Manage Invoices in the Client Area

PUQcloud Panel

Order Now | Download | FAQ

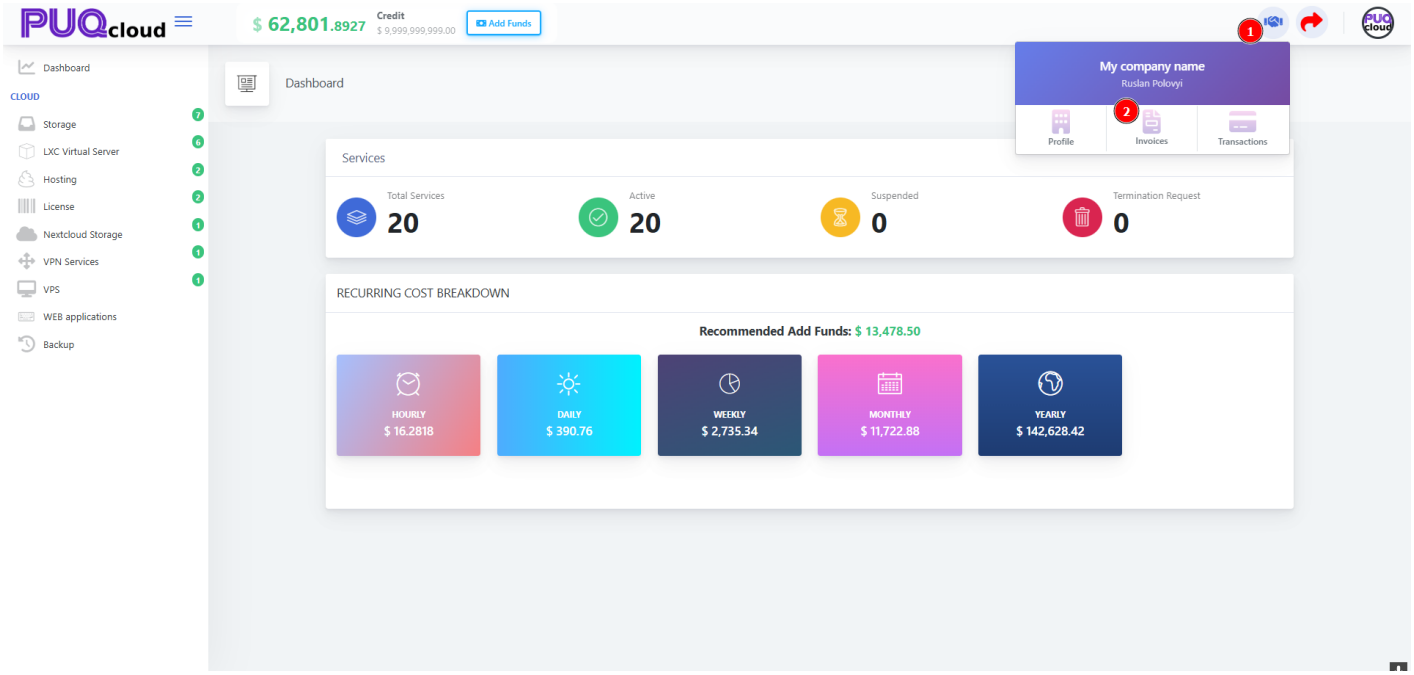
Overview

This guide shows how to find, read, pay, and download your invoices (including **proforma**, **invoice**, and **credit note**) in the Client Area. Each step tells you exactly where to place your screenshots.

Open Invoices

1. From the top-right **Company** widget, open the dropdown.
2. Click **Invoices**.

Company dropdown (1 → open menu, 2 → Invoices).

