Voucher list

You will find this menu item under **Sales/Print.../Voucher list** and under **Sales/contribution types** / **Articles/Print.../Voucher list** and under **Articles/Print.../Voucher list**. Here you can quickly and easily get an overview of the vouchers you have sold. The default setting gives you a complete list.

Gutschein-Liste				? _ X
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<u>O</u> ffene Gutsche <u>Eingelöste Guts</u>	🧨 <u>B</u> earbeiten F9			
✓ <u>E</u> ingelöste Guts	📑 Ende			
Nummer von:	1	bis	99999	
Verkauft von:		bis	11.03.2020	2
Eingelöst von:	• • •	bis	11.03.2020	
Text:				
Warengruppe:			≡	
Artikel:			≡ …	
Für: Person:			≡ …	
Text:				
Eingelöst von:			= •••	
Reihenfolge:	Nummer		-	3

Settings can be made here as required:

- 1. Select which type of vouchers you would like to see on the list.
- 2. Define more precisely by voucher number, sale date, redemption date and/or text component in the voucher.
- 3. Make the setting for the *order,* sorted by "Number", "Sale date", "Redemption date" or "Customer".

The data is displayed on the printout as described below:

Gutscheine - 22.11.10

							Stand: 22.11.10, 18:25 Uhr		
Nr.	Bemerkung	Für	Wert	Ausgestellt	Eingelöst		Rest	Saldo	
28	Gutschein Verkauf-zum Geb	Member, Elsbeth	100,00	22.11.10	22.11.10	70,00	30,00	30,00	
29	Gutschein Verkauf-zum Geb	Member, Elsbeth	50,00	22.11.10	Storniert	-	-	30,00	
30	Gutschein Verkauf		50,00	22.11.10		0,00	50,00	80,00	
			150,00			70,00	80,00		
0	2	3	4	5	6	7	8	9	

- 1. Voucher number
- 2. This is the text that was entered during the sale if nothing was entered, PC CADDIE automatically prints the item description.
- 3. Here you can see who the voucher is intended for, if this was entered during the sale, otherwise

this column remains empty. This is not a mandatory field and does not indicate the purchaser of the voucher.

- 4. Voucher value
- 5. Issue date
- 6. This is the last redemption date of the voucher or whether it was cancelled.
- 7. Value redeemed so far
- 8. Value still open
- 9. At the end of the list is the total balance of all vouchers that have not yet been redeemed.