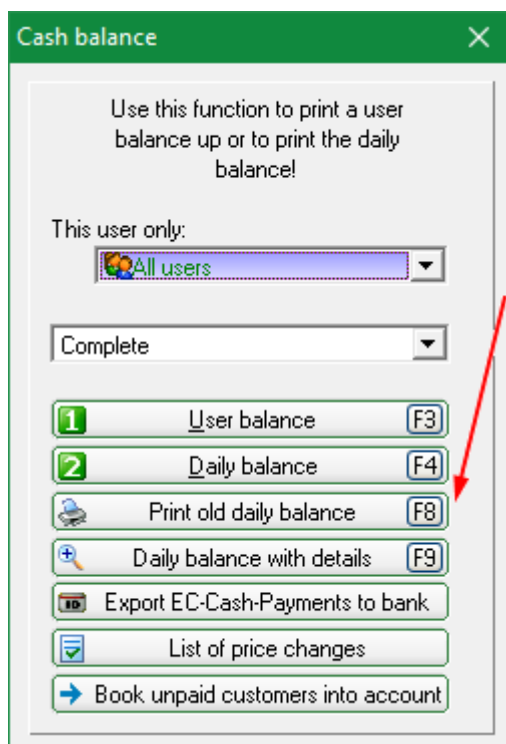
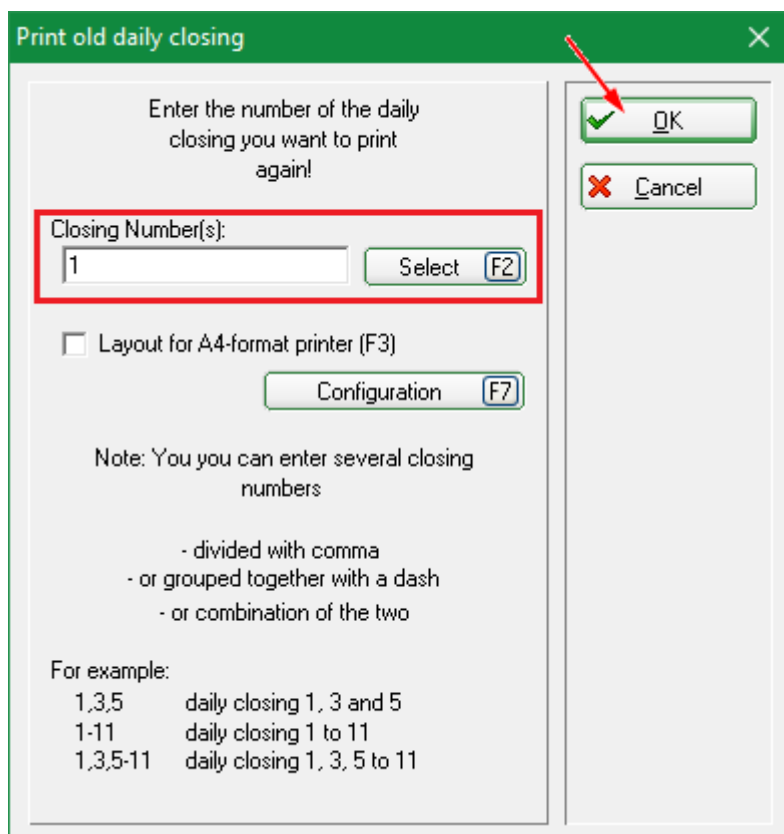


# Print older balance

Go to **Accounts/Cash report/Print old daily balance** (F8) to reprint an old daily balance:

