

## Vouchers

The *Vouchers* screen lets you reprint previously created vouchers or debit memos. You can also email a voucher to the vendor for whom it was created using the *Mail To Vendor* option. The following settings are mandatory when you use this option:

- Data must be maintained in the *Mail Settings* section of the *User Settings* screen.
- The email ID of the logged user must be maintained on the *User Setup* screen in the *Administration Module*.
- The email ID of the vendor must be maintained on the *Vendor Master* screen.

**Go To: Purchase → Purchase Order Reports → Vouchers.**

Click on the *Vouchers* option to open the *Vouchers* window. On the *Voucher* window, filtering parameters can be used to define the scope for processing the report.

Parameter	Value	Lookup
PO Number From	00000001	V101
PO Number To	00000021	V101
Vendor From	V101	Chemtrade
Vendor To	V104	CPS Chemicals
Voucher No. From	1	V101
Voucher No. To	10	V101
Voucher Date	10/16/20	
Fin. Batch No From	VO-1	00000001
Fin. Batch No To	VO-3	00000015

## Generating a Vouchers Report

1. Open the Voucher window.
2. Complete the range of purchase order numbers for which you want to generate a report using the lookups next to the *PO Number From* and *To* fields.

3. Complete the range of vendors for which you want to generate a report using the lookup buttons next to the *Vendor From* and *To* fields.
4. Complete the range of voucher numbers for which you want to generate a report using the lookups next to the *Voucher No. From* and *To* fields.
5. Click the drop-down arrow in the *Voucher Date* field to select the date to use as the cut-off point/end date for the report.
6. Complete the range of finance batch numbers for which you want to generate a report using the lookup buttons next to the *Fin. Batch No. From* and *To* fields. These fields will only be visible if the company is Finance interfaced.
7. Click the *Process* button to generate the report.