

Subscription invoices

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Subscription invoices

Subscription invoices is the reference list for reviewing subscription-invoice rows and continuing to an invoice's detail record. The list can also provide layout, filter, settings, and export tools.

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Subscription invoices at a glance

A subscription invoice is a record presented in this configuration list for review before you continue to its detail record. The page is the Subscription invoices list at its configured route.

The list is a reference surface: use it to read the rows that appear, adjust how the list is shown, and open an invoice. The invoice-detail page owns the record review after you select a row.

Before you start

Before you use the list, have access to the **Subscription invoices** page and a list layout available to your account. The grid appears when a selected layout is available, and its headers come from that layout. The controls for **Table Layout**, **Settings**, filtering, and **Export** also depend on the applicable list configuration and permissions.

Prerequisites

- You are on the **Subscription invoices** page.
- A selected list layout is available so the grid can display.
- You know that the visible columns can follow your selected layout rather than a fixed column list.
- Your access includes the list tools you need, such as **Table Layout**, **Settings**, or **Export**.

If the list contains no rows, the page displays **No data** and **Count: 0**.

Understand the invoice list

The invoice list is a grid whose visible headers come from the selected list layout. In the available list view, the headers are **Company**, **Invoice date**, **Invoice no.**, **Total amount**, and **Subscription**.

What you see	How to use it
Company	Identify the company shown for the row.
Invoice date	Read the invoice date shown for the row.
Invoice no.	Identify the invoice number shown for the row.
Total amount	Read the total amount shown for the row.
Subscription	Identify the subscription associated with the row.

The page also provides these list tools:

Control	Use
Refresh	Reload the list.
Table Layout	Open the available layout choices and layout actions.

Control	Use
Settings	Open list settings.

The grid's column set follows the selected layout, so work from the headers visible in your list.

Result: The invoice list remains open with its visible headers and list tools ready for the next list action.

Personalize, filter, and prepare the list

Use the list tools to change how the rows are presented or to prepare the current list for export. These actions concern the list view; they do not change invoice data.

Prerequisites

- You are on the **Subscription invoices** page.
- The list tools you need are visible.

Steps

1. Select the layout action that matches what you need:

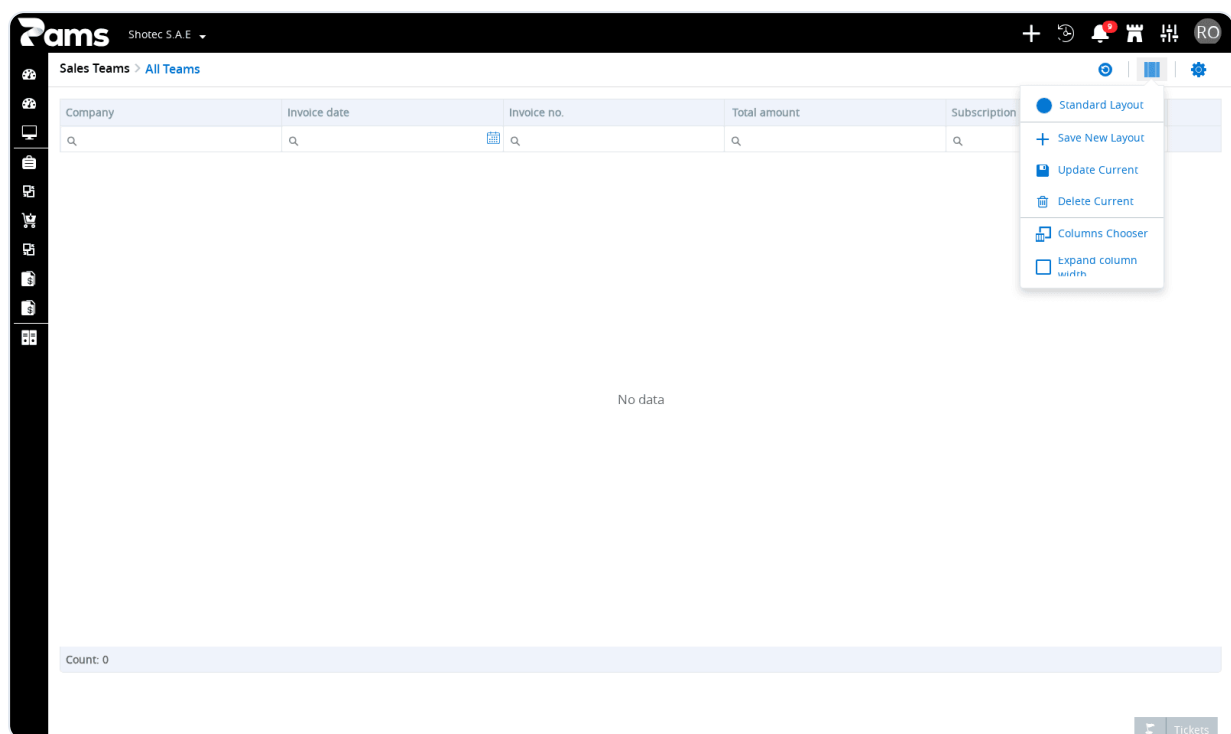
If you need to...	Select
Review or change the selected layout	Table Layout
Create another layout	Save New Layout
Save changes to the selected layout	Update Current
Remove the selected layout	Delete Current
Choose visible columns	Columns Chooser
Adjust automatic column sizing	Expand column width

