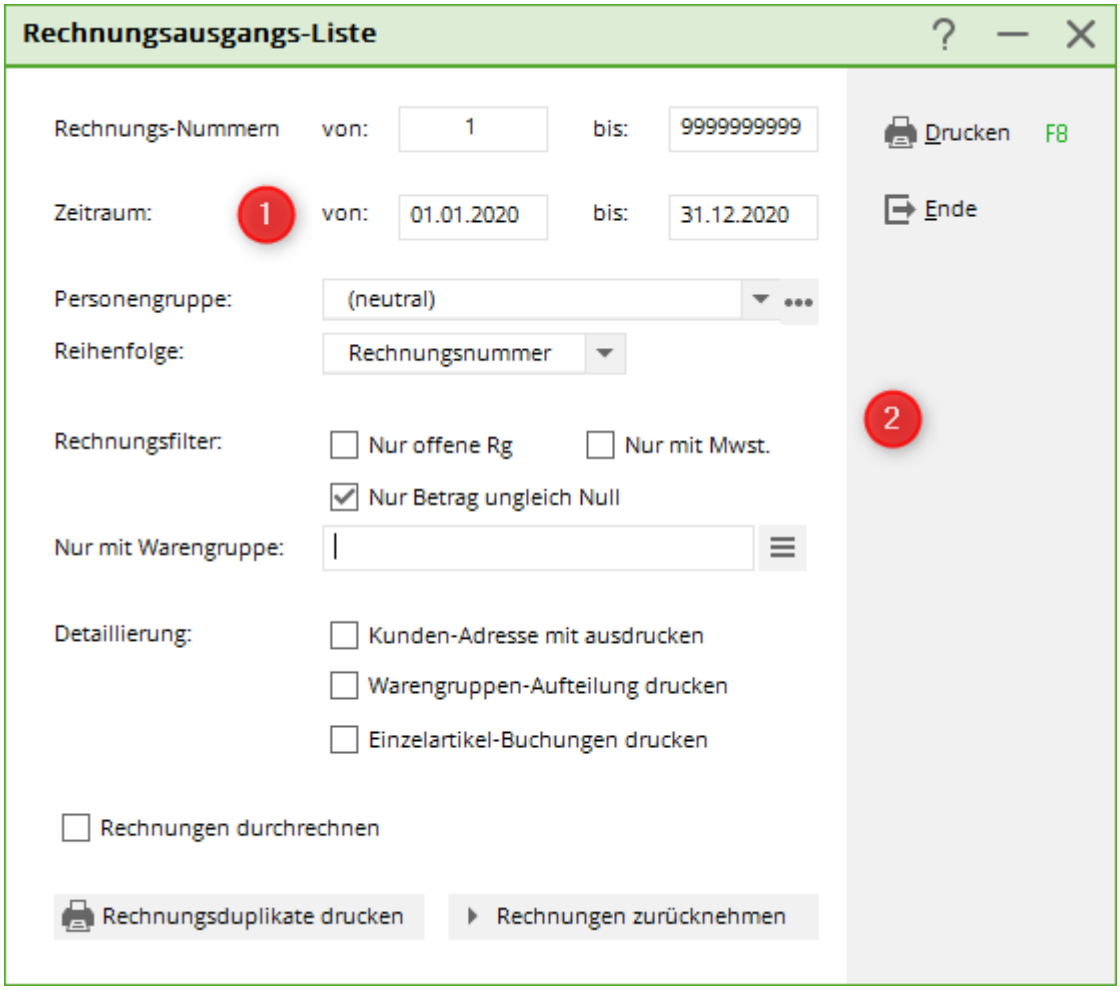
Outgoing invoice list

Under ***Sales/Print.../Outgoing invoice list*** you can create an outgoing invoice list.

