike World Pty Ltd	AUINV	SIN1410AU01100019	25/10/18	10 000	CAD	S/L and P/L	SL
3	AU011	AU003	JB Lee	AUINV	SIN1402AU01100015	25/02/18	2 200	AUD	S/L and P/L	SL
4	AU011	AU004	Bling Hi Fi Pty Ltd	AUINV	SIN1404AU01100016	25/04/18	4 400	AUD	S/L and P/L	SL
5	AU012	AU001	Bike World Pty Ltd	AUINV	SIN1406AU01200017	25/06/18	5 500	AUD	S/L and P/L	SL
6	AU012	AU002	Cycles R Us	AUINV	SIN1408AU01200018	25/08/18	8 800	AUD	S/L and P/L	SL
7	AU012	AU003	JB Lee	AUINV	SIN1311AU01200014	20/11/17	999	USD	S/L and P/L	SL
8	AU012	AU003	JB Lee	AUINV	SIN1412AU01200020	25/12/18	7 700	AUD	S/L and P/L	SL
9	BE021	BE001	BE Concept	BEFAC	BE0211501BEFAC000005	27/01/18	2 323.4	EUR	Sales	CLS
10	DE011	DE001	1 2 3 Rad GmbH	REC	RG130E011000001	31/03/17	595	EUR	S/L and P/L	D1
11	DE011	DE001	1 2 3 Rad GmbH	REC	RG140E011000006	02/04/18	59.5	EUR	S/L and P/L	D1
12	DE011	DE002	Bike & Outdoor Company GmbH	REC	RG140E011000005	28/02/17	1 190	EUR	S/L and P/L	D1
13	DE011	DE003	Cyberport GmbH	REC	RG130E011000002	31/03/17	1 785	EUR	S/L and P/L	D1
14	DE011	DE003	Cyberport GmbH	ING	RG140E011000017	10/04/18	512 134.35	EUR	Sales	D1
15	DE011	DE004	Software Services	REC	RG130E011000003	30/04/17	892.5	EUR	S/L and P/L	D1
16	DE012	DE001	1 2 3 Rad GmbH	REC	RG130E012000001	31/01/17	59.5	EUR	S/L and P/L	D1
17	DE012	DE001	1 2 3 Rad GmbH	ING	RG180E012000002	08/02/18	119.6	EUR	Sales	D1
18	DE012	DE001	1 2 3 Rad GmbH	ING	RG180E012000001	12/02/18	99.25	EUR	Sales	D1

Unpin

All > Printouts > Printouts

Requester

Code CPT003

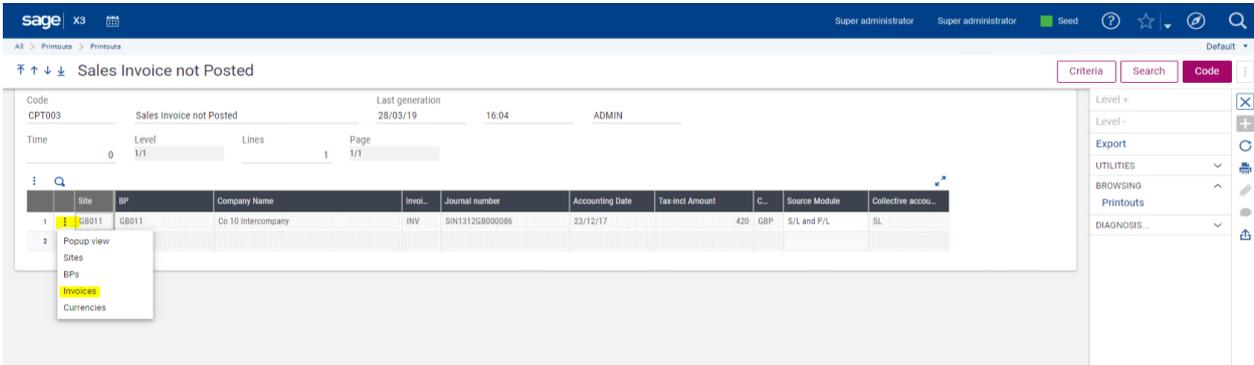
5 Records Page size: 15

	Description	Starting	Ending
1	Site		
2	BP		
3	Company Name		
4	Accounting Date	01/12/2017	31/12/2017
5	Company	GB10	GB10
6			