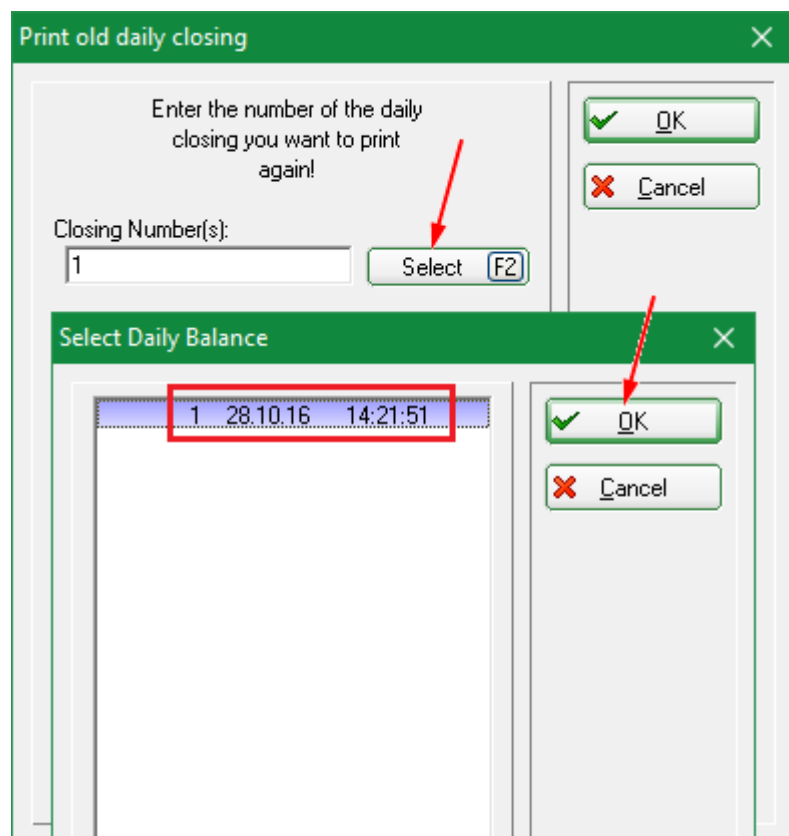


If you know the **Closing number** you can enter it in the field.



But you can also click **Select** (F2) to open the selection list. Select the desired row to print the old

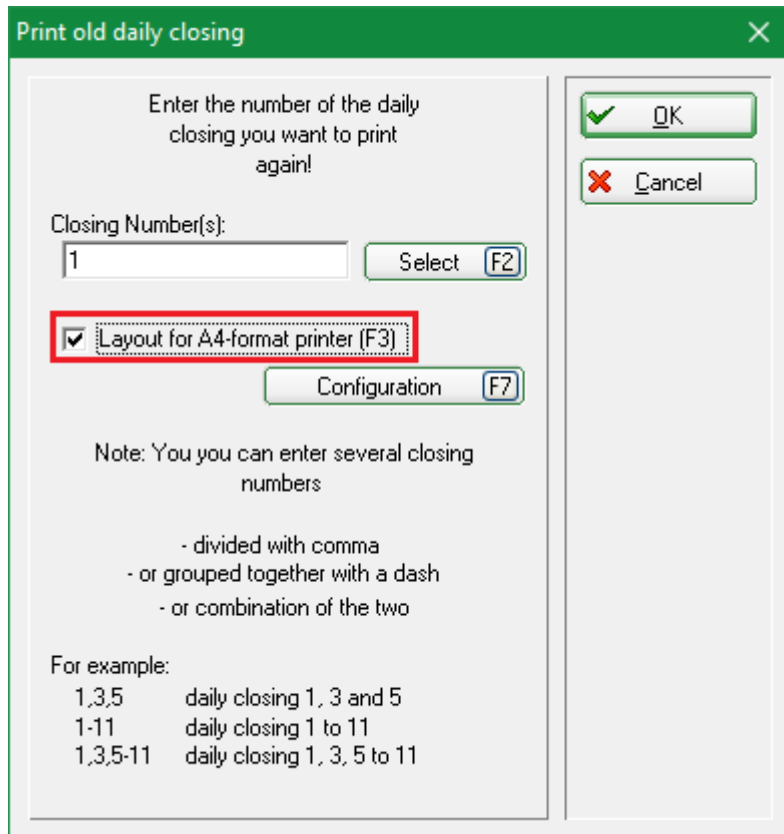
daily balance.