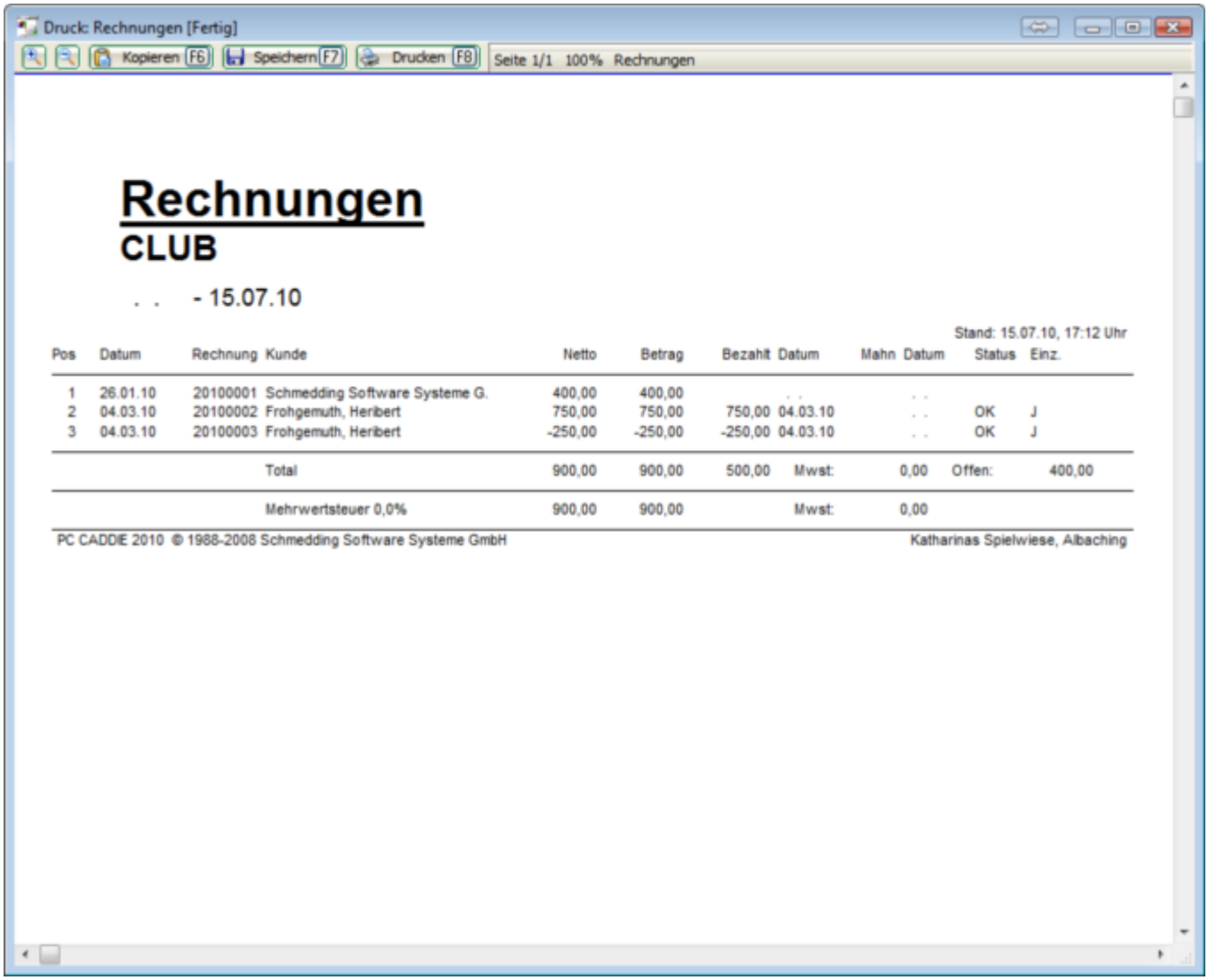
Print outgoing invoice list

If you print the outgoing invoice list immediately after creating the invoices, you do not need to make any settings.

Pay particular attention to the date (1) and the points specified below (2). Tick the box next to ***Only amount not equal to zero*** if you need the list as proof for the tax office. This is the only way you can document all invoice numbers, including invoices with a zero amount that you have cancelled.

