Payables

September 10, 2026

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Payables is the list area for supplier invoices and outgoing supplier payments. Use it to
review the items that feed additional direct-cost work and Job Profitability.

If you need to…	Go to
Open a list and choose its status view	Find a purchase invoice or outgoing payment
Read the list headers and display controls	Understand the Payables lists
Use the available export path	Export a Payables list
Choose a payment or list branch	Handle list and payment branches
Respond to a blocked action	When a Payables action fails
Continue with the record after list review	Continue from a Payables list
Follow the invoice flow	Invoice lifecycle
Record a payment	Record a payment
Review profitability after payment and cost work	Job profitability overview

Before you start

Payables is available when the Invoices module is included. The list family and the actions you
can use depend on access rights and on the list layout available to your company.

Prerequisites

Before you start	Why it matters
Payables is included in your subscription	The Payables lists and their controls can appear.

Before you start	Why it matters
You know whether you need Purchase Invoices or Outgoing Payments	Each tab provides a different list family and its own status views.
Your account has the permission needed for the action	New-payment, export, and delete controls are permission-dependent.
A list layout is available	The headers you see come from the selected list layout.

The list has no required-entry step or required marker. Its columns are selected from the list
layout, so use the headers currently shown on your screen rather than expecting one fixed set.

Find a purchase invoice or outgoing payment

Purchase Invoices are the list of supplier invoices. Outgoing Payments are the list family for
payments made against those invoices or against additional direct costs.

Prerequisites

- You can open the Payables list.
- You know which list family contains the item you want to review.

Steps

1. Open the Purchase Invoices list at `/finance/payables/list/purchase-invoices/view`.
2. Select the list family that matches your work.

If you need to…	Select
Review supplier invoices	**Purchase Invoices**
Review payments or payment allocation	**Outgoing Payments**

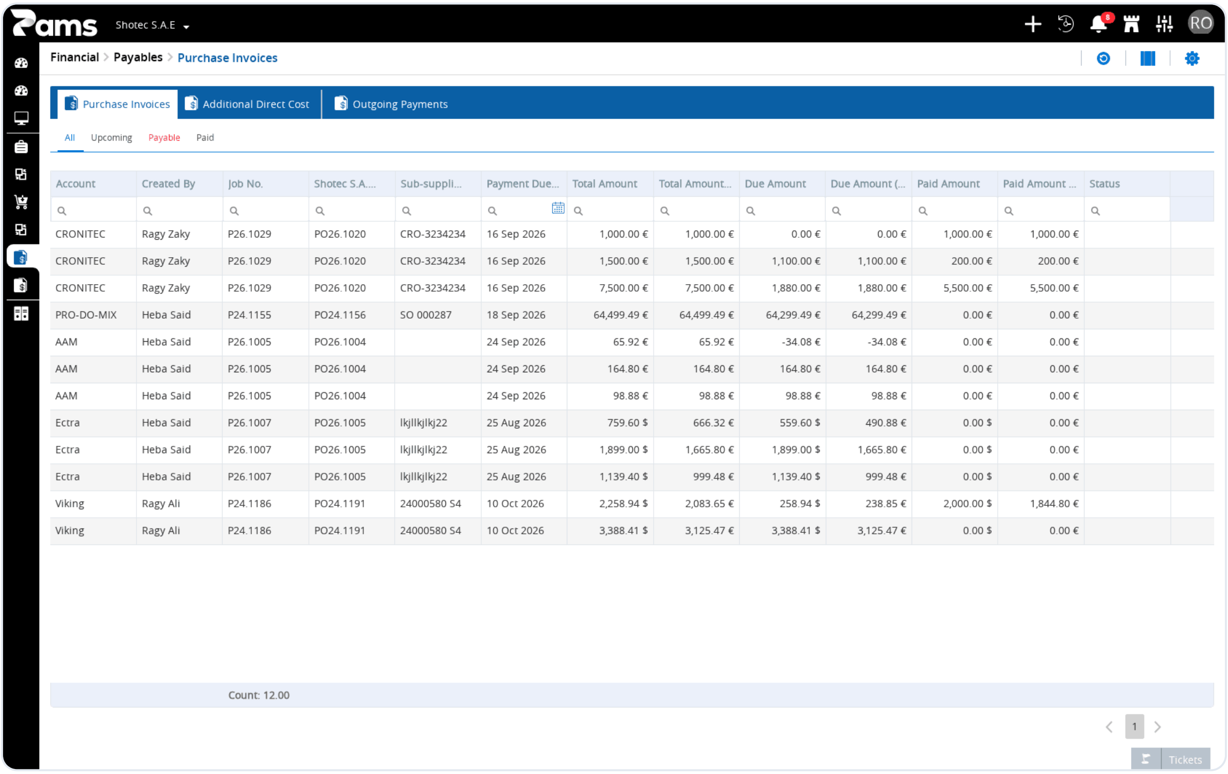
3. Select the status view for the list family.

