

Manage Invoices in the Client Area

PUQcloud Panel

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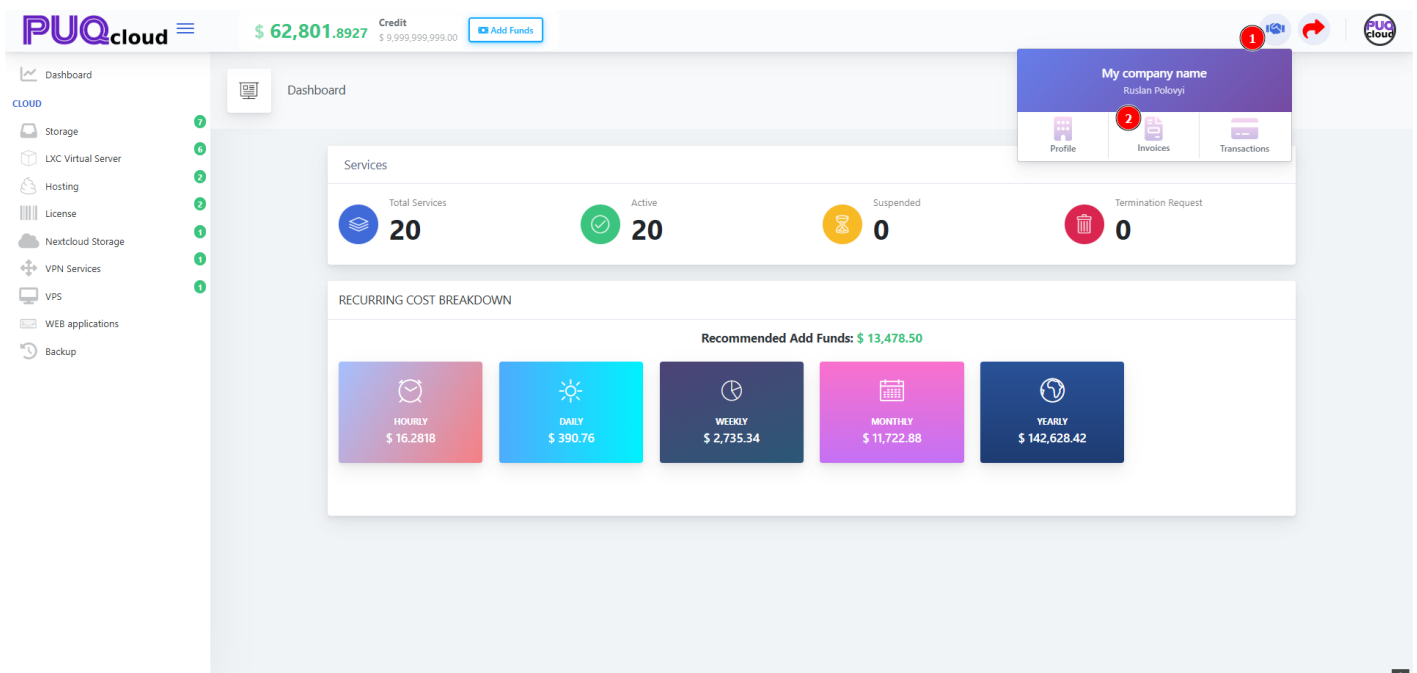
Overview

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).

The screenshot shows the PUQcloud interface with the Invoices page selected. The top navigation bar displays the account balance as \$62,801.8927 and a credit of \$9,999,999,999.00. The left sidebar lists various services like Storage, LXC Virtual Server, Hosting, License, Nextcloud Storage, VPN Services, VPS, WEB applications, and Backup. The main content area is titled 'Invoices' and contains a table with the following data:

Type/Status	Number	Issue Date	Due Date	Total	Actions
PROFORMA UNPAID	PROFORMA/2025/09/1	14-09-2025 12:36:00	21-09-2025 12:36:00	\$ 16,578.56	Pay Now, PDF, Details
PROFORMA UNPAID	PROFORMA/2025/08/3	01-08-2025 13:56:00	08-08-2025 13:56:00	\$ 58,481.75	Pay Now, PDF, Details
PROFORMA UNPAID	PROFORMA/2025/08/2	01-08-2025 12:13:00	08-08-2025 12:13:00	\$ 58,481.75	Pay Now, PDF, Details
INVOICE PAID	FAKTURA/2025/08/1	01-08-2025 05:36:00	01-08-2025 05:36:00	\$ 12.30	PDF, Details
CREDIT NOTE REFUNDED	NATA-KREDYTOWA/2025/06/1	30-06-2025 10:56:00	30-06-2025 10:56:00	\$ -24.60	PDF, Details
INVOICE PAID	FAKTURA/2025/06/39	28-06-2025 13:56:00	28-06-2025 13:56:00	\$ 184.50	PDF, Details

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).