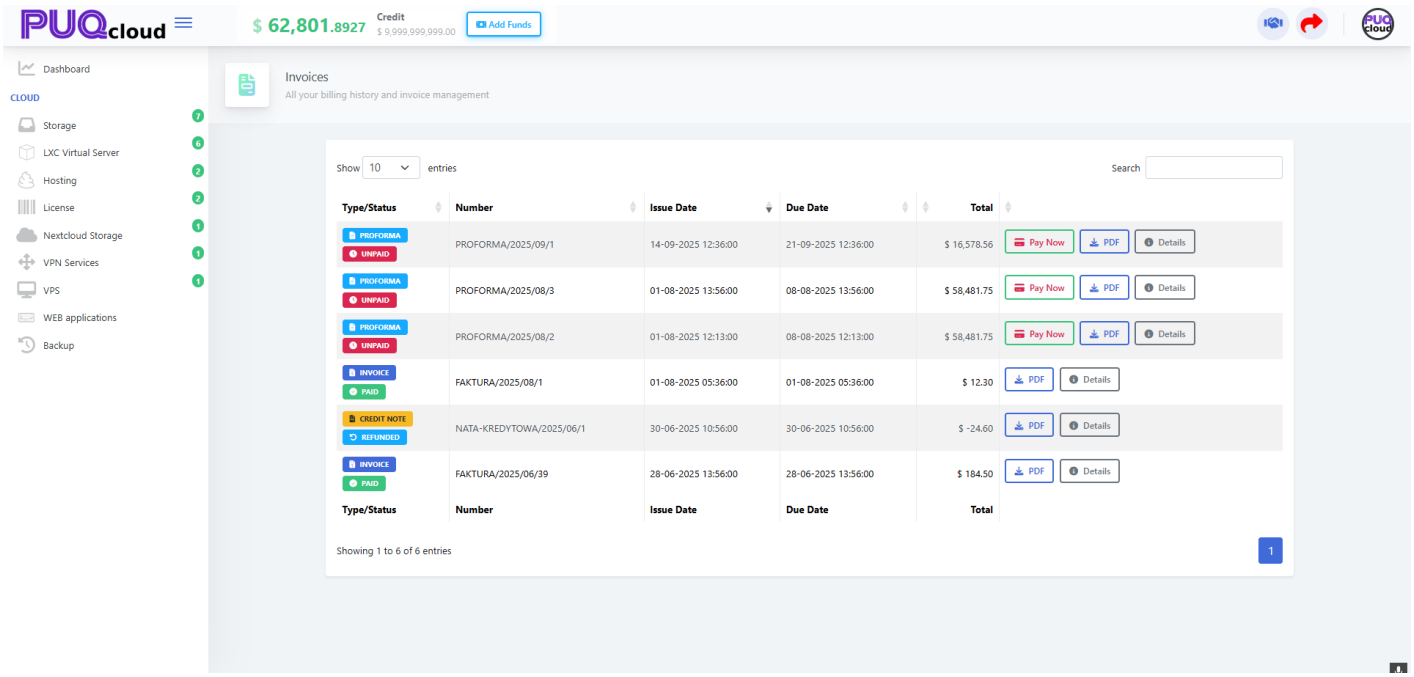


Understand the Invoices List

On the **Invoices** page you'll see a table with:

- **Type/Status**: PROFORMA / INVOICE / CREDIT NOTE and UNPAID / PAID / REFUNDED
- **Number**, **Issue Date**, **Due Date**, **Total**
- Actions: **Pay Now**, **PDF**, **Details**

