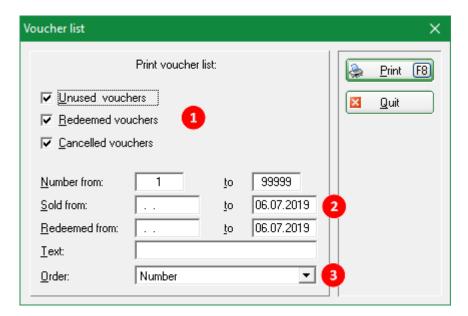
## **Voucher list**

Go to **Accounts/Fees/...Print List/Voucher list** or **Articles/Print.../Voucher list** to find the full list of all sold and redeemed vouchers. The default settings will provide you with a complete list.



Depending on the requirements you can adjust the settings:

- 1. Select the voucher type you want to see on your list.
- 2. Define more detailed with voucher number, sale date, redemption date and/or part of text in the voucher.
- 3. Set the **Order** to sort the vouchers by "number", "sale date", "redemption date" or "customer".

The print will show the details as explained below:

## Voucher - 06.07.19

						Printed:	: 06.07.19, 11:27 hour
No.	Note	For	Value Displayed	Redeemed		Rest	Balance
28 28	Voucher sale - to yellow Voucher sale - to yellow	Member, Petra Member, Petra	100.00 06.07.19 50.00 06.07.19	06.07.19 Canceled	70.00	30.00	30.00 30.00
28	Voucher sale		50.00 06.07.19		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 with the sale if nothing was entered, PC CADDIE will automatically print the article name.
- 3. This is where you can see who the voucher is for, in case this was entered with the sale,
  - otherwise the column stays empty. This is no mandatory field and does not show the buyer of the voucher.
- 4. Value of voucher
- 5. Issue date

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- 6. Last redemption date of the voucher or its cancellation
- 7. Redeemed amount
- 8. Remaining credit
- 9. At the end of the list you will see the total balance of all vouchers that have not been redeemed yet.

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