List family	Available status view
Purchase Invoices	**All**, **Upcoming**, **Payable**, or **Paid**
Outgoing Payments	**All**, **Not completely Allocated**, or **Completely Allocated**

4. Review the rows in the selected view.

5. Select a row outside its action area to open the corresponding invoice or payment record.

Result: The selected Payables list remains open on the chosen status view, ready to review a row
or continue to its record.



Understand the Payables lists

The list combines status views, a layout-controlled grid, paging, and display settings. The
headers are the quickest way to identify what each row contains.

The Purchase Invoices list currently shows these headers:

Header	What to use it for
Account	Identify the account on the row.
Created By	Identify who created the row.
Job No.	Identify the related job number.
Sub-supplier Order No.	Identify the sub-supplier order number.
Payment Due Date	Check the payment due date.

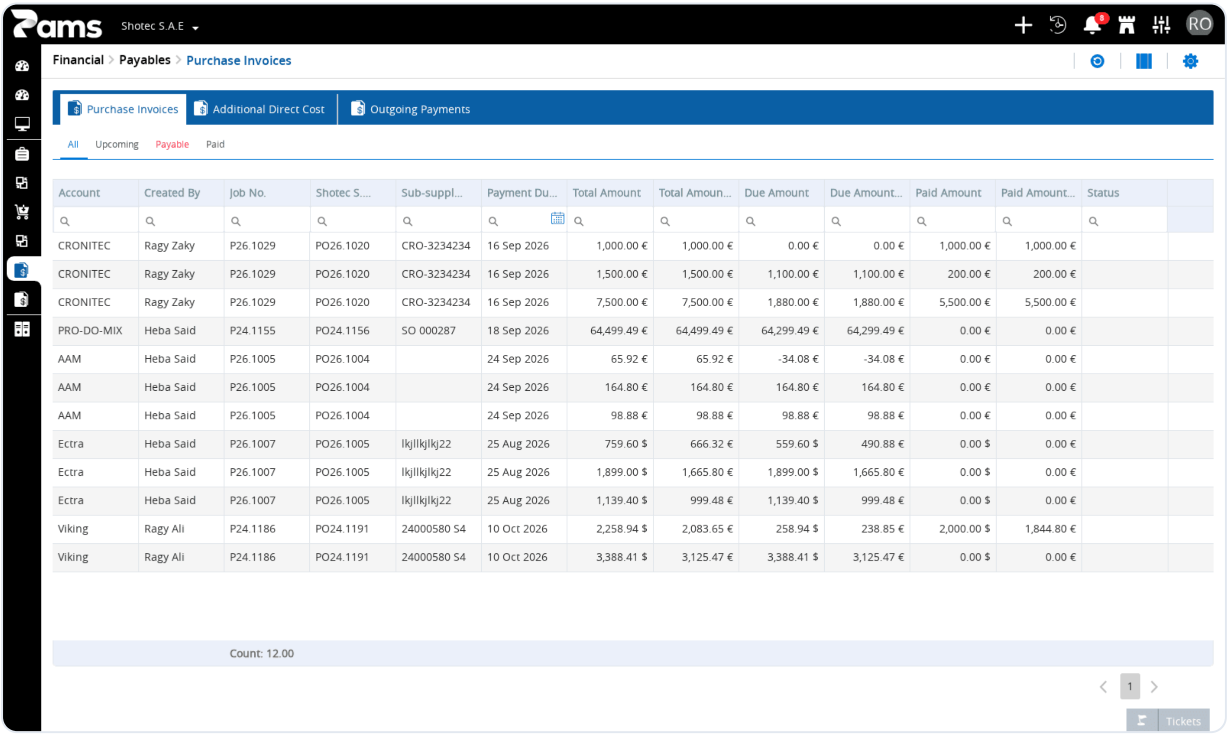
Header	What to use it for
Total Amount	Review the total in its original currency.
Total Amount (€)	Review the total converted to euros.
Due Amount	Review the amount still due in its original currency.
Due Amount (€)	Review the amount still due in euros.
Paid Amount	Review the paid amount in its original currency.
Paid Amount (€)	Review the paid amount in euros.
Status	Review the row status.

