

Voucher list

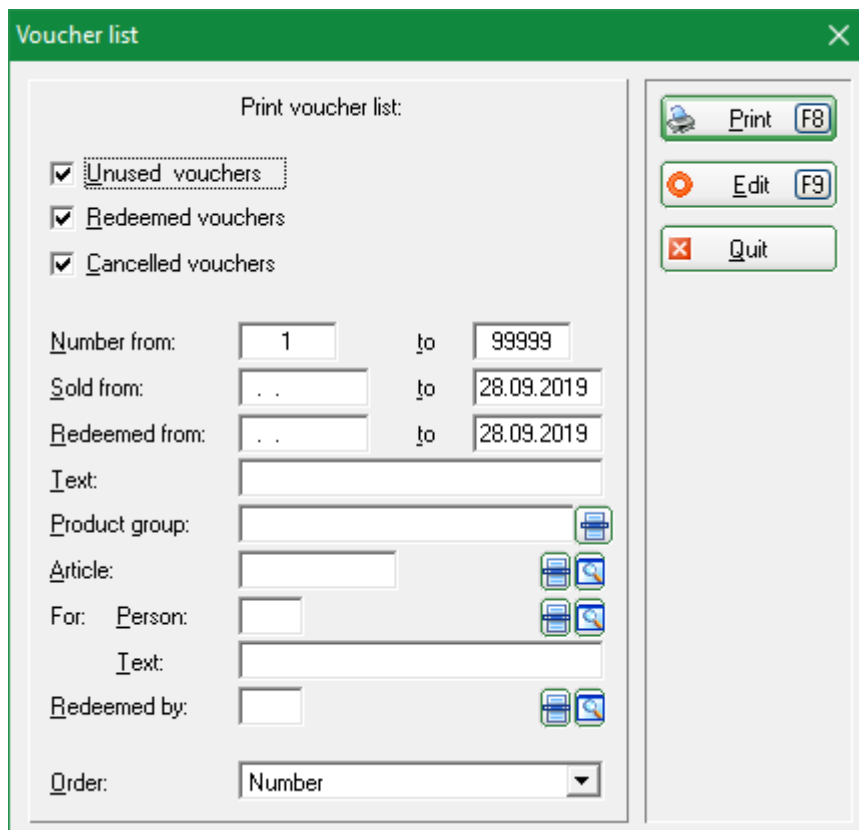
Go to **Articles/Print.../List of vouchers (or Accounts/Fees/Print.../Voucher list)** to find the full list of all sold and redeemed vouchers including remaining balance and reversals.



Print articles

What shall be printed?

- Article list
- Order list
- List of incoming goods
- Labels
- Printout of small articles
- Voucher list**
- Statistic
- Stocktaking
- Serialnumber
- Cancel



Voucher list

Print voucher list:

- Unused vouchers
- Redeemed vouchers
- Cancelled vouchers

Number from: 1 to 99999

Sold from: . . to 28.09.2019

Redeemed from: . . to 28.09.2019

Text:

Product group:

Article:

For: Person:

Text:

Redeemed by:

Order: Number

Print F8

Edit F9

Quit

Voucher - 28.09.19

No.	Note	For	1 Value	2 Displayed	3 Redeemed	4	5 Rest	6 Balance
1	Voucher sales		10.00	22.10.18	...	0.00	10.00	10.00
2	Voucher sales		50.00	02.12.18	05.01.19	50.00	0.00	10.00
3	Voucher sales		50.00	02.12.18	28.01.19	50.00	0.00	10.00
4	Seminar 10.05.19		100.00	02.01.19	Canceled			10.00
			110.00			100.00	10.00	

1. Value of voucher
2. Issue date
3. Date of redemption and/or partial redemption
4. Redeemed amount
5. Remaining credit of a partial redemption
6. Total balance, the club has to let redeem



„Expired“ vouchers have to be booked out manually using a reverse entry in the cash register. Always consider the legal requirements and terms of expiration for managing your vouchers.

See also: [Voucher administration](#)