

# 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), 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 buttons for months 01 through 11, with '>10<' and '11' also present. Below this is a table of invoices. The first invoice is selected, showing details: Invoice number 50, Netto 300.00 zł, Brutto 369.00 zł, Company Name (redacted), and Commitment 'Usługi księgowe' and 'Usługi księgowe całego segmentu firmy'. An 'Edit' button is located at the bottom right of the invoice details.

Invoice number	Netto	Brutto	Company Name	Commitment
50	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

Created 6 November 2021 14:19:04 by Ruslan

Updated 9 November 2021 11:23:51 by Piotr Esse