

List of outgoing invoices

You can create a list of outgoing invoices under **Accounts/Print.../List of invoices**.

Print the list of outgoing invoices



You don't need to make any additional settings if you print the list of outgoing invoices immediately after creating the invoices



Pay particular attention to the date (1) and in points shown below (2). Make sure the **Only amounts unequally 0** is not checked if you need the list for the tax office. This is the only way you can include all the invoice numbers, including the ones for the invoices with 0 amount that you have canceled.

The screenshot shows the 'List of invoices' dialog box. The 'Period:' field is highlighted with a red circle '1', and the 'Filter' section is highlighted with a red circle '2'. The 'Filter' section includes checkboxes for 'Only open bills', 'Only with VAT', and 'Only amounts unequally zero' (checked). The 'Print (F8)' button is visible on the right side of the dialog.

Click **Print** (F8) after you have made all the settings. The list of outgoing invoices provides additional information: whether the bill is already paid, if a reminder was printed, or whether the bill recipient has granted a debit authorization, among other things.

Invoices CLUB

01.01.15 - 30.10.15

Printed: 30.10.15, 17:46 h

Pos	Date	Number	Person	Net	Total	Paid	Date	Remi.	Date	Status	Debit
1	22.10.15	2012000040	Tester, Timo	42,02	50,00		
2	22.10.15	2012000041	Tester, Timo	1050,42	1250,00	1250,00	22.10.15	.	.	OK	
3	22.10.15	2012000042	Tester, Timo	-1050,42	-1250,00	-1250,00	22.10.15	.	.	OK	
Total				42,02	50,00	0,00	VAT:	7,98	Open:		50,00
VAT 19,0%				42,02	50,00		VAT:	7,98			

Print invoice copies

Click on **Print invoice copies** under **Accounts/Print.../List of invoices**.

List of invoices

Invoice-numbers from: [] to: 9999999999

Period: from: 01.01.15 to: 30.10.15

Persons group: (neutral)

Order: Invoice number

Filter Only open bills Only with VAT Only amounts unequally zero

Invoices containing these article groups []

Details: Print including addresses Print group details Print single articles

Calculate invoices

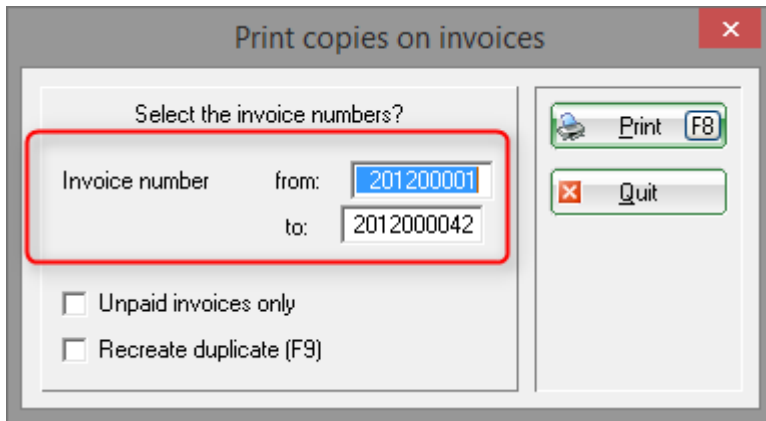
Print invoice copies

Cancel invoice numbers

Print (F8)

Quit

The following window opens, and you can enter the relevant invoices' numbers.



Press **Print** (F8) to get to the desired duplicates. The layout you set under **Accounts/Invoices** using the **Edit** button is used: [Invoices](#).

Cancel invoice numbers



You may only withdraw invoices that were recently printed, rather than ones that have been created, for example, 4 weeks ago. You can only cancel an invoice once more invoice numbers have been generated.



Please make a [Fast backup](#) in advance.

Click on **Cancel invoice numbers** under **Accounts/Print.../List of Invoices**. The following window opens:

