

Viewing/Editing the Agreement

Go to the "**Documents**" menu item and click "**Agreement list**".

Use the date buttons to select a sort date.

After selecting the desired agreement, click on the agreement number or the edit button.



The screenshot shows the RUQ Matic interface. On the left is a navigation menu with items: Dashboard, Reports, Documents, Add document, List invoices, List agreements (highlighted), List annexes, List of unclassified, Commitments, Counterparties, Accounting systems, Tools, and About us. The main area is titled 'Agreements' and contains a table with columns: 'd', 'Find by Company Name...', 'Commitment name', 'Commitment date', and 'Expiry date'. A table row is visible with the following data: 'n/a', a redacted company name, 'Usługi księgowe', '2020-10-01', and '0000-00-00' with an infinity symbol. An 'Edit' button is located at the end of the row. Above the table, there are date selection buttons: '>2020<' and '2021' (highlighted), and '>10<'.

| d | Find by Company Name... | Commitment name | Commitment date | Expiry date |
|-----|-------------------------|-----------------|-----------------|--------------|
| n/a | [REDACTED] | Usługi księgowe | 2020-10-01 | 0000-00-00 ∞ |

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

- Number (Document number, if any)
- Description
- Conclusion date (Date of signing the document)
- Commitment date (Date on which the subject of the contract comes into force)
- Expiry date (Date until which the subject of the contract is valid)
- Notice period (notice period in days)
- Indefinite period (Select this option if the contract is signed for an indefinite period or becomes indefinite after its expiry)

List of commitments:
Usługi księgowo (Usługi księgowo całego segmentu firmy.)

ID
2

Number
n/a

Description
UMOWA O PROWADZENIE KSIĄG RACHUNKOWYCH

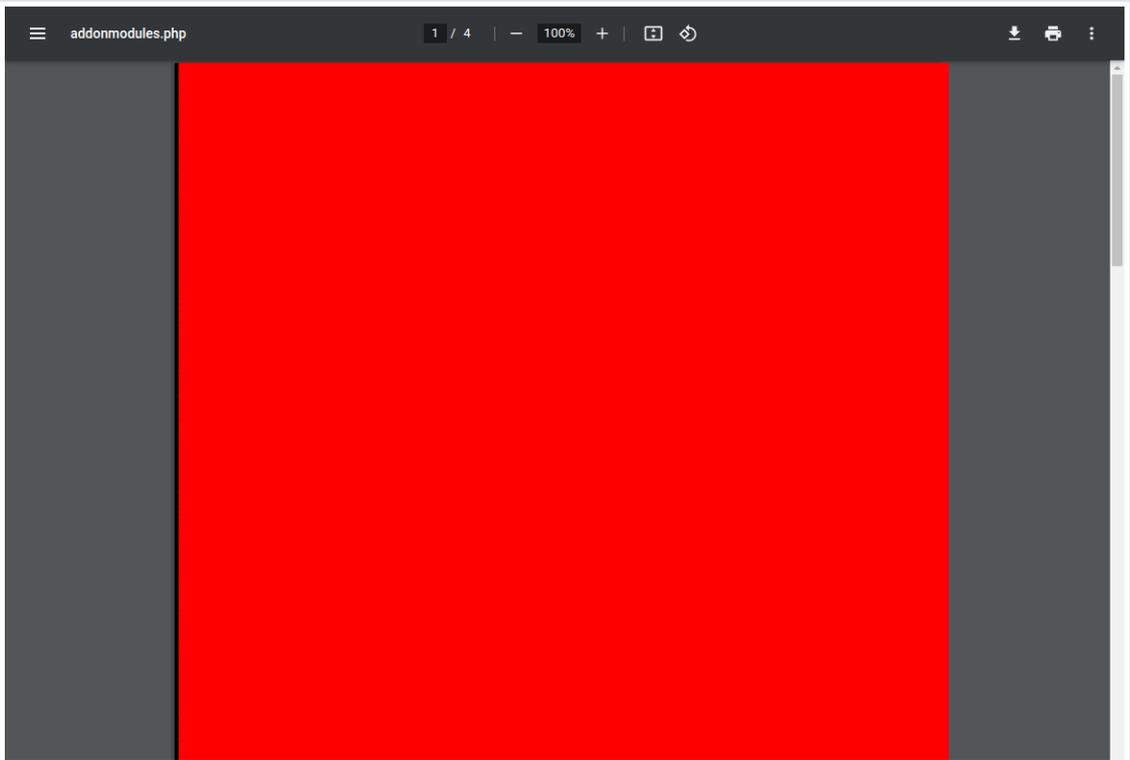
Conclusion date
01.10.2020

Commitment date
01.10.2020

Expiry date
dd.mm.rrrr

Notice period (days)
 Indefinite period

List annexes:



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

Revision #2

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