

# 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.

The screenshot shows a window titled 'Gutschein-Liste' with a search bar and several filter and sorting options. Three red circles with numbers 1, 2, and 3 highlight specific areas:

- 1**: A red circle highlights the 'Offene Gutscheine' checkbox, which is checked.
- 2**: A red circle highlights the date input fields for 'Verkauft von' and 'Eingelöst von', both set to '11.03.2020'.
- 3**: A red circle highlights the 'Reihenfolge' dropdown menu, which is set to 'Nummer'.

Other visible options include 'Eingelöste Gutscheine' and 'Stornierte Gutscheine' (both checked), 'Drucken F8', 'Bearbeiten F9', and 'Ende'. The window also has a title bar with a question mark, a minus sign, and a close button.

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

Nr.	Bemerkung	Für	Wert	Ausgestellt	Eingelöst	Stand: 22.11.10, 18:25 Uhr		
						Rest	Saldo	
28	Gutschein Verkauf-zum Geb	Member, Elisabeth	100,00	22.11.10	22.11.10	70,00	30,00	30,00
29	Gutschein Verkauf-zum Geb	Member, Elisabeth	50,00	22.11.10	Storniert			30,00
30	Gutschein Verkauf		50,00	22.11.10	.	0,00	50,00	80,00
			<b>150,00</b>			<b>70,00</b>	<b>80,00</b>	



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.