Unpin

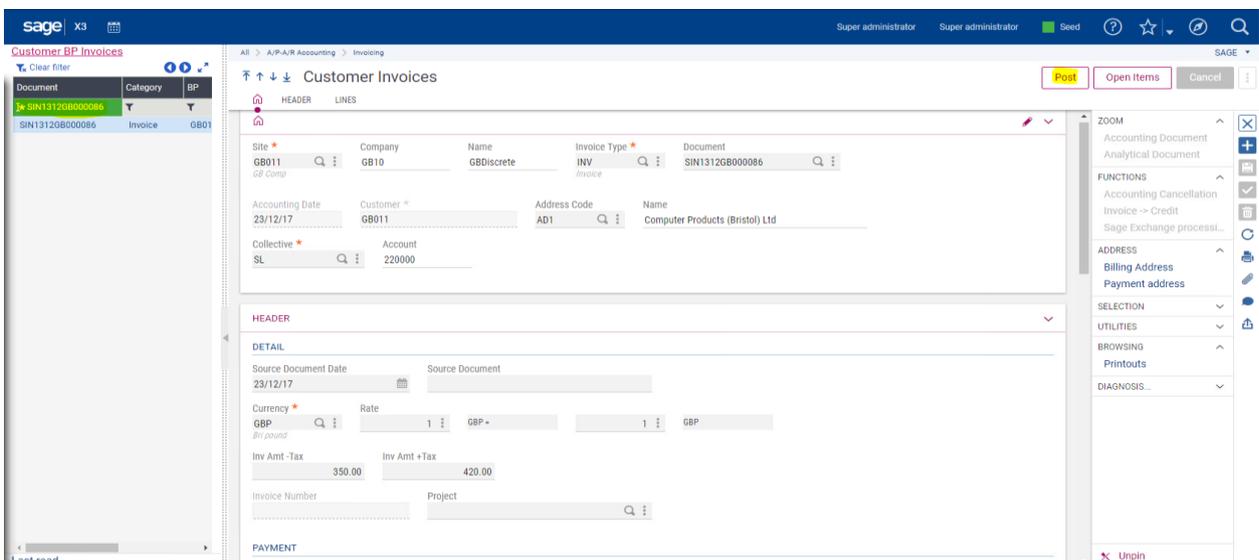
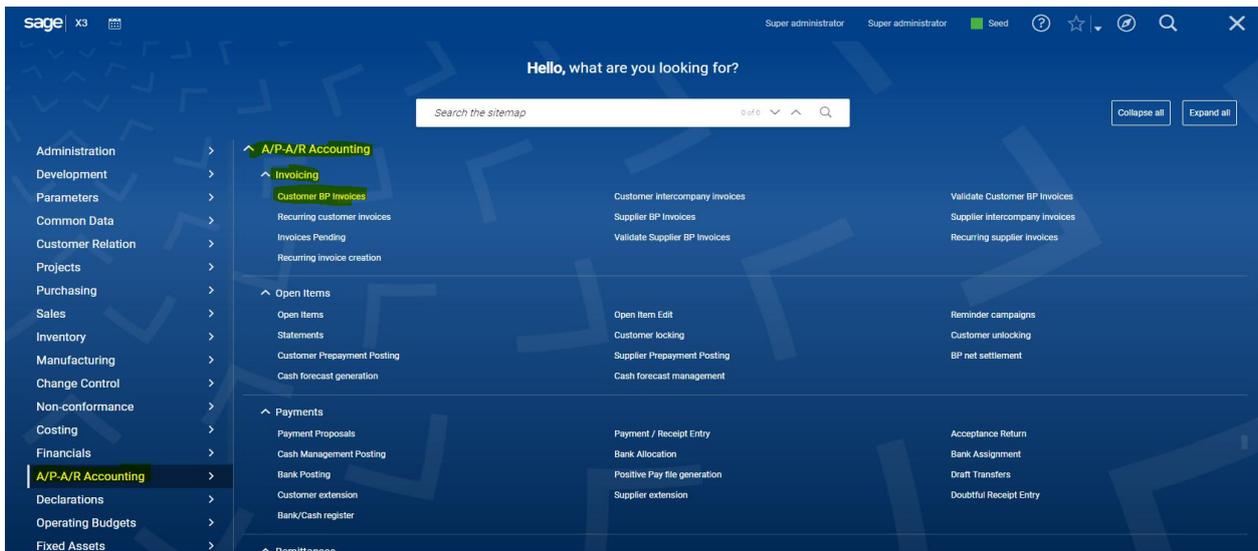
The enquiry shows invoices from both the Sales module and the Sales Ledger there is a separate process to post those transactions.

- ▶ 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).

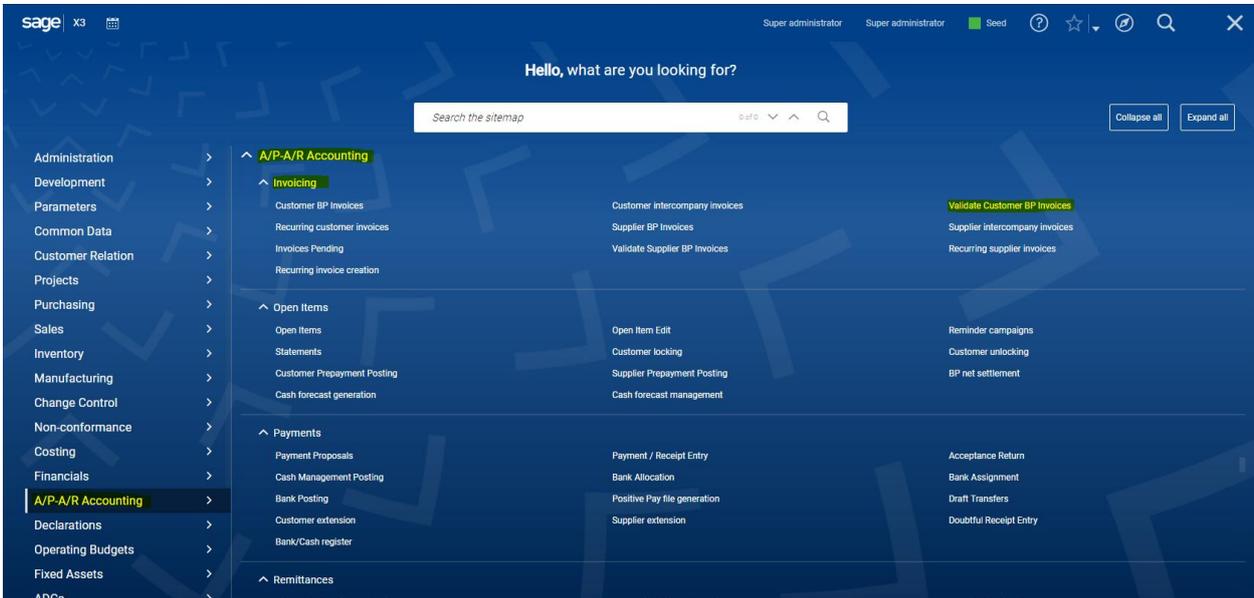


To post the invoice either:

- ▶ 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.

