Principal invoices

September 10, 2026

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A principal invoice is the finance record for an invoice issued on behalf of a principal. It sits after the sales-job work and before the principal payment flow.

If you need to…	Go to
Find an existing principal invoice	Find and open a principal invoice
Understand the list, record, and related tabs	Understand the principal-invoice screen
Change the record information	Update the principal-invoice record
Record a principal payment or deduction	Manage payments, deductions, and paid status
Continue with the general invoice status flow	Invoice lifecycle
Work in the separate payment routes	Record a payment

The application provides separate list and record routes for principal invoices. The finance
navigation destination is **Tracking Principal Invoices**. A principal invoice belongs to the
principal-side chain from principal sales invoice to principal incoming payment; the record can
also carry the **Awaiting Principal Payoff** status.

In the finance workspace, **Tracking Principal Invoices** is the active principal-invoice tab.
The same workspace also exposes **All**, **Sales Invoices**, **Commission Invoices**, and **Incoming Payments**.

Before you start

Prerequisites

- You are signed in. The record routes require authentication.
- The invoice record is loaded before record actions are available.
- The finance feature is included in your subscription.
- The list has a selected layout. The grid appears only after the layout is available.
- The list is not in minimum layout when you need its status filters.
- To use **Save** or **Save and Close**, you have permission to edit the record.
- For a record action, check the current **Status** first. The status controls whether **Consider As Paid**, **Consider As Not Paid**, **Comments**, **Deductions**, **Principal Payments**, and **Last Modifications** are available.

Find and open a principal invoice

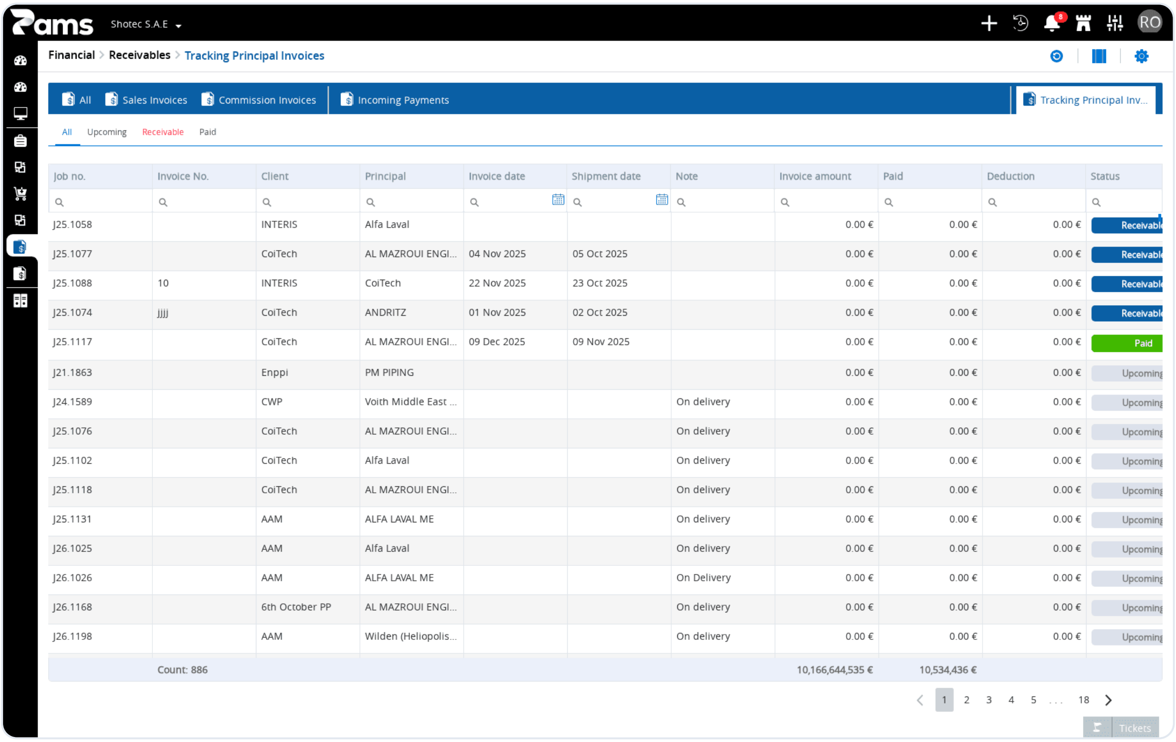
A principal-invoice list is the place to narrow the existing records before opening one record
for review or editing.

