

# How to Create Vouchers Type in the POS?

The Goomi POS application can create Vouchers for sale and promotions by following steps:-

1. Click on POS tab / Masters / Voucher Types and fill in the required data.
2. Click **“Create New”** to create new type of voucher
3. To update existing voucher type, choose a voucher type from the table, update the data then click **“Save”** button

The screenshot shows the 'Voucher Types' window in the Goomi POS application. On the left, a sidebar lists various modules: POS Settings, Masters (Retail Customer, Employees, Payment Means, Reward Points, Redemption Points, Voucher Types, Cash Register), Transactions (Point of Sale Entry, Control Point of Sale, Ticket History, Point Of Sale, Voucher, Print Product Tags), and Register. The 'Voucher Types' module is selected. The main area features a table with columns: Voucher..., Name, Face V..., and Months... The table lists three voucher types: Gift (Gift Voucher - 1..., RM100..., 6), Credit (Credit Voucher..., RM50.00, 2), and Loyalty (Loyalty Voucher..., RM50.00, 6). Below the table, a form for creating or editing a voucher type is visible. The 'Voucher Type' dropdown is set to 'Loyalty'. The 'Name' field contains 'Loyalty Voucher - 50 MYR'. The 'Face Value' field is 'RM50.00'. The 'Months Valid' field is '6'. The 'Provision Account' is '200015 - Provision for vouchers'. The 'Expense/Cash Account' is '501016 - Loyalty voucher cost'. The 'Payment Means' is 'PM09 - Loyalty Voucher'. The 'Description' field is empty. At the bottom right, there are four buttons: 'Create New', 'Save', 'Revert', and 'Delete'. The 'Create New' button is highlighted with a red box.

Voucher...	Name	Face V...	Months...
Gift	Gift Voucher - 1...	RM100...	6
Credit	Credit Voucher...	RM50.00	2
Loyalty	Loyalty Voucher...	RM50.00	6

**Voucher Type** Loyalty

Name Loyalty Voucher - 50 MYR

Face Value RM50.00

Months Valid 6

Provision Account 200015 - Provision for vouchers

Expense/Cash Account 501016 - Loyalty voucher cost

Payment Means PM09 - Loyalty Voucher

Description

Create New Save Revert Delete