Confirm with **OK** and the old balance will be printed.

## Layout for A4-format print-out

You can check mark the layout option when printing an older daily balance.



The different effect can be viewed in the following two illustrations:

# Daily balance 28.10.16

Testclub AG  
 No.: 1 (GASTRO)  
 28.10.16, 14:21:50 hour

With check mark set for A4 format

Payments	EUR	SSS	k07	k01
bar Cash payment	266.00	7.50	120.00	138.50
<b>Total daily bookings</b>	<b>266.00</b>	<b>7.50</b>	<b>120.00</b>	<b>138.50</b>

Goods turnover	EUR	SSS	k07	k01
<b>Drinks (0%)</b>	<b>56.00</b>	20.50	4.00	31.50
<i>G-A</i>	<i>56.00</i>	<i>20.50</i>	<i>4.00</i>	<i>31.50</i>
00001101 Apollinaris - 0,2	10 25.00	12.50		12.50
00001101 Apollinaris - 0,5	3 15.00			15.00
00001201 Clausthaler, non alcoholic	4 16.00	8.00	4.00	4.00
00001151 Cola - 0,2	0 0.00	0.00		
<b>Meals (0%)</b>	<b>210.00</b>	103.00		107.00
<i>Food, soups</i>	<i>36.00</i>	<i>24.00</i>		<i>12.00</i>
00002101 Tomatoes cream soup	3 36.00	24.00		12.00
<i>Food, salads</i>	<i>16.00</i>	<i>16.00</i>		
00002201 Small mixed salat	2 16.00	16.00		
<i>Food, main dishes</i>	<i>158.00</i>	<i>63.00</i>		<i>95.00</i>
00002502 Beef medallions - bleu / red	0 0.00	0.00		
00002502 Beef medallions - medium	1 31.00	31.00		
00002502 Beef medallions - well done	1 31.00			31.00
00002501 Sliced meat Züricher art	3 96.00	32.00		64.00
<b>Special (0%)</b>	<b>0.00</b>	0.00		0.00
<i>Menus</i>	<i>0.00</i>	<i>0.00</i>		<i>0.00</i>
+ *** MAIN COURSE ***	2 0.00	0.00		0.00
# *** STARTERS ***	2 0.00	0.00		0.00
# *** INTERMEDIATE COURSE ***	1 0.00	0.00	0.00	
<b>Total goods turnover</b>	<b>266.00</b>	<b>123.50</b>	<b>4.00</b>	<b>138.50</b>

Bookings	Total	SSS	k07	k01
Article booking	52	38	1	13
Article deletion	12	12	0	0
Number of invoices	4	1	2	1
Contra invoice	0	0	0	0
Null invoice	1	0	1	0
Reversals	0	0	0	0

and

# Daily balance 28.10.16

No.: 1

Testclub AG  
GASTRO

Without check mark  
for A4 format

**Total** 28.10.16, 14:21:50 hour

income

bar	Cash payment	266.00	266.00	EUR
<b>Total</b>		<b>266.00</b>	<b>266.00</b>	<b>EUR</b>

Account

**Drinks** 56.00 EUR

**V.A.T. % 0.0%** 56.00 EUR

**G-A** 17.0 56.00 EUR

**Meals** 210.00 EUR

**V.A.T. % 0.0%** 210.00 EUR

**Food, soups** 3.0 36.00 EUR

**Food, salads** 2.0 16.00 EUR

**Food, main dishes** 5.0 158.00 EUR

**Special** 0.00 EUR

**V.A.T. % 0.0%** 0.00 EUR

**Menus** 5.0 0.00 EUR

Total	32.0	266.00	EUR
V.A.T		0.00	EUR

Bookings	Reversals	Invoi.	Neg.	Zero
52	12	4	0	1