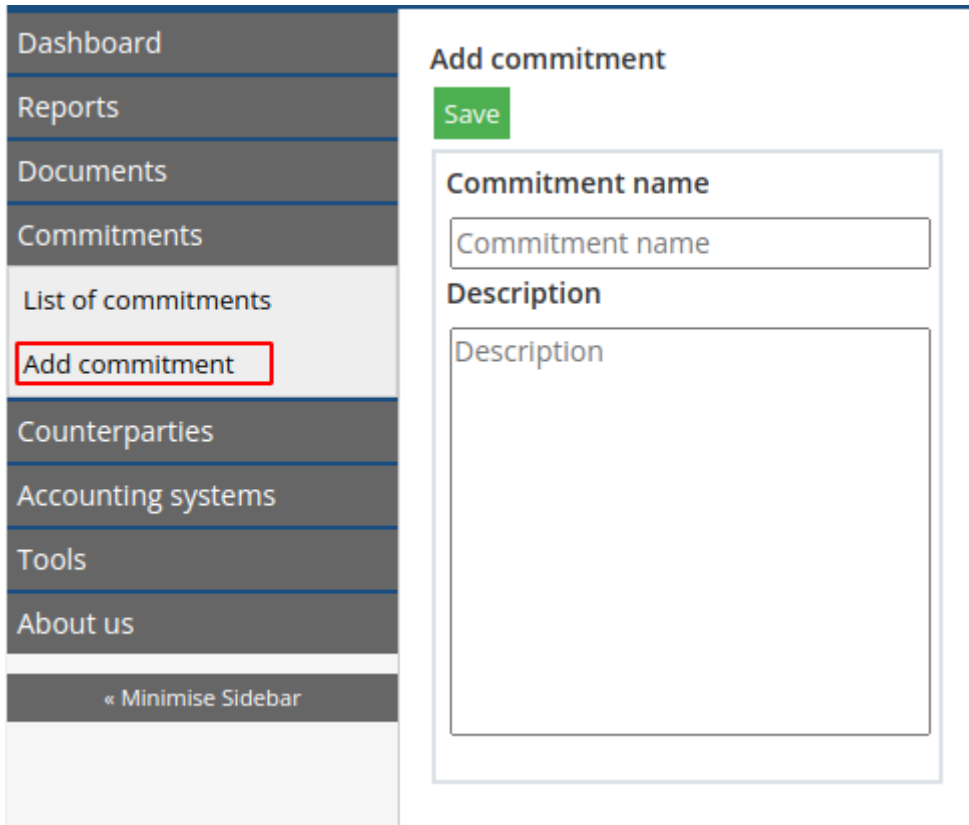


Commitments

- [Adding a commitment](#)
- [Edit the commitment](#)

Adding a commitment

To add a liability, go to the "**Commitments**" menu item and click "**Add commitment**".



The screenshot displays a web application interface for adding a commitment. On the left is a vertical sidebar with a dark grey background and white text. The sidebar contains the following menu items: 'Dashboard', 'Reports', 'Documents', 'Commitments', 'List of commitments', 'Add commitment' (highlighted with a red rectangular border), 'Counterparties', 'Accounting systems', 'Tools', 'About us', and a button at the bottom labeled '« Minimise Sidebar'. The main content area on the right has a white background. At the top of this area is the title 'Add commitment' in bold. Below the title is a green rectangular button with the word 'Save' in white. Underneath the button is a light blue rectangular box containing two input fields. The first field is labeled 'Commitment name' in bold, and the second field is labeled 'Description' in bold. Both fields are empty text boxes with a thin grey border.

After completing the form, click the "**Save**" button.

Edit the commitment

To view a list of all obligations, go to the **"Commitments"** menu and click **"List of commitments"**.

By clicking on the commitment, a form will open with information about the commitment, as well as the possibility of changing the data.

Commitment XXXXXXXXXX VAT Number: XXXXXXXXXX

[Save](#) [List of commitments](#) [Delete](#)

Commitment name

Usługi księgowe

Description

Usługi księgowe całego segmentu firmy.

Start date

01.10.2020

End date

dd.mm.rrrr

☒ Indefinite period

The fields are inactive due to a signed contract - the values are taken from the contract Agreement

[Go to agreement](#)

n/a | UMOWA O PROWADZENIE I ▼

General information **Invoices**

2020-10-01 - 2021-11-04		Netto	Brutto
Count of commitment	1	Costs incurred	3300.00 zł. 4059.00 zł.
Active commitments	1	Avg per invoice	253.85 zł. 312.23 zł.
Count of counterparts	1	Avg per month	235.71 zł. 289.93 zł.
Count of invoices	13	To end	2828.57 zł. 3479.14 zł.

Actual statistics from invoices

Month	Value
2020-10	150
2020-11	150
2020-12	150
2021-01	150
2021-02	300
2021-03	300
2021-04	300
2021-05	300
2021-06	300
2021-07	300
2021-08	300
2021-09	300
2021-10	300
2021-11	300

After completing the form, click the **"Save"** button