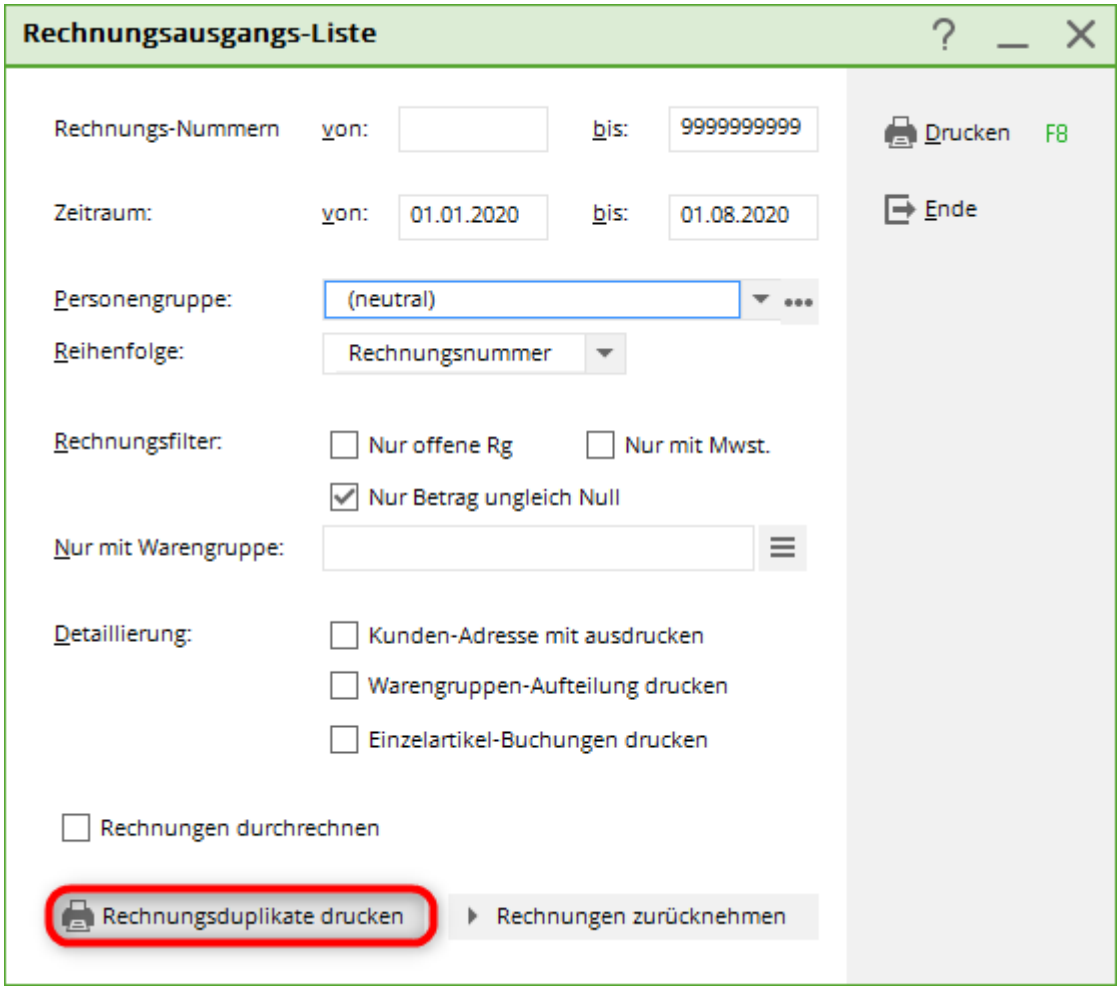


Once you have made all the settings, click on ***Print*** (F8). The outgoing invoice list also provides you with information on whether the invoice has already been paid, whether a reminder has been printed or whether the invoice recipient has issued a direct debit authorisation.

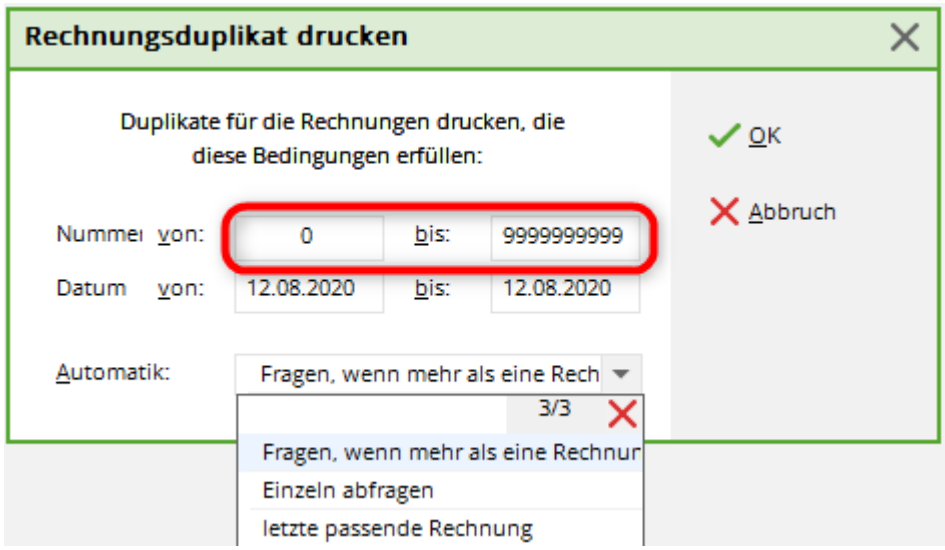


Print duplicate invoices

Click under ***Sales/Print.../Outgoing invoice list*** click on the button ***Print duplicate invoices.***



The following window opens and asks for the relevant invoice numbers.



😉 With ***Print*** (F8) you will receive the desired duplicates. The invoice layout that you have defined under ***Sales/Invoices*** under ***Edit*** have stored: Invoices

Attention: By default, CREATE NEW duplicates only works with family summaries. You cannot use this function with individual invoices per person!

Cancel invoice numbers

You can only cancel invoices that were printed last and not those that were created 4 weeks ago, for example. As soon as further invoice numbers have been assigned, only cancellation is possible.

Please first make a Fast data backup .

Now click under ***Sales/Print.../Outgoing invoice list*** click on the button ***Cancel invoices.*** The following window opens:

