

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

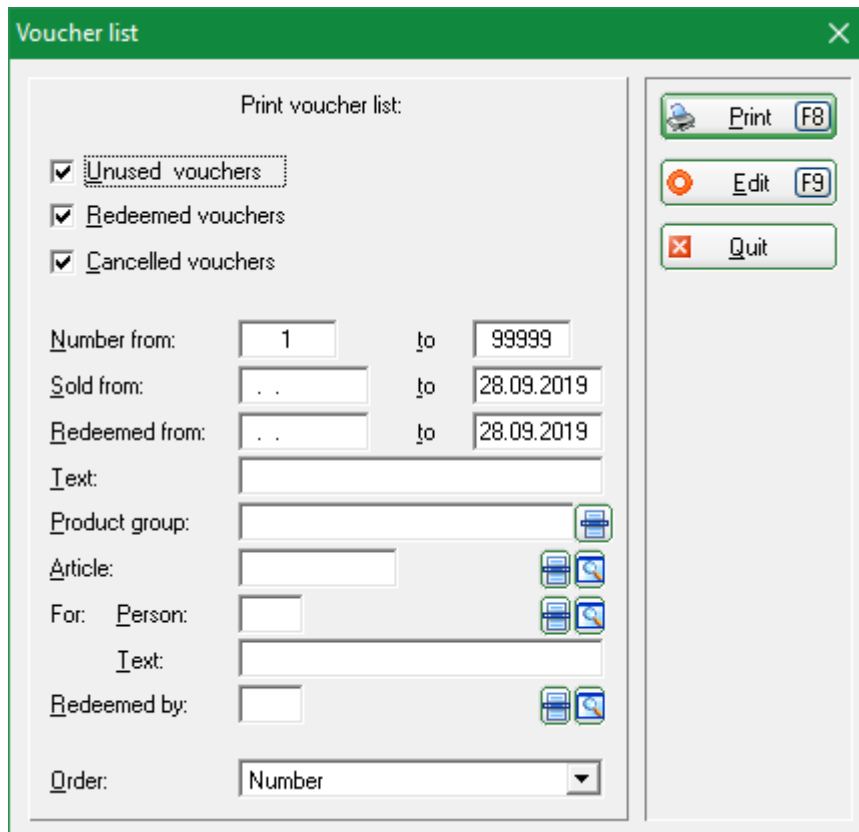
Voucher list

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	2	3	4	5	6
			Value	Displayed	Redeemed		Rest	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](#)