

PrincipalsInvoice — Overview

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Applications > PrincipalsInvoice

Overview

PrincipalsInvoice provides an overview workspace for principal invoice records. It is intended for finance users who need to review invoice information in a consistent, configurable view.

Finance accountants and accounts receivable/payments officers can use this area to work with the displayed invoice data and adjust how it is presented. The area supports saved layouts and selectable columns, allowing users to tailor the overview to their operational requirements.

The key items managed here are principal invoice records, the columns displayed for those records, and user-defined or standard layouts.

What you can do here

- Use **Update** (icn-update) to refresh the overview with the current principal invoice information.
- Open layout options with **Layout icon** (icn icn-layoout) and apply **Standard Layout** or create an **Add Layout** configuration.
- Use **Save** to save a layout, **Update Current** to revise the current layout, or **Delete Current** to remove it.
- Use **Columns Chooser** to select the columns shown in the principal invoice overview.
- Open settings with **Settings icon** (icn icn-settings) to access available overview settings.
- Use **Export** to export the displayed principal invoice overview data.

Related pages

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- [PrincipalsInvoice — Learning Path](#)