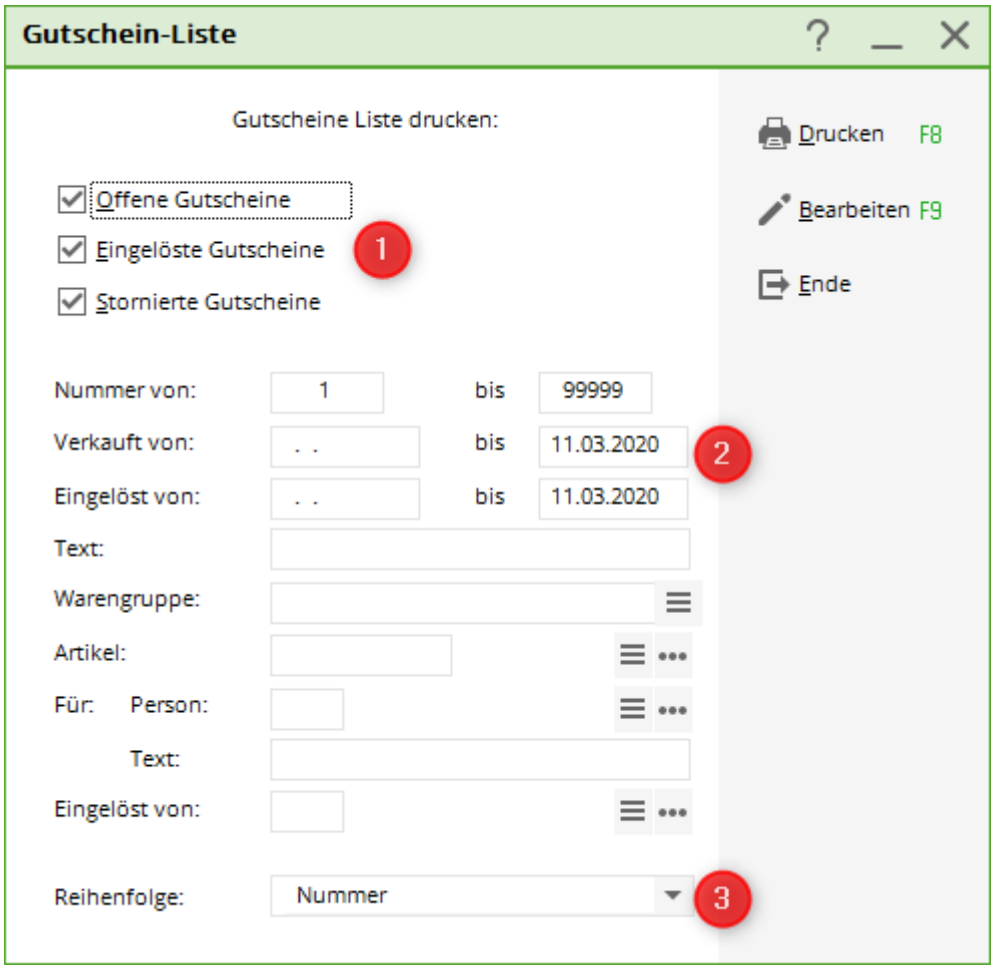
Voucher list

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.



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**	

1 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.