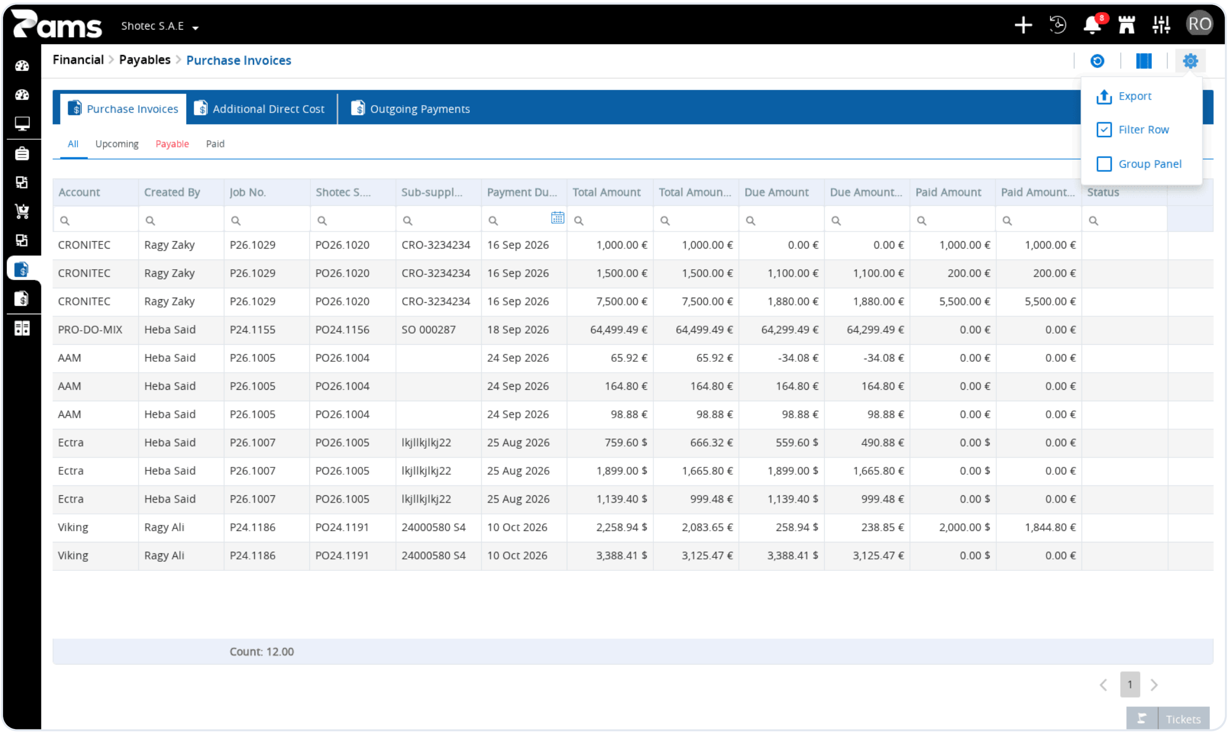
The selected layout controls the column set, so a different layout can change the headers shown.

The list also provides these display controls:

Control	Use
Refresh	Reload the list.
Table Layout	Open the list-layout controls.
Settings	Open display settings.
Filter Row	Show the row-filter area after settings are opened.
Group Panel	Show the grouping area after settings are opened.

The list uses 30-row paging. Use the current headers and the available settings.





Export a Payables list

Use the export controls from the current list view.

Prerequisites

- The export control is available to your account.

- The list you want to export is open.

Steps

1. Select **Settings**.
2. Select **Export**.
3. Select **Export to Excel**.

Result: The export path is set to **Export to Excel**.

Handle list and payment branches

The payment menu appears only for the matching list and access branch. The display settings also
depend on which list options your account can use.

Prerequisites

- You know whether you are reviewing a list, creating a payment, filtering, or grouping.
- The permission and list condition for that branch are available.

Steps

1. Select the branch that matches your task.

If…	First control	Next control
You need to review supplier invoices	**Purchase Invoices**	—
You need to review payment allocation	**Outgoing Payments**	—
You need to create a payment for a purchase invoice	**Outgoing Payment**	**Pay Purchase Invoice**
You need to create a payment for an additional direct cost	**Outgoing Payment**	**Pay Additional Direct Cost**
You need to filter the list	**Settings**	**Filter Row**
You need to group the list	**Settings**	**Group Panel**
You need to export the list	**Settings**	**Export**

Result: The list or payment branch that matches your task is open.

When a Payables action fails

Use the message text to decide whether to correct a filter, review access, or stop before continuing
to a branch that needs another task.

Prerequisites

- An action has displayed a message or has not provided the control you need.

Steps

1. Compare the message or missing control with the table below.

What you see	What it means	What to do
`Forbidden characters detected. Please remove them and try again.`	The filter contains a forbidden character.	Remove the forbidden character and apply the filter again.
`Are you sure you want to Delete this transaction ?`	A cost-transaction deletion message is open.	Stop and use the page that owns cost-transaction deletion.
`NO Data to Export`	The current list has no data to export.	Review the current list before exporting again.
Export message	`Export to PDF`	Continue with the list procedure.
The new-payment, export, or delete control is absent	The corresponding permission or list condition is not active.	Review the required access with your administrator.
The list shows a different set of headers.	The selected list layout provides a different column set.	Use the headers currently shown in your list.

Result: You have corrected the filter or identified the access or list branch to use next.

Continue from a Payables list

A Payables row is the handoff point from list review to the invoice or payment record. Supplier
invoices lead into invoice work; outgoing supplier payments and additional direct costs feed the
Job Profitability view.

Prerequisites

- The correct list family and status view are open.
- A row is available to review.

Steps

1. Select the row you want to continue with outside its action area.
2. Continue in the record that matches the selected list family.
3. Choose the next procedure for the work you need to do.

If you need to…	Go to
Follow invoice status work	Invoice lifecycle
Record payment work	Record a payment
Review profitability after payment or additional direct-cost work	Job profitability overview

Result: You leave the Payables list with the next invoice, payment, or profitability procedure identified.