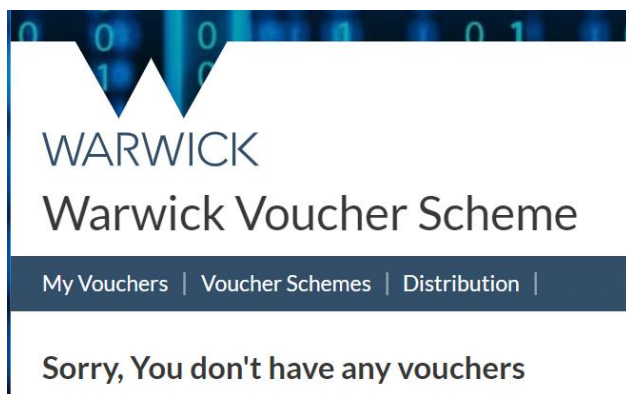# Voucher System – Approver

In your role as an approver, in addition to the account manager, creator and distributor roles (see additional notes), you will be able to decide which cost codes for your department can be used with the system, and create account managers.

You will also receive email notifications when your account manager(s)/creator(s) publish a voucher, to ensure no vouchers are created without permission. If you receive a notification about a voucher you believe is invalid, you can either withdraw or delete the voucher(s) (as long as they have not been redeemed) as appropriate by going to your department's voucher scheme and clicking on vouchers (see step 3 below).

Setting up cost codes

To login to the system, go to https://vouchers.warwick.ac.uk and make sure you are signed in. Once signed in, and after accepting the terms and conditions, you will see the following screen:

1. Select Voucher Schemes. This will show the Department(s) you have been added to

2. Click on the link for the department you want to setup cost code(s) for

3. Click on costcodes

## Costcodes for Demo Vouchers from Finance

+ Add costcode

Name	Status	
ABCD1234	Approved	delete

4. Click on Add costcode

## Voucher Schemes - Costcodes - Add

Code

SAP cost code

+ Add   Cancel

5. Enter the cost code in the box and click on Add

Costcodes for Demo Vouchers from Finance

+ Add costcode

| Name	Status	
ABCD1234	Approved	delete
XYZ987	Pending	delete

This will bring you back to the original screen. The costcode XYZ987 has status Pending. A notification will be sent to vouchers@warwick.ac.uk for the finance department to check if the costcode entered is valid in SAP. If the costcode is valid, it will be approved and your maximum spend as authorised by your department will be added to the costcode, up to a maximum of £50000. If the costcode is rejected, you will get a notification via email.

After you have had at least one cost code approved, you are able to create Account Managers.

Creating an Account Manager

1. Go to your Department's voucher scheme and click on permissions

Voucher schemes for Finance

Name	Created				
Demo Vouchers	21 Feb 2023, 14:30:41	vouchers	permissions	costcodes	audit

2. Click on Add Account Manager

Permissions for Demo Vouchers from Finance

Account Managers				
Name				👤 Add Account Manager
Steve Evans (9273733)		✏ edit	♻ replace	🗑 delete

Creators				
Name	**Authoriser**			👤 Add Creator
Emily Mobley (0070425)	Steve Evans	✏ edit	♻ replace	🗑 delete
Jack Davis (1473543)	Steve Evans	✏ edit	♻ replace	🗑 delete

Distributors			
Name	**Authoriser**		👤 Add distributor
Tanuja Rawat (1873294)	Emily Mobley		🗑 delete

3. Type in the name or usercode for your account manager. For each cost code, you can determine the maximum limit the account manager can spend per voucher group. This is not a total amount, just the maximum that can be spent each time vouchers are created. A value of £0 will mean the account manager cannot create any vouchers on that cost code. When you are happy with the information, click Add.

Voucher Schemes - Permissions - Add Manager

Usercode

Ben Reece (fosjag, Staff, Finance)

ABCD1234

5000

XYZ987

200

＋ Add   Cancel