

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 series of numbered buttons (01 to 11) representing different months. Below this is a table of invoices. The first row is highlighted with a red box. The table has columns: Invoice number, Netto, Brutto, Company Name, and Commitment. The first invoice has the number 50, Netto of 300.00 zł, Brutto of 369.00 zł, and a redacted Company Name. The Commitment is 'Usługi księgowe' and 'Usługi księgowe całego segmentu firmy'. An 'Edit' button is located to the right of the first invoice row.

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

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	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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