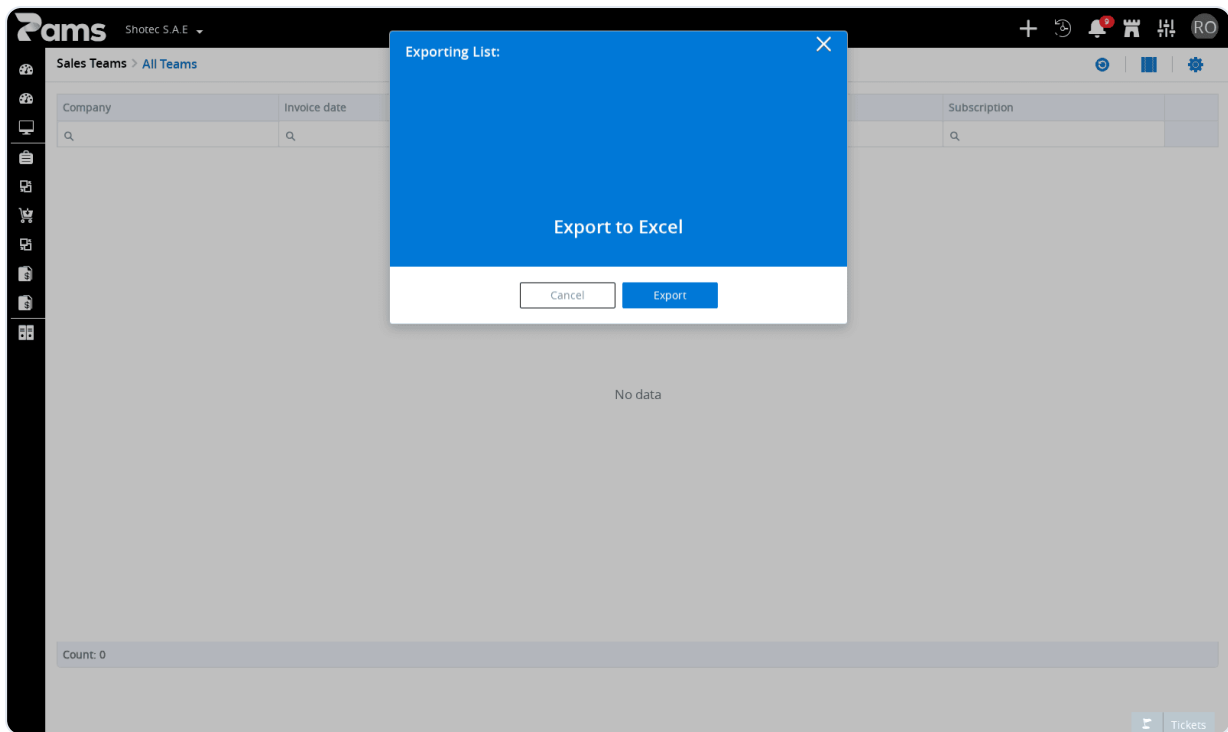
The layout menu also shows **Standard Layout**. If you choose **Save New Layout**, the dialog provides **Cancel** and **Save**.

2. Select **Settings**.
3. Select the list action that matches what you need:

If you need to...	Select
Show a filter row under the grid headers	Filter Row
Show the group panel when it is available	Group Panel
Open the export dialog	Export

The export dialog is headed **Exporting List:** . It provides **Cancel** and **Export**. If the format choices are present, select **Export to Excel** for a spreadsheet or **Export to PDF** for a PDF file.





Result: The selected list tool or dialog is open, ready for the next list-view action.

Handle layout and access branches

The list can present different tools and headers according to your available layout, permissions, subscription, and branch context. Use the surface that is visible rather than looking for a fixed set of columns or menu items.

Prerequisites

- You are on the **Subscription invoices** page.
- At least one list control is visible.

Steps

1. Identify the visible variation that matches your task:

If you need to...	Select
Review or change the selected list layout	Table Layout
Show a filter row	Filter Row
Show the group panel	Group Panel

If you need to...	Select
Open the export dialog	Export
Open an invoice in the current branch	the edit action in the invoice row

2. Select the control in the matching row.

The import item is not part of this list surface. The grid's own column chooser is disabled; use

the available shared **Columns Chooser** action when it is shown.

Result: The selected layout, filter, group, export, or invoice-detail surface is open.

When a list action goes wrong

Use the exact message on screen to identify which list action needs attention.