Prerequisites

- You can open `/finance/principal-invoices` or `/finance/principal-invoices/view`.

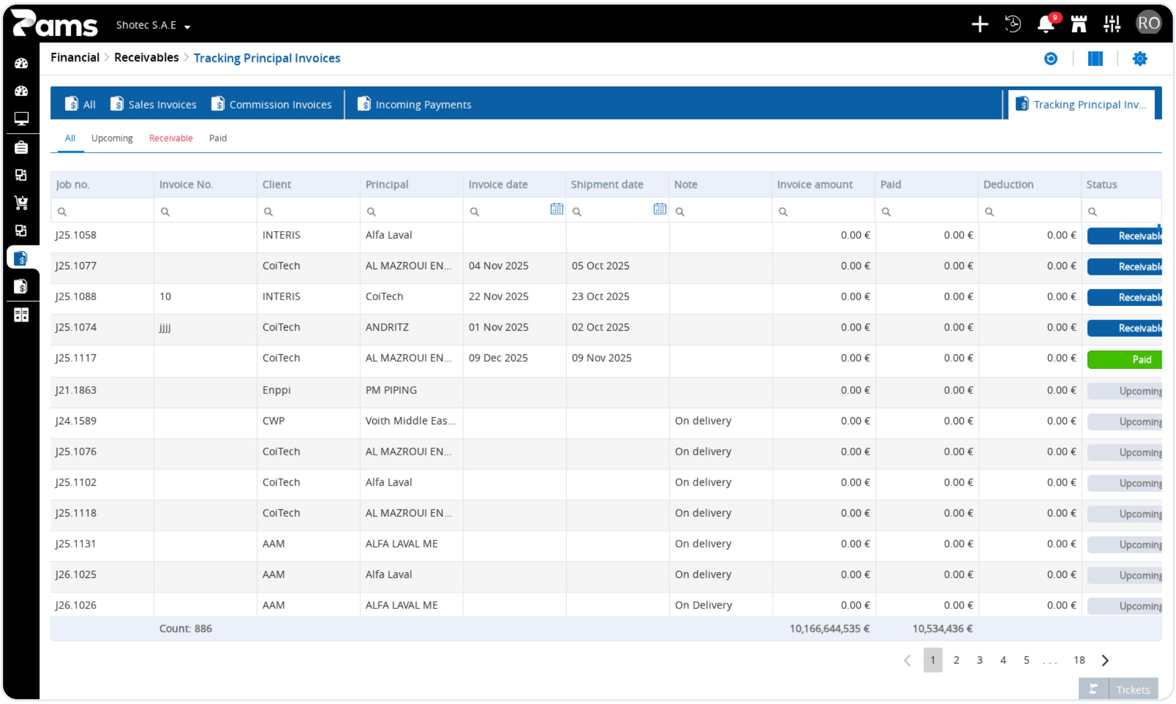
Steps

1. Open the principal-invoice list.



2. Select the filter that matches the work you need.

If you need to…	Select
See every principal invoice	**All**
See upcoming invoices	**Upcoming**
See receivable invoices	**Receivable**
See paid invoices	**Paid**



3. Select the invoice row you want to review.

Result: The selected principal-invoice record is open for review.

Export the current principal-invoice list

Prerequisites

- The principal-invoice list is open.