PUQcloud \$ 62,801.8927 Credit \$ 9,999,999,999.00 [Add Funds](#)

Dashboard

Cloud

- Storage
- LXC Virtual Server
- Hosting
- License
- Nextcloud Storage
- VPN Services
- VPS
- WEB applications
- Backup

Invoices
All your billing history and invoice management

Show 10 entries Search

Type/Status	Number	Issue Date	Due Date	Total	
PROFORMA UNPAID	PROFORMA/2025/09/1	14-09-2025 12:36:00	21-09-2025 12:36:00	\$ 16,578.56	Pay Now PDF Details
PROFORMA UNPAID	PROFORMA/2025/08/3	01-08-2025 13:56:00	08-08-2025 13:56:00	\$ 58,481.75	Pay Now PDF Details
PROFORMA UNPAID	PROFORMA/2025/08/2	01-08-2025 12:13:00	08-08-2025 12:13:00	\$ 58,481.75	Pay Now PDF Details
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INVOICE PAID	FAKTURA/2025/06/39	28-06-2025 13:56:00	28-06-2025 13:56:00	\$ 184.50	PDF Details

Showing 1 to 6 of 6 entries

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).

PUQcloud \$ 62,801.8927 Credit \$ 9,999,999,999.00 [Add Funds](#)

Dashboard Invoice [Back to Invoices](#) [Pay Now](#) [PDF](#)

PROFORMA **UNPAID**

Tax	\$ 3,100.06	Due	\$ 16,578.56
Net	\$ 13,478.50	Net Paid	\$ 0.00
Gross	\$ 16,578.56	Gross Paid	\$ 0.00

Issue Date: 2025-09-14 14:36 Due Date: 2025-09-21 14:36 Paid Date: Refunded Date:

Description	Amount
Purchasing Cloud Services (09-2025)	\$ 13,478.50
Subtotal	\$ 13,478.50
VAT (23.000%)	\$ 3,100.06
Tax	\$ 3,100.06
Total	\$ 16,578.56

Transaction ID	Payment Method	Gross	Net	Date
No data available in table				

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).

PUQcloud \$ 62,801.8927 Credit \$ 9,999,999,999.00 [Add Funds](#)

Dashboard Invoice [Back to Invoices](#) [PDF](#)

INVOICE **PAID**

Tax	\$ 2.30	Due	\$ 0.00
Net	\$ 10.00	Net Paid	\$ 10.00
Gross	\$ 12.30	Gross Paid	\$ 12.30

Issue Date: 2025-08-01 07:36 Due Date: 2025-08-01 07:36 Paid Date: 2025-08-01 07:36:16 Refunded Date:

Description	Amount
Purchasing Cloud Services (08-2025)	\$ 10.00
Subtotal	\$ 10.00
VAT (23.000%)	\$ 2.30
Tax	\$ 2.30
Total	\$ 12.30

Transaction ID	Payment Method	Gross	Net	Date
PAYMENT pl_3RrIAfHDmydVikgJgM6ILt5	Stripe	\$ 12.30	\$ 10.00	01-08-2025 05:36:16

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.

The screenshot displays the 'Invoices' section of the PUQcloud interface. At the top, the account balance is \$62,801.8927 and the credit is \$9,999,999,999.00. The left sidebar lists various services like Storage, LXC Virtual Server, Hosting, License, Nextcloud Storage, VPN Services, VPS, WEB applications, and Backup. The main content area shows a table of invoices with the following data:

Type/Status	Number	Issue Date	Due Date	Total	Actions
PROFORMA UNPAID	PROFORMA/2025/09/1	14-09-2025 12:36:00	21-09-2025 12:36:00	\$ 16,578.56	Pay Now, PDF, Details
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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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