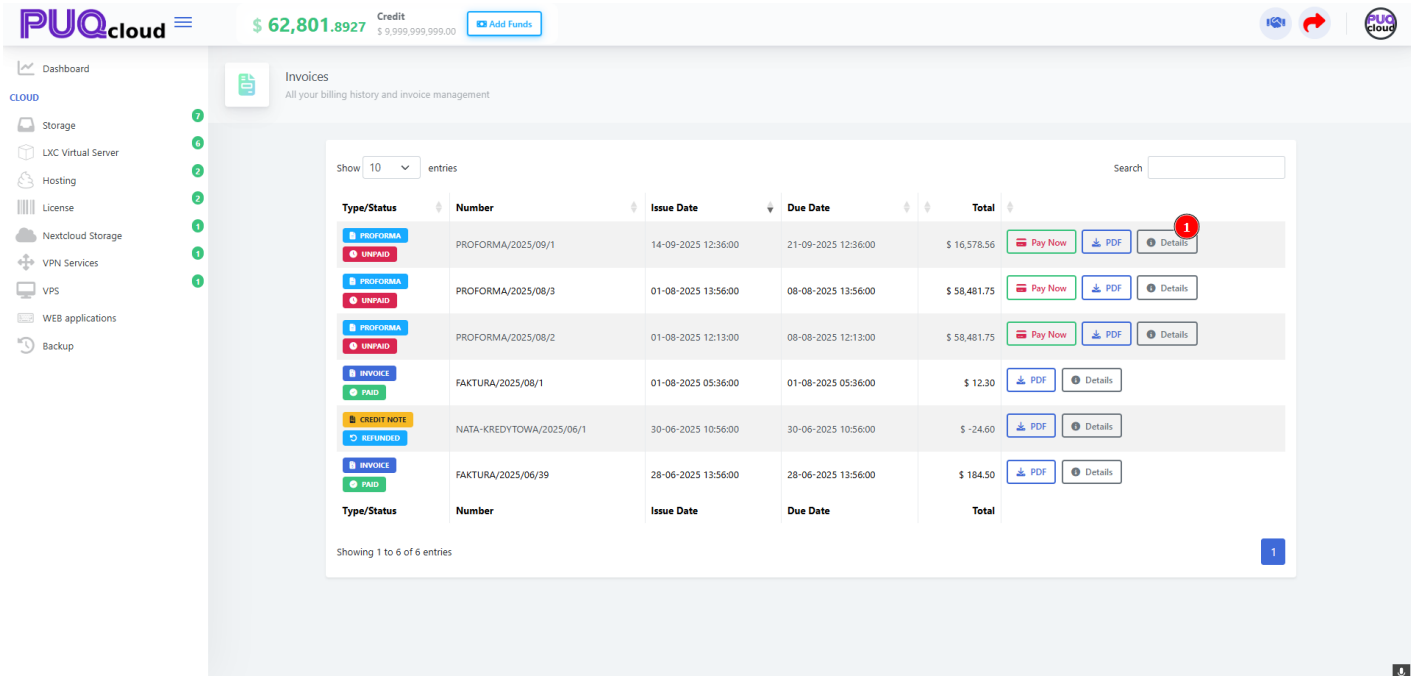
Invoices list (full table).



Quick actions

- **Pay Now**: pay any **UNPAID** proforma/invoice.
- **PDF**: download the official document.
- **Details**: open the invoice view.

Invoices list with "Details" highlighted (marker 1).



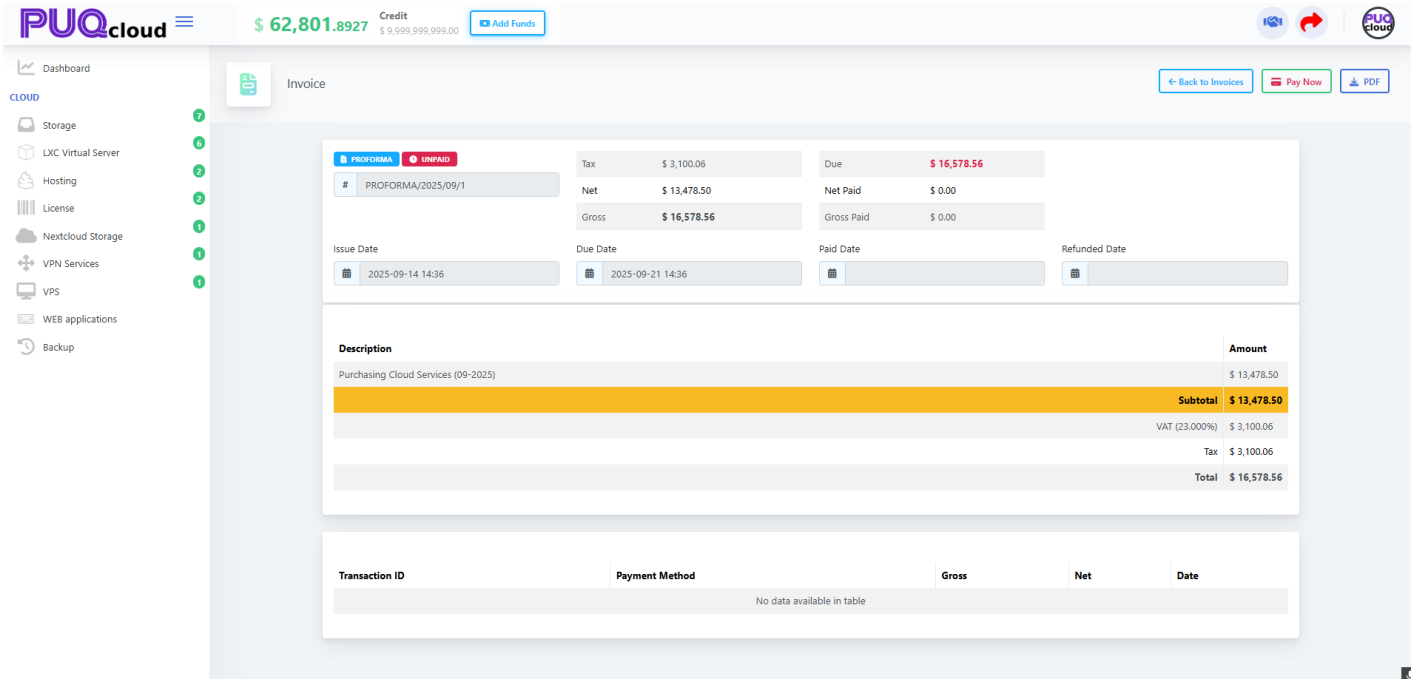
View & Pay an Invoice (Proforma / Unpaid)