Steps

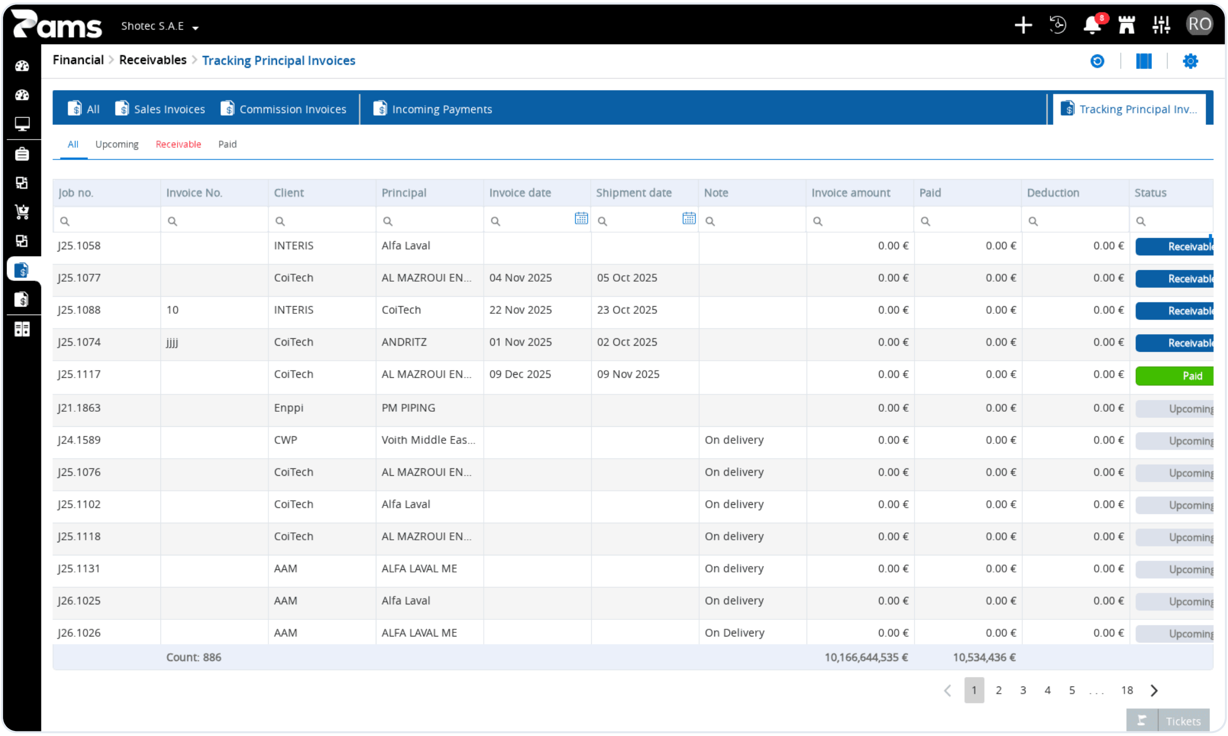
1. Open the list toolbar's **Settings** menu.
2. Select **Export**.

Result: The export options for the current list are opened.

Understand the principal-invoice screen

The principal-invoice screen combines a list with a record form and status-dependent tabs. The list headers currently shown are:

Header group	List headers
Record and dates	**Job no.**, **Invoice No.**, **Client**, **Principal**, `Invoice date`, `Shipment date`
Amounts and notes	**Note**, **Invoice amount**, **Paid**, **Deduction**
State	**Status**



The record information includes the following fields:

Group	Fields
Record information	**Client**, **Vendor**, `Shipment Date`, **Invoice Date**, `Order Date`, `Delivery Date`
People and product	**End User**, **Salesperson Responsible**, **Product Type**, **Job Title**, **Item Description**
References	**Vendor Order No.**, **Client Order No.**, **Invoice No.**, **Note**
Payment popup	**Payment Date**, **comment**, and the amount control
Deduction popup	**Deduction reason**, **comment**, and the amount control

Group	Fields
Consider-as-paid popup	**For Sure Paid**, **Probably Paid**, and **Reason For Consideration As Paid**

The **Payment Date**, payment amount, and payment comment are required in the principal-payment popup. The payment amount must be at least `1`, cannot exceed the remaining amount, and uses the `#,##0.00` format. The payment date cannot be later than today.

The deduction amount, **Deduction reason**, and deduction comment are required in the principal-deduction popup. The deduction amount must be at least `1`, cannot exceed the remaining amount, and uses the `#,##0.00` format.

The **Deduction reason** list contains the reasons available to your company. The seeded options are `Late Delivery`, `Technical Reason`, `Missed Parts`, `Missed Services`, and `Unreasoned`.

The record tabs are **Comments**, **Deductions**, **Principal Payments**, and **Last Modifications**. The deductions grid uses `Deduction reason`, `Amount`, and `Comment`. The principal-payments grid uses `Payment date`, `Amount`, and `Comment`.

These tabs depend on the record and your access. **Comments** requires a loaded record, a non-upcoming and non-awaiting status, and the Comments subscription. **Deductions** requires a status of at least due. **Principal Payments** is hidden for a principal user. **Last Modifications** requires a loaded record that is not upcoming or awaiting payoff.

The add control on **Deductions** is available when the record is not paid or considered paid. The add control on **Principal Payments** is available for the due-to-paid payment statuses.

