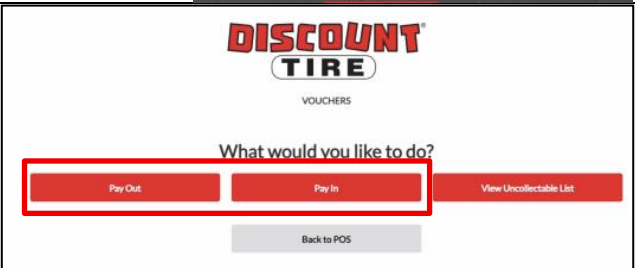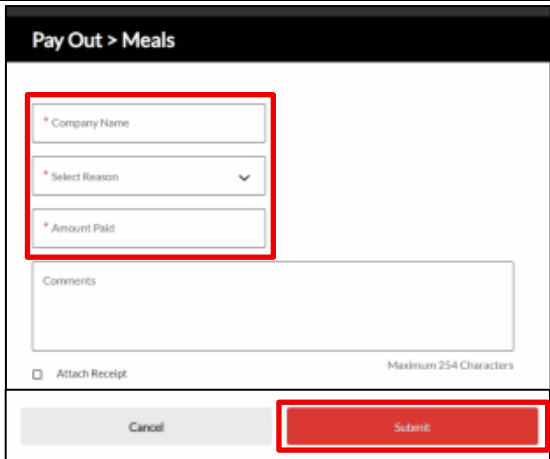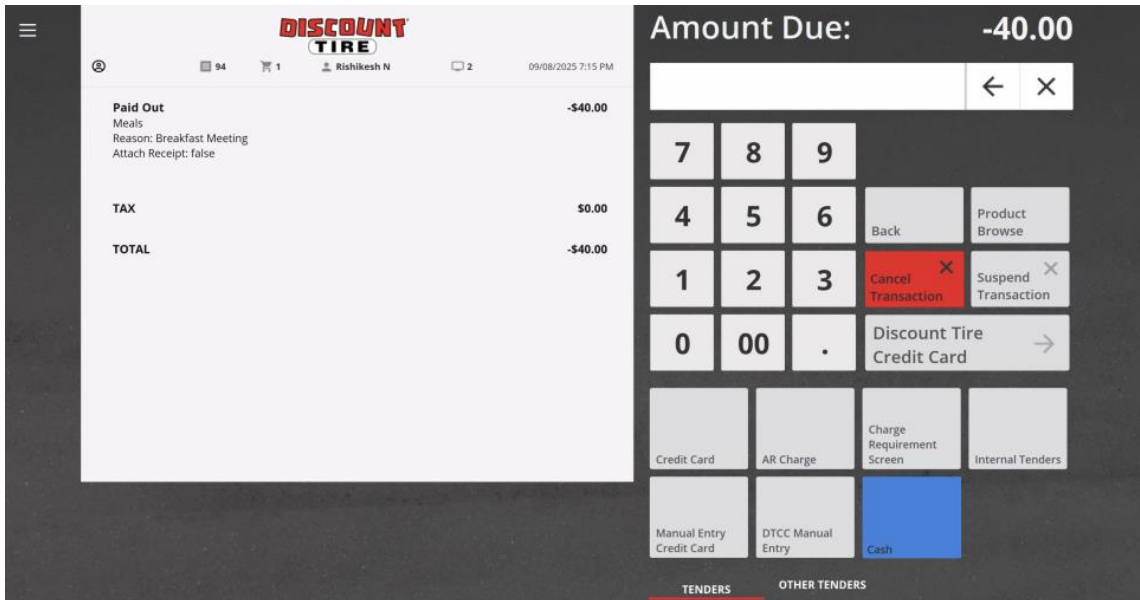# Vision POS – Creating Vouchers QRG

Purpose and Overview

This document provides the steps to process vouchers using the Vision POS.

Note: When a Voucher Payout needs to be voided, the Vision POS will have a 'VOID' button to complete this task. Currently, that button is not active; therefore, please follow the Void Voucher Pay Out documentation until the 'Void' button becomes active.

Step	Action
1	On the Vision home screen, click the **MISCELLANEOUS** tab at the bottom of the screen.
2	Click **Vouchers**.
3	On the 'Vouchers' home screen, click either **Pay In** or **Pay Out**.
4	Select the voucher type needed.

Step	Action
5	Fill in all required fields, then click **Submit**.
6	On the payment screen, complete the transaction as appropriate.

Contact

Contact the Service Desk at support@discounttire.com or 800-366-4399.