Opening **Details** shows the invoice summary:

- **Tax**, **Net**, **Gross**, **Due**
- **Issue/Due/Paid/Refunded dates**
- **Description** and line totals
- Top-right actions: **Back to Invoices**, **Pay Now**, **PDF**

To pay an **UNPAID** invoice, click **Pay Now** and complete the payment.

Unpaid PROFORMA invoice view (shows Pay Now and amounts).

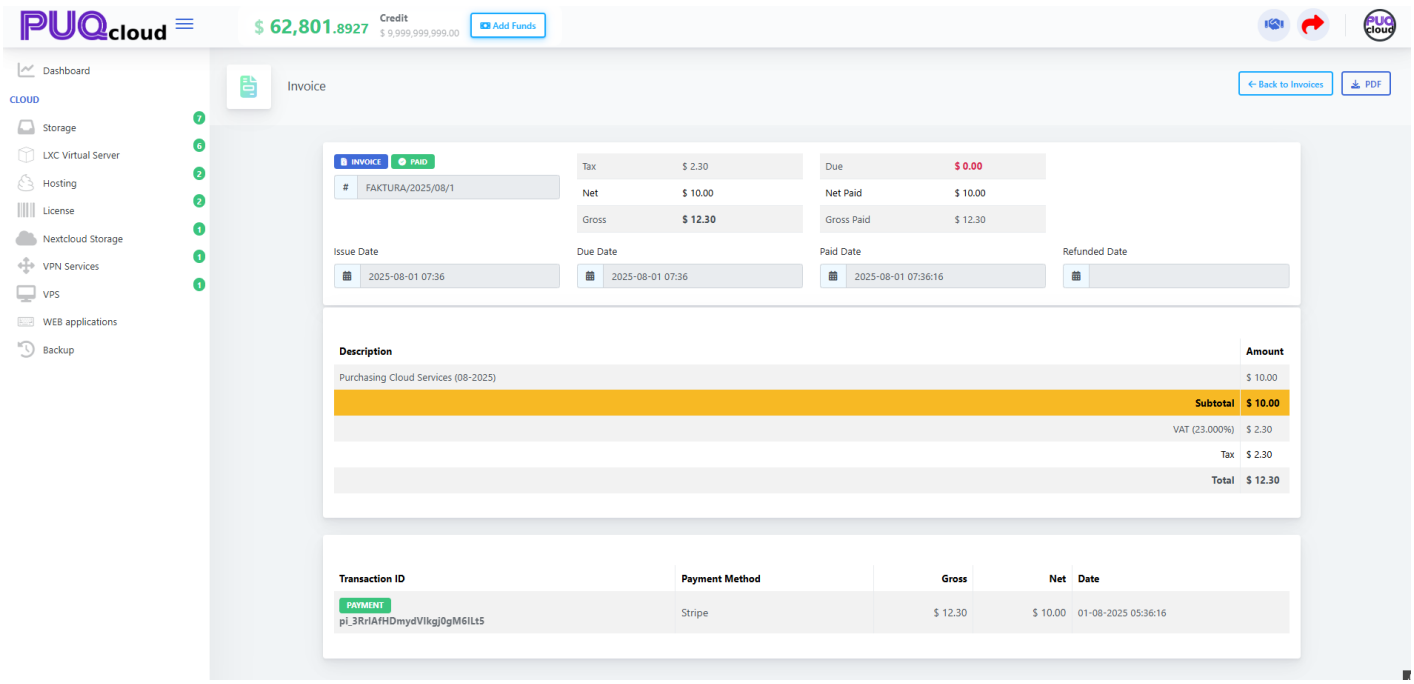


Confirm a Paid Invoice & Payment Record

For **PAID** invoices you'll see:

- **Due = $0.00**
- **Paid Date** filled
- A **Transactions** section with the **Payment Method**, **Gross/Net/Tax**, and **Transaction ID** (useful for reconciliation).

