

3.1.1.5. Project Documents

This tab allows viewing all documents linked to the project.

Save and close Save Generate

Main Parameters Project Team Project Tasks Estimates Project Documents Diagrams Drawings & Approvals Projects Payment Stages

Documents From: // To: // Edit Document Types

Document Type	Number	Date	Transaction Type ↓	Company	Amount	Author
Invoice	MEINV23-0000006	6/1/2023	Sale to Customer	XYZ Contracting	34,534.41	Administrator
Invoice Received	MEIR23-0000008	8/25/2023	Receipt from Vendor	Times Security LLC	2,396.85	Administrator
Purchase Order	MEPO23-00004	8/24/2023	Order for Purchase	Times Security LLC	2,649.15	Administrator
Tax Invoice	METI23-0000003	6/1/2023	Sale	XYZ Contracting	34,534.41	Administrator
Proforma Invoice	MEPI23-0000001	5/31/2023	-	XYZ Contracting	34,534.41	Administrator
Project Estimates	MEPE23-0000006	1/1/2023	-	XYZ Contracting		Administrator
Project Budget	MEPE23-0000007	8/17/2023	-	XYZ Contracting		Administrator
Proforma Invoice Received	MEPIR23-0000001	8/24/2023	-	Times Security LLC	2,396.85	Administrator
Quotation	MEQTN23-QT00002	1/1/2023	-	XYZ Contracting	330,758.4	Administrator
Project Progress Report	ME0023-00000002	5/31/2023	-	XYZ Contracting		Administrator

You can narrow down the document list using filters or the Search field. To find documents by company, start typing the company name. To locate a specific document, enter part of the document number, type, or any related comments. For date-based filtering, set a range using the "Documents From" and "To" fields.

Documents From: // To: // Edit Document Types Search (Ctrl+F) More actions

To filter by a predefined period (like month, quarter, or year), use the calendar period filter.

To view only certain types of documents, click **Edit Document Types**. This opens a dialog box where you can select or deselect document types. Click **OK** to apply your selection, or **Cancel** to discard any changes.

Documents From: // To: // Edit Document Types

Document Type	Number	Date	Transaction Type ↓	Company	Amount
Invoice	MEINV22-0000001	3/5/2022	Sale to Customer	Osama Syed	11,979.3
Invoice Received	MEIR22-0000001	2/10/2022	Receipt from Vendor	Iqra Building Mate...	52,636
Cheque Issued	MECHQI23				27,636
Bank Payment	MEBP22-00				25,00
Bank Payment	MEBP23-00				27,636
Bank Receipt	MEBR22-00				101,63
Purchase Order	MEPO22-00				52,636
Project Costs Allocation	MEPCA22-4				
Project Costs Allocation	MEPCA22-4				
Quotation	MEQTN22-4				988,557
Quotation	MEQTN22-4				1,016,579
Project Progress Report	ME0022-00				
Time Card	ME0022-00				
Time Card	ME0022-00				
Time Card	ME0022-00				

Selected Document Types

OK Cancel

- Additional Expenses
- Money Payment (Plan)
- Money Receipt (Plan)
- Cheque Issued
- Cheque Received
- Credit Note
- Customer Order
- Debit Note
- Deferred Expenses Adjustment
- Deferred Revenue Adjustment