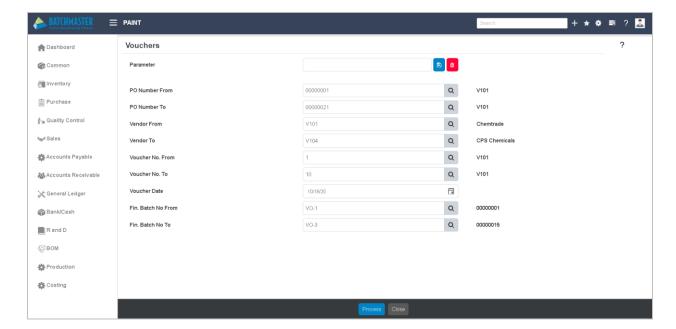
Vouchers

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.



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.