

# 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 is a sidebar menu with items: Dashboard, Reports, Documents, Add document, List invoices (highlighted with a red box), List agreements, List annexes, List of unclassified, Commitments, Counterparties, Accounting systems, Tools, and About us. The main content area is titled 'Invoices'. It features a date filter bar with buttons for 2020, >2021<, and a row of month buttons (01 to 11). Below this is a table of invoices. The first invoice is highlighted with a red box. Its details are: Invoice number 50, Netto 300.00 zł, Brutto 369.00 zł, Company Name (redacted), and Commitment 'Usługi księgowe'.

Invoice number	Netto	Brutto	Company Name	Commitment
FW/2021/10/50(2021-10-02) #OBSŁUGA KSIĘGOWA #Księgowość	300.00 zł.	369.00 zł.	[Redacted]	Usługi księgowe Usługi księgowe całego segmentu firmy.

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

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**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

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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