

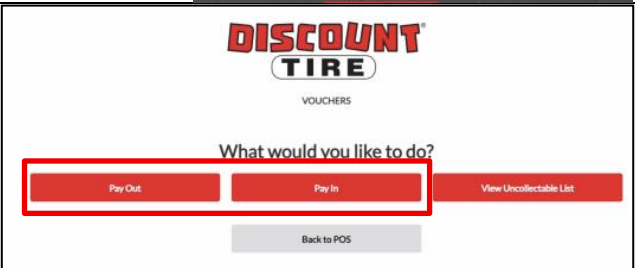


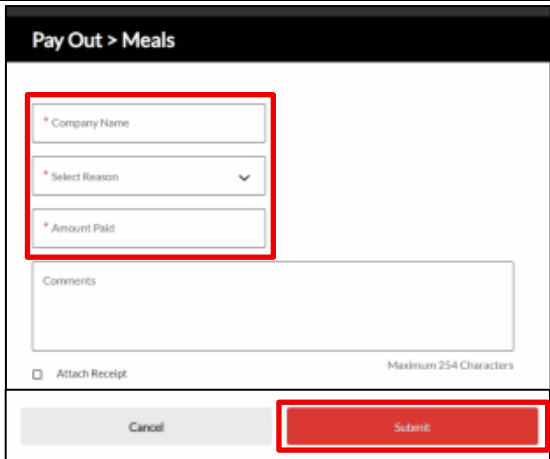
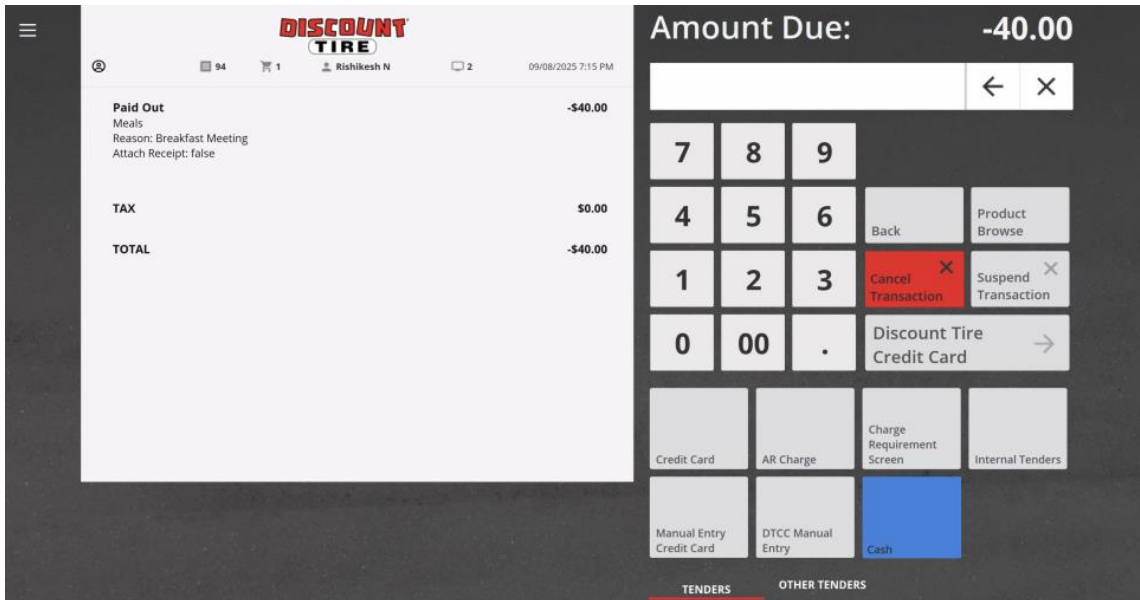
Vision POS – Creating Vouchers QRG

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. <div> <div> <h4>PAY IN</h4> <table border="1"> <tr> <td>Building Damage</td><td>Insufficient Funds</td></tr> <tr> <td>Change Back</td><td>Raffle Tickets</td></tr> <tr> <td>Donations</td><td>Scrap Credit</td></tr> <tr> <td>Employee Reimbursement</td><td>Other</td></tr> </table> <p>Cancel</p> </div> <div> <h4>PAY OUT</h4> <table border="1"> <tr> <td>Courier</td><td>Office Supplies</td></tr> <tr> <td>Customer Repair / Satisfaction</td><td>Repair / Maintenance</td></tr> <tr> <td>Gasoline</td><td>Tools / Supplies</td></tr> <tr> <td>Meals</td><td>Miscellaneous</td></tr> </table> <p>Cancel</p> </div> </div>	Building Damage	Insufficient Funds	Change Back	Raffle Tickets	Donations	Scrap Credit	Employee Reimbursement	Other	Courier	Office Supplies	Customer Repair / Satisfaction	Repair / Maintenance	Gasoline	Tools / Supplies	Meals	Miscellaneous
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Step	Action
5	<p>Fill in all required fields, then click Submit.</p> 
6	<p>On the payment screen, complete the transaction as appropriate.</p> 

Contact

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