

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 PUQ Mantic interface. On the left is a sidebar menu with the following items: Dashboard, Reports, Documents, Add document, List invoices, List agreements (highlighted with a red box), List annexes, List of unclassified, Commitments, Counterparties, Accounting systems, Tools, and About us. The main content area is titled 'Agreements' and contains a table. Above the table are two date filter buttons: '>2020<' and '2021', both highlighted with red boxes. The table has the following columns: 'd' (ID), 'Find by Company Name...', 'Commitment name', 'Commitment date', and 'Expiry date'. The first row of the table is highlighted in red and contains the following data: 'n/a' for ID, 'UMOWA O PROWADZENIE KSIAG RACHUNKOWYCH' for Find by Company Name, 'Usługi księgowe' for Commitment name, '2020-10-01' for Commitment date, and '0000-00-00 ∞' for Expiry date. An 'Edit' button, highlighted with a red box, is located at the end of the first row.

d	Find by Company Name...	Commitment name	Commitment date	Expiry date
n/a	UMOWA O PROWADZENIE KSIAG RACHUNKOWYCH	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)

Agreement [redacted] VAT Number: [redacted]

[Save](#) [List agreements](#) [Unmapping](#)

List of commitments:
Usługi księgowe (Usługi księgowe 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:

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

Revision #2

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