

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 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 area is titled 'Agreements' and contains a table with columns: d, Find by Company Name..., Commitment name, Commitment date, and Expiry date. The table has one row with the following data: 'n/a' in the 'd' column, 'UMOWA O PROWADZENIE KSIAG RACHUNKOWYCH' in the 'Find by Company Name...' column, 'Usługi księgowe' in the 'Commitment name' column, '2020-10-01' in the 'Commitment date' column, and '0000-00-00' in the 'Expiry date' column. There is an 'Edit' button (highlighted with a red box) at the end of the row. Above the table, there are date selection buttons: '>2020<' and '2021' (both highlighted with red boxes), and '>10<'.

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	Edit

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

Number

Description

Conclusion date
 






Commitment date
 

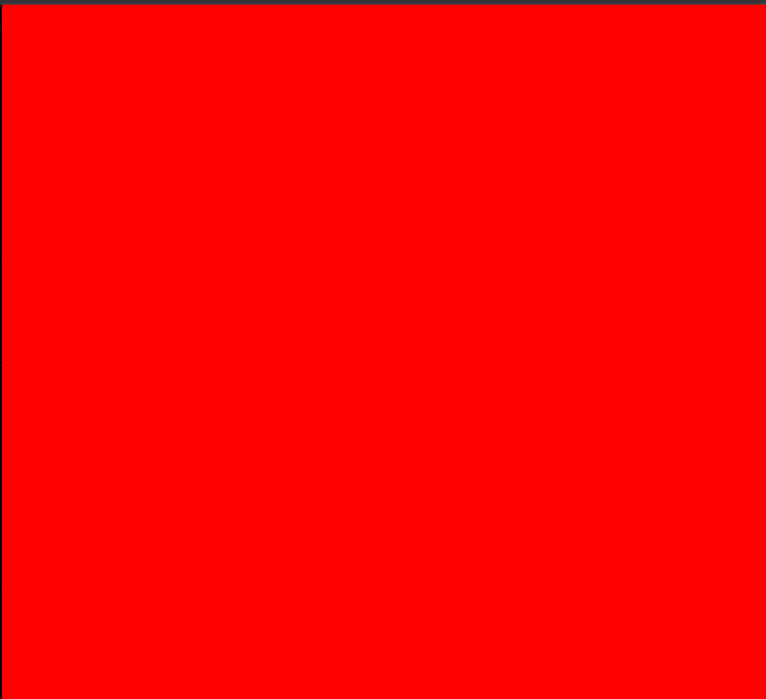
Expiry date
 

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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