Print old degree

To print a daily closing again, go to the menu bar and select **Turnover/Cash register accounting/Print old closing** (F8). The following window opens:

Cash balance X
Use this function to print a user balance up or to print the daily balance!
This user only:
Complete
User balance F3
Daily balance F4
📚 Print old daily balance 🛛 🕅
🔍 Daily balance with details 🛛 🕞
Export EC-Cash-Payments to bank
List of price changes
Book unpaid customers into account

If you enter the *contract number* enter it in the field for *contract number* field.

Print old daily closing	×
Enter the number of the daily closing you want to print again!	<u>□K</u> <u>×</u> <u>C</u> ancel
Closing Number(s): 1 Select F2	
Layout for A4-format printer (F3)	
Configuration F7	
Note: You you can enter several closing numbers	
- divided with comma - or grouped together with a dash	
- or combination of the two	
For example:	
1,3,5 daily closing 1, 3 and 5	
1,3,5-11 daily closing 1, 3, 5 to 11	

However, you also have the option of *Selection* (F2) to open the selection window. Click on the desired line to print the desired daily closing.

Print old daily closing	×
Enter the number of the daily closing you want to print again! Closing Number(s): 1 Select F2	✓ <u>D</u> K ズ <u>C</u> ancel
Select Daily Balance	×
	✓ <u>O</u> K ★ <u>C</u> ancel

Confirm the entry with **OK**, the old daily closing is printed.

Layout for DIN A4 printing

Pay attention to the layout when printing the old daily closing, you can tick the box here.

Print old daily closing X							
Enter the number of the daily closing you want to print again!	Cancel						
Closing Number(s): 1 Select F2							
Configuration F7							
Note: You you can enter several closing numbers							
- divided with comma - or grouped together with a dash - or combination of the two							
For example: 1,3,5 daily closing 1, 3 and 5 1-11 daily closing 1 to 11 1,3,5-11 daily closing 1, 3, 5 to 11							

You can see the difference this makes in the following two illustrations:

Daily balance 28.10.16

Testclub AG No.: 1 (GASTRO)

28.10.16, 14:21:50 hour

Paymen	ts	EUR	SSS	k07	k01	
bar	Cash payment	266.00	7.50	120.00	138.50	
Total dai	ily bookings	266.00	7.50	120.00	138.50	

Goods turnover			EUR	SSS	k07	k01	
Drinks (0%)			56.00	20.50	4.00	31.50	
G-A			56.00	20.50	4.00	31.50	
00001101 Apol	linaris - 0,2	10	25.00	12.50		12.50	
00001101 Apol	linaris - 0,5	3	15.00			15.00	
00001201 Claus	sthaler, non alcoholic	4	16.00	8.00	4.00	4.00	
00001151 Cola	- 0,2	0	0.00	0.00			
Meals (0%)			210.00	103.00		107.00	
Food, soups			36.00	24.00		12.00	
00002101 Toma	toes cream soup	3	36.00	24.00		12.00	
Food, salads			16.00	16.00			
00002201 Smal	Imixed salat	2	16.00	16.00			
Food, main dishe	s		158.00	63.00		95.00	
00002502 Beef	medallions - bleu / red	0	0.00	0.00			
00002502 Beef	medallions - medium	1	31.00	31.00			
00002502 Beef	medallions - well done	1	31.00			31.00	
00002501 Slice	d meat Züricher art	3	96.00	32.00		64.00	
Special (0%)			0.00	0.00		0.00	
Menus			0.00	0.00		0.00	
+ *** M	AIN COURSE ***	2	0.00	0.00		0.00	
# *** S	TARTERS ***	2	0.00	0.00		0.00	
# *** IN	TERMEDIATE COURSE ***		1	0.00	0.00		
Total goods turnov	/er		266.00	123.50	4.00	138.50	
Bookings			Total	SSS	k07	k01	
Article booking			52	38	1	13	
Article deletion			12	12	0	0	
Number of invoices			4	1	2	1	
Contra invoice			0	0	0	0	
Null invoice			1	0	1	0	
Reversals			0	0	0	0	

and

<

With check mark set for A4 format ٨

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🛛 Copy F6) 🔁 Save F7) 🐊	Print F8 Pa	age 1/2 100% Daily balance 1		
Daily balan	ce 28	10 16		
No.: 1				
Testclub AG			Without check mark for A4 format	
GASTRO				
Total	28.10.16,	14:21:50 hour		
income				
bar Cash payment	266.00	266.00 EUR		
Total	266.00	266.00 EUR		
<u>Account</u>				
Drinks		56.00 EUR		
V.A.T. % 0.0%		56.00 EUR		
G-A	17.0	56.00 EUR		
Meals		210.00 EUR		
V.A.T. % 0.0%	• •	210.00 EUR		
Food, soups Food, salads	3.0	36.00 EUR 16.00 EUR		
Food, main dishes	5.0	158.00 EUR		
Special		0.00 EUR		
V.A.T. % 0.0%		0.00 EUR		
Menus	5.0	0.00 EUR		
Total V A T	32.0	266.00 EUR		
Bookings Reversals	Invoi.	Neg. Zero		
52 12	4	0 1		