Message	Action or condition
An error occurred while processing your request	The list request returned an error.
Couldnt Load Table Layouts	Loading the available table layouts returned an error.
Duplicate Layout Name	The new layout name duplicates an existing layout name.
Layout saved Successfully	A layout save reports completion.
You can't change the standard layout.. please, create new layout	The standard layout cannot be changed through the current action.
Error Saving Layout	Saving the layout returned an error.
Default Layout Cannot be modified	The default layout cannot be modified.
Default Layout Cannot be deleted	The default layout cannot be deleted.
Data Deleted Successfully	Layout deletion reports completion.
Error Deleting the Layout	Deleting the layout returned an error.
NO Data to Export	The export action found no data to export.
Are you sure?	When Are you sure? appears, confirm the deletion only if you intend to remove the selected layout.
Couldnt Load Default Layout	The default-layout load path reports an error.
Error setting current layout	Setting the current layout reports an error.

If the page returns to **Dashboard** or **Tickets** instead of showing the invoice list, reopen

Subscription invoices before using the list tools.

Find and open an invoice

Use the Subscription invoices list when you need to identify an invoice row and continue to its detail record. The edit action in the invoice row is available when the invoice belongs to the same branch as the current list context.

Prerequisites

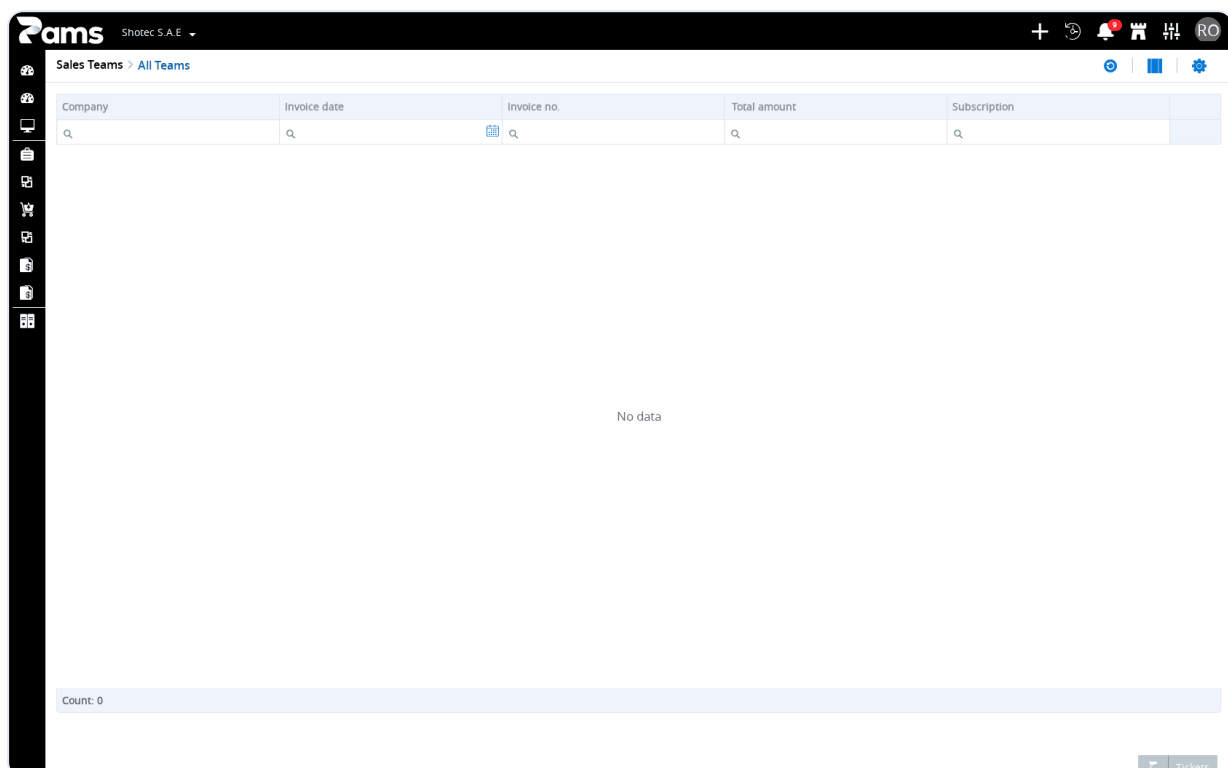
- You are on the **Subscription invoices** page.
- The invoice row is available in the list.

Steps

1. Identify the invoice from the visible row values and columns.
2. Select the edit action in the invoice row.

The invoice-detail page opens for that row.

Result: The selected subscription invoice is open in its detail page.



Continue to invoice details

The subscription-invoice details page owns review of the selected invoice record. The list page only hands you to that record; use [Subscription invoice details](#) for the next screen.

These tools do not create, update, or delete invoice records. **Delete Current** applies to the selected list layout, while **Export** opens the export dialog.

Result: You know whether to continue with the invoice detail record or return to the list tools.