Process Invoices

August 17, 2026

Invoices

Process flow

```
flowchart LR
    n0["Draft"] --> n1["AwatingApproval"] --> n2["Approved"] --> n3["Due"] --> n4["Paid"]
    n3 -.-> x0["OverDue30Dayes"]
    n3 -.-> x1["OverDue60Dayes"]
    n3 -.-> x2["OverDue90Dayes"]
    n3 -.-> x3["OverDue180Dayes"]
    n3 -.-> x4["OverDue360Dayes"]
    n4 -.-> x5["ConsederAsPaid"]
```

Invoice process

This process follows an Invoice from preparation through approval, due status, and payment. Finance users manage the Invoice as it moves through the stages below.

Invoice stages

Draft

A Draft Invoice is being prepared or has been returned for further work.

To move it into AwatingApproval, use **Request for approve invoice**. This is available only when the Invoice passes validation.** An Invoice can also be returned to Draft through Afterchange status handler, Cancel request approval, Change status, Consider as not sent, Not approved invoice**, or **Reset. Consider as not sent** is available only when an approval process is in use. **Reset** is available only for an Account Invoice.

AwatingApproval

An AwatingApproval Invoice is awaiting approval before it can proceed as an approved Invoice.

Use **Approving invoice** to move the Invoice to Approved. The Invoice must pass validation.

Approved

An Approved Invoice has completed the approval point in the process and proceeds toward Due.

The Invoice can be moved to Approved by **Ready to remove change stage, Approving invoice, Change status**, or **Consider as not sent. Ready to remove change stage** and **Consider as not sent** are available only when an approval process is in use. **Approving invoice** is available only when the Invoice passes validation.

Due

A Due Invoice is ready for payment or may progress into one of the due-related outcomes.

Consider as sent moves the Invoice to ConsederAsDue.

Paid

A Paid Invoice has reached the payment stage. It can leave the main path through its payment-related outcomes.

Leaving the invoice path

Draft is the return point within this process. An Invoice can be brought back to Draft with **Afterchange status handler, Cancel request approval, Change status, Consider as not sent, Not approved invoice**, or **Reset**, subject to the applicable conditions for **Consider as not sent** and **Reset**.

The following outcomes leave the main invoice path. Once an Invoice has left through one of these outcomes, it cannot turn back within this path:

- From Due: **OverDue30Dayes, OverDue60Dayes, OverDue90Dayes, OverDue180Dayes, OverDue360Dayes**, and **ConsederAsDue**.
- From Paid: **ConsederAsPaid** and **PartialyPaid**.
- **RejectedApproval** also leaves the path.

Related invoice pages

For related setup, record, and learning information, see:

- Subscription Invoices
- Principal Invoices
- Account Invoice
- Invoice
- Principals Invoice — Overview
- Principals Invoice
- Configure Invoice Settings
- Principals Invoice — Learning Path