

Viewing/Editing an Invoice

Go to the "**Documents**" menu item and click "**List invoices**".

Use the date buttons to select a sort date.

After selecting the required invoice, click on the invoice number or the "**Edit**" button.

The screenshot shows the PUQ Mautic interface. On the left, a sidebar menu has 'List invoices' highlighted. The main content area is titled 'Invoices' and features a date filter (2020, >2021<) and a series of date buttons (01, 02, 03, 04, 05, 06, 07, 08, 09, >10<, 11). Below this is a table of invoices. The first invoice is highlighted, showing details like 'FW/2021/10/50(2021-10-02)', 'Netto: 300.00 zł.', 'Brutto: 369.00 zł.', and 'Commitment: Usługi księgowe'. An 'Edit' button is visible next to the invoice.

| Invoice number | Netto | Brutto | Company Name | Commitment |
|---------------------------|------------|------------|--------------|-----------------|
| FW/2021/10/50(2021-10-02) | 300.00 zł. | 369.00 zł. | [REDACTED] | Usługi księgowe |

A preview of the document will open and its data can be edited.

- Number (Document number)
- Netto, Brutto, VAT (Actual invoice data)
- Document Date (Invoice issue date, actual invoice data)
- Receipt Date (Date when the document was actually delivered)
- Tags (Words or phrases that will help in the future in finding an invoice. For example: laptop, computer technology, office, Warsaw)

Invoice [REDACTED] VAT Number: [REDACTED]

[Save](#) [List invoices](#) [Unmapping](#)

Commitment

[Go to commitment](#)

Usługi księgowe | Usługi księgow ▾

☐ Create new commitment

ID

84

Number

FV/2021/10/50

Netto

300,00

VAT

69,00

Brutto

369,00

Document Date

02.10.2021

Receipt Date

02.10.2021

Tags

OBSŁUGA KSIĘGOWA x

Księgowość x

(anonymous) 1 / 1 100%

[REDACTED]

Sprzedawca

[REDACTED]

Nabywca

[REDACTED]

| Lp. | Nazwa | PKWiU | Ilość | Jm | Cena netto | Wartość netto | Stawka VAT | Kwota VAT | Wartość brutto |
|-----|------------------|-------|-------|-----|------------|---------------|------------|---------------|----------------|
| 1 | OBSŁUGA KSIĘGOWA | xxx | 1,00 | szt | 300,00 | 300,00 | 23% | 69,00 | 369,00 |
| | | | | | | 300,00 | 23% | 69,00 | 369,00 |
| | | | | | | RAZEM | | 300,00 | 69,00 |
| | | | | | | | | 369,00 | 369,00 |

Razem do zapłaty: 369.00 PLN

Uwagi

Zapłacono: 0.00 PLN

Pozostało: 369.00 PLN

[REDACTED]

Odbiorca: Wystawca:

To save the changes, you must click the **"Save"** button.

Revision #3

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