The list toolbar also exposes the button titles **Refresh**, **Table Layout**, and **Settings**. The columns you see depend on the saved list layout, so work from the headers visible in your list.

> **Note:** Use the headers visible in your list when the saved layout supplies a different set
> of columns.

Use the numeric amount box in the popup you opened: the payment popup's box is the payment
amount, and the deduction popup's box is the deduction amount.

Update the principal-invoice record

Updating a principal invoice changes the information held on the finance record. **Client**,
Vendor, **Invoice No.**, and **Note** are required only where your company configures them as
mandatory; the other record fields listed above are not required by the form.

Prerequisites

- You have opened a saved principal-invoice record.
- You can edit the record.
- You know which record information needs changing.

Steps

1. Select the field you need to change: **Client**, **Vendor**, the shipment, invoice, order, or
   delivery date field, **End User**, **Salesperson Responsible**, **Product Type**, **Vendor Order No.**, **Client Order No.**, **Invoice No.**, **Job Title**, **Item Description**, or **Note**.
2. Enter or select the corrected value.
3. Choose the save action that matches what you want to do next.

If you want to…	Select
Keep the record open after the update	**Save**
Save the update and leave the record	**Save and Close**

4. Read the success message after the update.

   The message is `Your request was completed successfully`.

5. Choose what to do in the departure confirmation dialog.

If you want to…	Select
Leave without saving	**Don't Save**
Save and leave	**Save**
Stay on the record	**Cancel**

Result: The principal-invoice record is updated, and **Save and Close** leaves the record
after the successful update.

Manage payments, deductions, and paid status

Payment and deduction entries record how the principal invoice is settled. Paid-status actions
record whether the invoice is considered paid or returned to a due state.

Consider an invoice paid

Prerequisites

- The record has a positive remaining amount.
- The record is not upcoming, paid, or already considered paid.

Steps

1. Select **Consider As Paid**.
2. Enter the required values in **For Sure Paid**, **Probably Paid**, and **Reason For Consideration As Paid**.
3. Select **Save** in the popup.

Result: The consider-as-paid popup has been completed, the invoice is considered paid after
the operation succeeds, and the message is `Updated successfully`.

Return an invoice to due

Prerequisites

- The record is in the considered-paid status.

Steps

1. Select **Consider As Not Paid**.

Result: The invoice returns to the due status after the operation succeeds, and the message is
`Updated successfully`.

Add a deduction or principal payment

Prerequisites

- For a deduction, the record status is at least due and the deductions tab is available.
- For a principal payment, you are not a principal user and the payment tab is available.
- The record is in a status that permits the corresponding add action.

Steps

1. Select the tab for the work you need.

If you need to…	Select
Add or review deductions	**Deductions**
Add or review principal payments	**Principal Payments**

2. In the toolbar above the selected tab's grid, select the plus control.
3. Complete the popup that matches the tab you selected.

If you selected…	Complete these fields
Deductions	the amount, **Deduction reason**, and required **comment**
Principal Payments	the amount, **Payment Date**, and required **comment**

4. Select **Save**.
5. Read the success message.

   The message is `Your request was completed successfully`.

Result: The saved deduction or principal payment is shown in its related grid.

When a principal-invoice action fails

Use the message on screen to decide whether to correct the form, retry the list, or check the
record status and access.

What you see	What it means	What to do
`Check validation`	A popup validation group rejected the values.	Check each required field and the amount or date rule, then select **Save** in the popup again.
`Updating error` + error	The update service returned an error.	Check the record values and your edit access before retrying.
`Deductions Reasons failed to load`	The deduction-reason list could not load.	Return to the deduction entry after the list is available.
`NO Data to Export`	The list has no data to export.	Check the selected filter and list contents.
`Load data failed:` + msg	The list load returned an error message.	Retry the list load and check the displayed message.

After reviewing a principal invoice

Saving a record update reports `Your request was completed successfully`. Status actions report
`Updated successfully`. Saving a principal payment or deduction reloads the related data, closes
its popup, and reports `Your request was completed successfully`.
The **Last Modifications** tab is the record-history destination.

Use Invoice lifecycle for the general invoice workspace and status
flow. Use Record a payment for the separate finance payment routes.

Result: You know whether the principal-invoice record was updated or whether the payment or
deduction was saved, and you have the next finance procedure for the work that follows.