Excel Payment Voucher Template in PDF Format

Excel Payment Voucher Template was initially released on http://www.InvoicingTemplates.com on Thursday, May 29, 2014, and is categorized as Receipt. As always **Payment Voucher Template** was published in two editions - one free **Excel Payment Voucher Template**, and another Uniform Invoice Software version that is able to turn **Excel Payment Voucher Template** into a complete invoicing system. This "**Excel Payment Voucher Template in PDF Format**" document includes brief description about the template, as well as a PDF invoice form exported from "paymentvouchertemplate.xlsx".

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Excel Payment Voucher Template Features and Facts

Excel Payment Voucher Template is a sample voucher template created from Payment Voucher Template (Golden Shop). It differs from the original voucher template in that this sample Excel voucher template is suitable for general business.

Are you a small business owner? If so, you know just how important a payment voucher can be when making purchases or paying for services. This general purpose payment voucher template in Microsoft Excel spreadsheet format can help you create a voucher that is professional looking and easy to understand. Excel Payment voucher template is daily use document for every kind of sealing and purchasing businesses and payment voucher template is a designed format of professional voucher. All you need to do is download the free voucher template and open it using Microsoft Excel 2003 or later version and then update important info such as company's logo contact details.

InvoicingTemplates.com also offers the Uniform Invoice Software version of this Excel Payment Voucher Template / receipt template. The Uniform Invoice Software version is also free if you have Uniform Invoice Software installed, and it has exactly the same layout as the freeware edition of the Payment Voucher Template, but with many buttons on it, such as "Clear & New", "Save To DB", "Exact / Email", "Print". Uniform Invoice Software, as the name suggests, is our invoicing software that has the ability to make any invoicing templates available here on InvoicingTemplates.com a complete invoicing program that is able to manage customers, products, invoices and payments. For example, if you click the "Clear & New" button, the payment voucher form is cleared and is ready for you to enter a new payment voucher, with several fields filled with default data - for example, the current date is filled into the "Date" field. If you click "Save To DB", the current voucher is saved to backend database and a voucher# is generated automatically. If you click "Exact / Email", a standard Excel spreadsheet is created and the current voucher is copied to the newly created Excel spreadsheet file, which you can email to your client. You can also create a PDF voucher document using Microsoft Excel.

The original voucher template, Payment Voucher Template (Golden Shop), has a custom field Weight defined in both the Product and Invoice Body database tables. With this general purpose Excel Payment Voucher Template, InvoicingTemplates.com removed the Weight custom field from it and made it a general purpose voucher template.

This Excel payment voucher template contains 4 fields on the bottom of the voucher form, there are Discount, Total, Advance, and Balance. Both "Discount" and "Advance" are manually editable fields. "Total" is calculated from the sum of all the line totals subtracted by discount; "Balance" is calculated from Total subtracted by "Advance". If you prefer a voucher template that does not have the advance field, take a look at Cash Payment Voucher Template.

If you use the Uniform Invoice Software edition, note that the "Discount" and "Advance" are custom fields.

Note that there is a default Logo image on the top of form, which you must replace with your own logo image. To do this, unprotect the Invoice worksheet, and then switch to design mode.

The protection of the Invoice worksheet in **Excel Payment Voucher Template** prevents accidental modifications to layouts and formulas. If you have Uniform Invoice Software installed, it could even display a warning message when you close a template without protecting the invoice worksheet. However for the purpose of this sample, we should firstly unprotect the Invoice worksheet in **Excel Payment Voucher Template**.

In design mode, Microsoft Excel allows you to move, add, or delete controls or images inside **Excel Payment Voucher Template**. Here are how you can switch to design mode.

- In Excel 2003 click the Design Mode button on the Control Toolbox toolbar. Tip: If the Control Toolbox toolbar is invisible, click Excel menu View > Toolbars > Control Toolbox.
- In Excel 2007, Excel 2010 and Excel 2013, click the Design Mode button in the Controls group of the Developer tab.

   TIP: If the Developer tab is not available in Excel 2007, do the following to display it: a) Click Microsoft Office Button, and then click Excel Options; b) In the Popular category, under Top options for working with Excel, select the Show Developer tab in the Ribbon check box, and then click OK.

   Or in Excel 2010 and Excel 2013 to display the Developer tab: a) Click File > Options > Customize Ribbon; b) In the area on the right, ensure that the box next to Developer is checked; c) When you click OK, the Developer tab will appear in the ribbon.

Once you have finished your design work for **Excel Payment Voucher Template**, click the Design Mode button again to exit design mode.

To replace the default LOGO image in **Excel Payment Voucher Template** with your own image, follow the steps below:

- Right click the Logo image, and then select Properties from the menu.
- Click the Picture property, and then click the "..." button.
- Browse to the folder containing your icon file. Select and open the icon file.
- Close the Properties dialog box.
- Drag the border of the image object to resize it, if needed.

If you don't need the LOGO image and want to delete it, simply hit the DEL key on your keyboard after you selected it with your mouse key. Deleting the LOGO image leaves an empty area to the left of the Company Information section. You may like to move the entire Company Information section to fill in the empty area. To do this: Drag your mouse to select the entire Company

Information area, including Company Name, Street Address, City, ST Zip Code, etc.; Push your mouse key on the border of the selected area; drag it to the new location

The voucher# field is a must-filled-in field. It should be filled with a unique (and usually consecutive) value. If you use Uniform Invoice Software, the voucher# could be generated automatically by clicking the "Save To DB" button.

Payment voucher is a business document that is given to the customers and clients for any purpose. Companies used this document to given discount to their prospective customers when people purchased any products and items in company and markets. Business people and sales manager use this voucher for increasing the sale of the products and services. InvoicingTemplates.com offers several variants of the voucher templates. Be sure the check them and find the one that meets your business requirements.

Excel Payment Voucher Template - PDF Format

Your Business Name

Company address, city, state ZIP
Contact, telephone, fax
Slogan, Web site, email

InvoicingTemplates

VOUCHER

Date:

Name :   **Voucher No :**

Address :

Item #	Description	Quantity	Unit Price	Amount

DISCOUNT	
TOTAL	
ADVANCE	
BALANCE	

NOTES:

Cashier

THANK YOU FOR YOUR BUSINESS!