

Voucher System – Account Manager

In your role as an account manager, in addition to the creator and distributor roles (see additional notes), you will be able to create ORD vouchers up to £150 each, to your allocated cost codes, within the limits set by your Approvers. These vouchers will be emailed directly to WarwickRetail@warwick.ac.uk so do not need to be allocated to a specific person, reducing the risk of misuse.

You will be able to setup creator roles as defined by the limits and cost codes set by your approver.

You will also receive email notifications when your 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).

Creating an order voucher

Order vouchers are designed to be used at outlets and RGS where you would previously have requested the outlet to set aside space for a larger booking or made an order from RGS using their website/ordering spreadsheet using a cost code. Instead of needing to email the outlet with your financial information, the voucher will be forwarded to the correct outlet by Warwick Retail ensuring the voucher cannot be redeemed by somebody else. It is important to note that you will only be charged the amount that your order comes to, up to the maximum amount of the voucher. If you are unsure of how much your order will come to, you are advised to budget to your maximum amount to cover the cost of the event/order as you won't be charged more than that. As these vouchers carry a maximum limit of £150 per voucher, there may be occasions where you need to create more than 1 to cover the spend. As this requires a bit more manual processing for Warwick Retail these vouchers are restricted in terms of their dates. The start date has to be within 7 days of today's date, and the expiry date will be within 7 days after the start date.

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

Departments

Name	Schemes
Finance	1

2. Click on the link for the department you want to create a voucher for

Voucher schemes for Finance

Name	Created	Authoriser			
Demo Vouchers	21 Feb 2023, 14:30:41	Alex Jackson	 vouchers	 permissions	 audit

3. Select vouchers

Vouchers for Demo Vouchers from [Finance](#)

[+ Add voucher](#)

There are no Vouchers defined.

4. This screen will allow you to pick between creating a paper, email or order voucher. For details on creating paper and email vouchers, please see the Creator notes. After clicking Add voucher, select order voucher from the list.
5. The screen below shows the fields that need to be entered for a voucher to be created.
 - Name: This is how you will describe what the voucher is for. It will be printed on the voucher.
 - Value per voucher (£): This is any value up to and including a maximum of £150, or up to your max spend limit (whichever is less)
 - Valid from: Any day from today's date to a week in the future (to help mitigate the administration for Warwick Retail)
 - Expires: Any day from your chosen start date up to one week in the future
 - Costcode: Selected from the drop-down list as approved by your department
 - Outlet: Selected from the drop-down list

Order Voucher

Name

Demonstrating Order Voucher Creation

Voucher value (£)

120

Valid from

02/03/2023

Expires

07/03/2023

Costcode

ABCD1234

Outlet

Rootes Grocery Store

+ Add

Cancel

As soon as you click on Add, the voucher is sent directly to Warwick Retail.

Creating a Creator

For the smaller value vouchers (Paper and Email), you can setup creators to do this for you.

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

Voucher schemes for Finance

Name	Created	Authoriser	
Demo Vouchers	21 Feb 2023, 14:30:41	Alex Jackson	vouchers permissions audit

2. Click on Add creator

Voucher Schemes - Permissions - Add Creator

Usercode

Search for a user

ABCD1234

0.00

+ Add

Cancel

3. Enter the person you want to add (this can be their name or usercode). For each costcode you have access to, you can set a limit for that creator. A value of £0 will mean the creator cannot create any vouchers on that cost code. You can enter an amount up to the amount you have been authorised to use or lower.

Voucher Schemes - Permissions - Add Creator

Usercode

Emily Mobley (rhsbm, Staff, Finance)

ABCD1234

200

+ Add

Cancel

Once all the details are correct, press the Add button.

4. This will take you back to the permissions screen

Permissions for Demo Vouchers from [Finance](#)

Creators			Add Creator
Name	Authoriser		
Emily Mobley (0070425)	Steve Evans	edit replace delete	
Stacey Collins (1772489)	Steve Evans	edit replace delete	

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

As you can see, your creators and distributors created by your creators can be viewed. Distributors can only be deleted if no longer required as they can only print vouchers and have no spending ability (they can always be added back on if required). However, if a creator left their role, you would have the choice to delete the creator or replace them. If you delete them, the creator's distributors and vouchers will come under your authority. If you replace them, the hierarchy will remain the same (including limits) but with the new person in post.

Voucher Schemes - Permissions - Replace Stacey Collins"

Usercode

Jack Davis (u1473543, Staff, Warwick Retail)

+ Replace

Cancel

The edit button can be used to change the amount that is authorised per cost code to that creator (up to your maximum limits).

Voucher Schemes - Permissions - Update Creator

Permissions for Emily Mobley (0070425) - Finance

ABCD1234

250.00

+ Update

Cancel