# Voucher System – Creator

In your role as a creator, in addition to the distributor role (see distributor notes), you will be able to create small value vouchers up to £20 each, to your allocated cost codes, within the limits set by your Approvers and/or Account Managers. The vouchers can be emailed when you know who you want to send the voucher to, or can be paper copies to be distributed at events eg Open Day. You are also able to create a distributor. It is important to note that the vouchers work in the same way they did when produced by Retail i.e. they are single use and you will only be charged the amount the voucher was used for, up to its maximum value.

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:
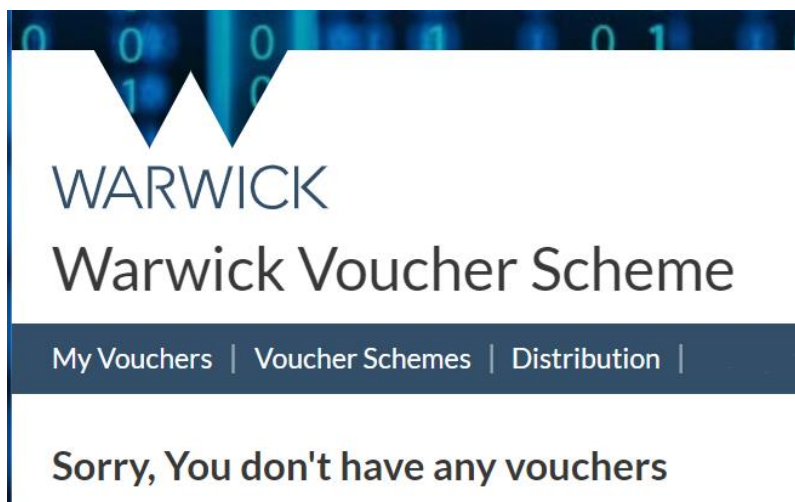
Creating a Paper Voucher

1. Select Voucher Schemes. This will show the Department(s) you have been added to
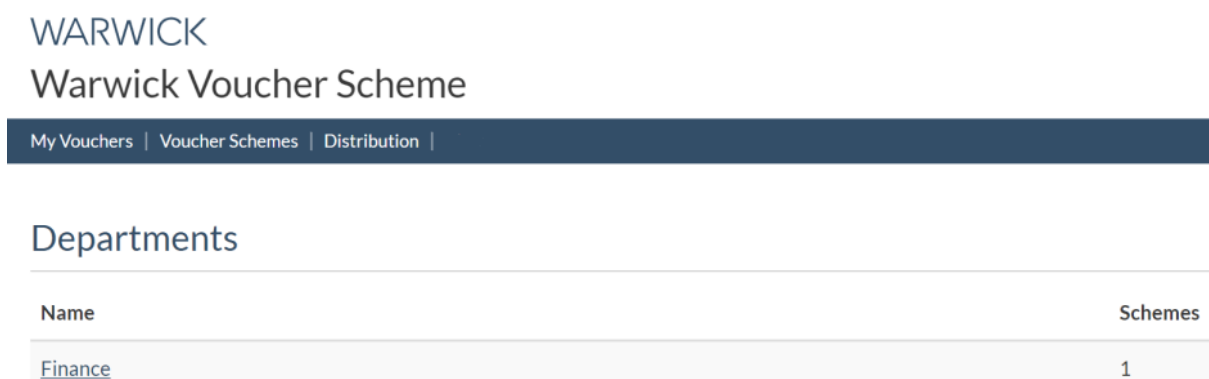
2. Click on the link for the department you want to create a voucher for

Warwick Voucher Scheme

Voucher schemes for Finance

Name	Created	Authoriser		
Demo Vouchers	21 Feb 2023, 14:30:41	Steve Evans	⬚ vouchers	⚇ permissions

3. You will be able to see your authoriser for the scheme to ensure you select the right one. Select Vouchers.

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Warwick Voucher Scheme

Vouchers for Demo Vouchers from Finance   + Add voucher

Draft or Published

Name	Owner	Seq	Valid from	expires	Number / Price	Max cost				
⬚ Drinks for Event	Emily Mobley	RSV00144	21 Feb 2023	28 Feb 2023	5 / £10.00	£50.00	☰ view	⬇ download	⊘ withdraw	🗑 delete

4. This page allows you to add a new voucher, and also look at vouchers that have already been created. We will look at these options in more detail later, for now, click on Add Voucher. There will be a mini drop down where you can select either Paper Voucher or Email Voucher. Select Paper Voucher.

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 £20
   - Number of vouchers: How many vouchers at this value you want to create. Note that the system will not allow you to create more than you have been authorised to create, determined by your max spend limit according to the cost code selected
   - Valid from: Any day from today's date to a date in the future
   - Expires: Any day from today's date (for same day vouchers) up to one year in the future
   - Costcode: Selected from the drop-down list as approved by your department
   - Outlets: Specify which outlets the voucher can be redeemed at. You can select one, all (by selecting the tick box next to outlets), or a mixture. The outlets you specify will be printed on the voucher.

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Warwick Voucher Scheme

My Vouchers | Voucher Schemes | Distribution |

Voucher - Add

Name

Demonstrating Paper Voucher creation

Value per voucher (£)

5

Number of vouchers

20

Valid from

21/02/2023

Expires

21/02/2023

Costcode

ABCD1234

Outlets ☐
☐ Bar Fusion
☑ Café Gibbet Hill
☐ NAIC Café
☑ Rootes Grocery Store

[+ Add] [Cancel]

When you are finished, click Add to create the vouchers.