Paid INVOICE view with transaction table (Stripe example).



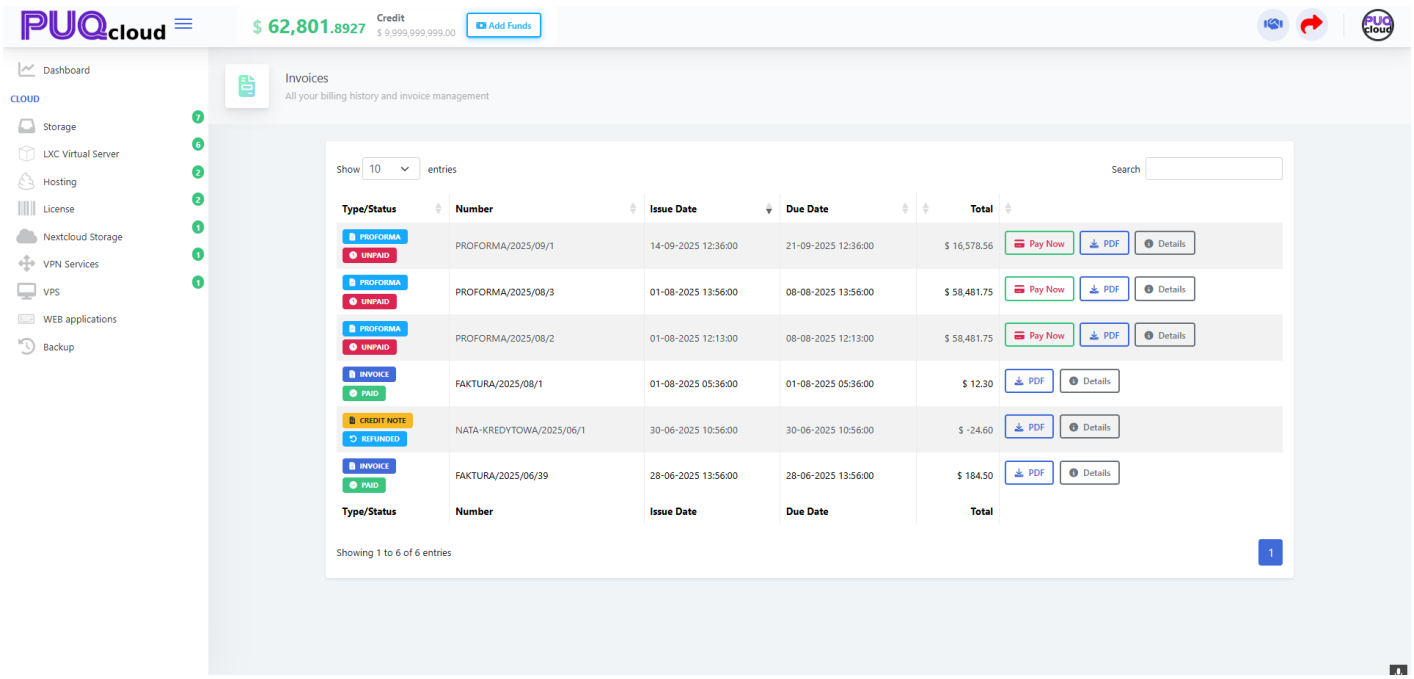
Exporting PDFs (for accounting)

From either the **list** or the **invoice view**, click **PDF** to download/print the document for your books.

> Tip: Keep **Profile** (company name, Tax ID, address) up to date so the invoice PDF has correct legal details.

Searching & Sorting

- Use the **Search** box to filter by number or text.
- Click table headers (e.g., **Issue Date**, **Due Date**) to sort.
- Use the **Show 10** dropdown to change page size.



Credit Notes & Refunds

- **CREDIT NOTE** entries show refunds/adjustments.
- Open **Details** to see amounts and download the **PDF** for your records.

Troubleshooting

- **Wrong tax/country on invoice?** Update **Company → Profile** (Tax ID, country, address).
- **Payment failed?** Try another method or check the **Verification Center** in your account menu.

- **Need an invoice reissued?** Contact support with the **Invoice Number**.

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