

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 Matic interface with a sidebar on the left and a main content area. The sidebar has a 'Documents' section with 'List Invoices' highlighted in red. The main content area shows a table of invoices. The date filter buttons at the top are highlighted in red. The 'Edit' button for the selected invoice is highlighted in red.

50	Netto	Brutto	Company Name	Commitment
FW/2021/10/50(2021-10-02)	300.00 zł.	369.00 zł.	[REDACTED]	Usługi księgowe
#OBSLUGA KSIĘGOWA #Księgowość				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 księgowo | 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	PKWU	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	
						RAZEM	300,00	23%	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 08:19:04 by Ruslan

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