Vouchers for Demo Vouchers from Finance

+ Add voucher

Draft or Published

Name	Owner	Seq	Valid from	expires	Number / Price	Max cost			
⊟ Demonstrating Paper Voucher creation	Emily Mobley		21 Feb 2023	21 Feb 2023	20 / £5.00	£100.00	✎ edit	✔ publish	🗑 delete
⊟ Drinks for Event	Emily Mobley	RSV00144	21 Feb 2023	28 Feb 2023	5 / £10.00	£50.00	☰ view	⬇ download	⊘ withdraw

6. Now that the vouchers have been defined, the user has the following options:
    -   Edit: this will take you back to the previous screen where any of the fields can be amended. This can continue to be done as many times as needed up until the set voucher expiry date
    -   Publish: after confirming your choice, this will generate the vouchers
    -   Delete: deletes the vouchers without generating them. A record of this is kept on the system but no vouchers will be produced. This is irreversible.

    Once you are satisfied your vouchers are correct, click publish and confirm your selection.

7. Once the vouchers have been published you have the following options:
    -   View: This allows you to see all the vouchers that have been published, the RSV code (which will be used when Finance process the vouchers through SAP), statistics on how many vouchers have been redeemed and current total spend. Each voucher has its own view button so you can see the statistics for that particular voucher, including which outlet(s) were used. You are also at this point able to Withdraw individual vouchers. This will not delete the voucher permanently, but it will stop the voucher from being redeemed unless reinstated.
    -   Download: Downloads the vouchers for printing. If a distributor has been created (see below) they will be able to do this stage for you.
    -   Withdraw: Withdraws the vouchers from circulation, you can reinstate the vouchers if you want to. Any voucher that has been withdrawn will flag as such if tried to be redeemed at an outlet.
    -   Delete: This works similarly to withdraw in that the vouchers will no longer be in circulation however, this cannot be reversed. If any of the group of vouchers have been redeemed, this option will disappear from the screen, but you are still able to withdraw the vouchers as a whole.

Creating an Email Voucher

Creating an Email voucher follows the same steps as the paper vouchers with a few minor differences. To create an email voucher, follow the process for a paper voucher until step 4 and this

time instead of selecting paper voucher select email voucher and then follow the same instructions as step 5 for paper vouchers.

As you can see, you have an additional button for recipients. Click on this to enter email addresses.

You can enter emails one at a time and click add, or, if you have a list in Excel or a similar programme, you can copy and paste these into the box using one email per line. For anyone who has an user account with the university, you can type ID numbers in a list also. Remember to click Add to ensure the email addresses have been allocated to the recipients list below. If you enter someone in error, you can remove them from the recipient list.

When all emails have been entered, click on Done to be taken to the previous page. The system will only allow you to add as many email addresses as there are vouchers, however, you can enter less. Please note however when you click on publish, you will not be able to add any further emails to the list even if you have vouchers remaining. When you are satisfied everything is correct, click on Publish. This automatically sends the emails out to everyone on your list.

With email vouchers, when they have been published, you have the same options as with the paper vouchers, apart from the download option. However, if you go into view, you will see you can re-

send the voucher. This could be useful if someone has misplaced their original email or says they did not receive it.

Demonstrating Email Voucher Creation from Demo Vouchers

Details for Demonstrating Email Voucher Creation	
Owner	Emily Mobley
State	Published
Sequence	RSV00215
Created	28 Feb 2023, 12:28:11
Valid from	28 Feb 2023
Expires	1 Mar 2023
Value	£10.00
Number of vouchers	5
Costcode	ABCD1234
Outlets	Bar Fusion, Café Gibbet Hill, NAIC Café , Rootes Grocery Store

Vouchers - 0 redeemed with 4 remaining. Total spend of £0.00

Code	Recipient	State	Redeemed	Amount			
UV4 - 7E4 - JTY - BOG	amember@yahoo.co.uk	Unused	n/a	n/a	resend	withdraw	view
YIW - FTV - CBO - JXI	amember@google.com	Unused	n/a	n/a	resend	withdraw	view
SAN - CQC - OZA - DSE	A.Jackson.2@warwick.ac.uk	Unused	n/a	n/a	resend	withdraw	view
SH5 - S4I - WRX - YGB	P.Tebby@warwick.ac.uk	Unused	n/a	n/a	resend	withdraw	view

Creating a Distributor

If you have a large amount of paper vouchers to distribute, you may want to add a distributor to help with the printing. Distributors can only print vouchers.

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

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Warwick Voucher Scheme

My Vouchers | Voucher Schemes | Distribution |

Voucher schemes for Finance

Name	Created	Authoriser		
Demo Vouchers	21 Feb 2023, 14:30:41	Steve Evans	vouchers	permissions

2. Click on Add distributor

Permissions for Demo Vouchers from Finance

Distributors		👤 Add distributor
Name	**Authoriser**	
Raj Powar (1570440)	Emily Mobley	🗑 delete

3. Enter the person you want to add (this can be their name or usercode) and then click on Add

Voucher Schemes - Permissions - Add Distributor

Usercode

Tanuja Rawat (u1873294, Staff, Finance)

+ Add	Cancel

The person now appears in your distributor list

Permissions for Demo Vouchers from Finance

Distributors		👤 Add distributor
Name	**Authoriser**	
Raj Powar (1570440)	Emily Mobley	🗑 delete
Tanuja Rawat (1873294)	Emily Mobley	🗑 delete

If you want to remove an added distributor, click on delete. If this is done in error, they can simply be added back on by following the steps again.