

# Cash Payment Voucher Template in PDF Format

*Cash Payment Voucher Template* was initially released on <http://www.InvoicingTemplates.com> on Friday, May 30, 2014, and is categorized as **Receipt**. As always **Cash Voucher Template** was published in two editions - one free **Cash Payment Voucher Template**, and another Uniform Invoice Software version that is able to turn **Cash Payment Voucher Template** into a complete invoicing system. This "**Cash Payment Voucher Template in PDF Format**" document includes brief description about the template, as well as a PDF invoice form exported from "cashvouchertemplate.xlsx".

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## Cash Payment Voucher Template Features and Facts

Cash Payment Voucher Template is a sample voucher template created from [Excel Payment Voucher Template](#) and [Payment Voucher Template \(Golden Shop\)](#). Draft beautiful and professional cash payment vouchers with this blank cash payment voucher template.

The download page offers both a freeware edition and a Uniform Invoice Software edition of this cash payment voucher template and receipt template. The two free templates has exactly the same layout and format, except that the Uniform Invoice Software has many buttons on it that will be functional and go alive once you install Uniform Invoice Software. A PDF version of this cash payment voucher template could also be downloaded here.

Cash Payment Voucher Template contains 5 columns (item#, description, quantity, price, and amount) and no "Advance" field on the bottom of the form. The "Discount" field on the bottom of the voucher form is a custom field - meaning that the default sales invoice template (the origin of all the templates available here on [InvoicingTemplates.com](#)) does not contain this field. In order to be able to give discount to customers, all the payment voucher templates in this serials include the discount custom field, which is defined in the Invoice Header database table.

Uniform Invoice Software support custom fields or user-defined fields, which is a unique feature that allows you to add new fields to the backend database as well as to the invoice form. **Cash Payment Voucher Template** uses custom fields to implement the features that are not available in the default sales invoice template. With the support for custom fields in the database, Uniform Invoice Software has the ability to manipulate the newly added fields in database, includes adding them to reports. With the support for custom fields in the Excel worksheet, Uniform Invoice Software has the ability to create the relationship between fields - for example, one field should be the sum of the other fields, or the value of one field should be calculated only when another field value equals a certain value.

The support for custom fields makes it possible for even an end user who does not know programming at all, could add new features to her/his invoicing creator such as **Cash Payment Voucher Template** without writing one line of programming code. For example, in this [tax](#)

invoicing template named [Mixed Tax Rates in an Invoice](#), we implement the support of mixed tax rates in the same invoice by using custom fields. The result of the customization is offered in two editions, as what we do to all the other templates available here on [InvoicingTemplates.com](#), that are one freeware edition, and another edition that works only with Uniform Invoice Software installed.

When working with Uniform Invoice Software version of **Cash Payment Voucher Template**, how does Uniform Invoice Software know to which cell when a field value write to when loading data from the database, and to which field a cell value must save when saving an invoice, a customer or a product item? That is, how does Uniform Invoice Software create the map or relationship between Excel cells on the template **Cash Payment Voucher Template** and database fields? The answer is by using names. For example, if the field name in the Product table in a database is "ProductType", it is writing to a cell named "oknProductType\_?" (where ? is the line number of the invoicing item) when you pick up a product or item on creating an invoice, and when saving an invoice, all cells with the name "oknProductType\_?" are saved to the "ProductType" field in the Invoice Body database table. By using cell names, Uniform Invoice Software allows you to move a cell on the form without breaking the feature depending on the field / cell. You can place the "Product Type" column either inside the printable area, which is printed when you issue the Print command in Excel or click the Print command on the Invoice form; or place the Product Type column outside the printable area, which will be included when you print or extract an invoice.

Naming a cell is easy in Excel, no matter you are using the free edition of **Cash Payment Voucher Template** or the Uniform Invoice Software edition of **Cash Payment Voucher Template**, and the process is the same no matter which Excel version you are using - Excel 2003, Excel 2007, Excel 2010 or Excel 2013. To name a cell, after opening **Cash Payment Voucher Template** firstly make the sheet is not protected, and then click the cell you want to name (or drag your mouse to select the range you want to name), and then enter the name into the name box on the formula bar. Note that Excel does not allow you to reuse an existing name in this way. For example, if a cell has already been named "oknTaxType" in **Cash Payment Voucher Template**, and you click and select an empty cell then enter the name "oknType" into the name box, Excel activates the cell with the name "oknTaxType" in **Cash Payment Voucher Template**, instead of naming the empty cell "oknType". To name a new (empty) cell with an existing name, you have to firstly delete the exiting cell name, and then use this name to name the new cell. To delete an existing cell name, in Excel 2003 click Excel menu Insert > Name > Define to open the Define Name dialog box; in Excel 2007, 2010 and 2013, the Name Manager can be launched by going to the formulas ribbon tab, Defined Names group.

Note that custom fields is a powerful feature introduced by previous version of Uniform Invoice Software, i.e. Excel Invoice Manager. The support for custom fields in Excel Invoice Manager requires a database definition file ("FDINFO10.rst") to be present in the folder where the database file was installed. With Uniform Invoice Software, using custom fields is much simpler than in Excel Invoice Manager, and the database definition file is no longer required.

One thing to note is that InvoicingTemplates.com tested the templates, including Cash Payment Voucher Template, on Microsoft Windows only, and the testing on Mac was usually not performed. If you need to run Cash Payment Voucher Template on Mac, test it with Mac version of Microsoft Excel before you apply it for production purpose.

To change the currency symbol of **Cash Payment Voucher Template**, first make sure you've unprotected **Cash Payment Voucher Template** spreadsheet. Select the cells (fields) for which you want to modify the currency symbol, by dragging your mouse to select multiple cells on **Cash Payment Voucher Template**, you push CTRL key on keyboard and click each cell on **Cash Payment Voucher Template** one by one, and then right-click one of the selected cell and choose Format Cells. From the Number tab, you can choose either "Currency" or "Accounting" from the Category list. Note that currency formats are used for general monetary values, you should use accounting formats to align decimal points in a column.

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