

[MERLIN SUPPORT](#) > [Merlin Back Office](#) > [General](#)

## Creating Pre-Paid Vouchers on Merlin

[Follow](#)

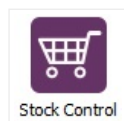
You may want to sell pre-paid vouchers online so people can buy an admission ticket as a gift, or an entry ticket for an unknown date in the future. (Note this is not the same as setting up a discount voucher on EPOS - Product code - "V - Discount Voucher")

Vouchers are setup to redeem against existing tickets in Merlin. If don't have any tickets setup yet, please create one before starting this guide, you can see how to do so [here](#)

Vouchers are setup much like events are. With a MAIN voucher which is "0" price. Attached to this is variations that can be sold, such as "adult, child, OAP..." and so on. These variations are redeemed against an existing ticket.

Follow the guide below for setup instructions.

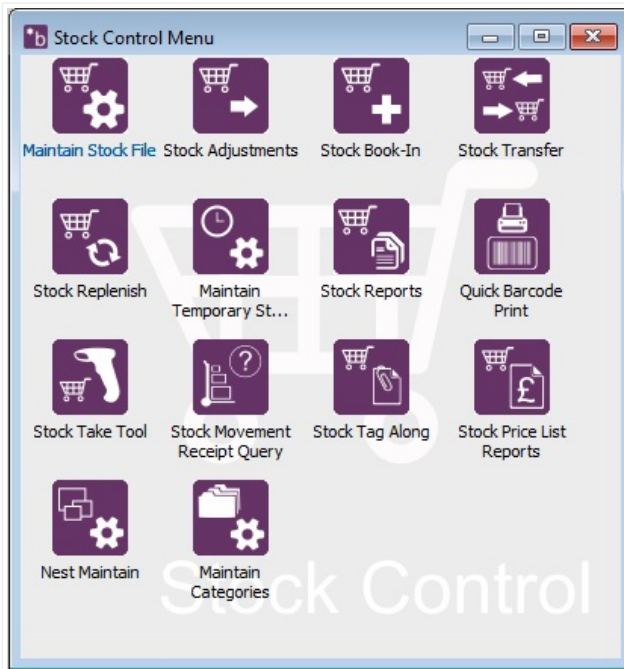
1. Double click on the **'Stock Control'** icon.



2. Double click on **'Maintain Stock File'**.

### RECENTLY VIEWED ARTICLES

[Exporting Membership Information on Back Office](#)[Adopt an Animal Online](#)[Adding Products Online](#)[Sales Orders](#)[Adding Donations Online](#)



3. Type "VOUCHER" (or whatever product code you want) in the 'Product Code' and click 'New'. Fill in the details.

- 'Product Description' Is what you would like to be displayed on the web or till.
- 'Type' would be "A - Pre Paid Voucher"
- 'Stock Cat. 1' Select your category
- 'Pack Type' would be Units

4. Click 'Save'. Under the 'Pricing' tab, fill in the details.

- 'Pack Size' is 1
- 'Last Unit Cost' is 0
- Check the 'Selling Price' option and select the 'Standard' option.
- Next to the Selling Price type in 0

- Click 'Add'.

The screenshot shows the 'Maintain Stock File' window with the 'Master Details' tab selected. The 'Product Code' is 'VOUCHERS' and the 'Product Description' is 'Voucher'. The 'Location' is 'Single Branch Only'. A message states: 'This Product has currently no prices.' Below this is the 'Add Pack / Price Break' section with the following fields:

- Pack Size: 1
- Units: Units
- Last Unit Cost: £ 0
- Price Break: 1
- Ask for price at sale in EPOS:
- Price Scheme:
  - Selling Price: £ 0.00
  - Margin: % -1.6999999!

Buttons for 'Add', 'Clear', 'Add', and 'Delete' are visible. The 'Status' button is also present.

The screenshot shows the 'Maintain Stock File' window with the 'Pricing' tab selected. The 'Product Code' is 'VOUCHERS' and the 'Product Description' is 'Voucher'. The 'Location' is 'Single Branch Only'. A table displays the following data:

Packsize	1
Last Cost	£0.00
Next Cost	-
1+	£0.00

Below the table, the 'Last Unit Cost' is £ 0.00 and the 'Next Unit Cost' is £. The 'Ask for price at sale in EPOS' checkbox is unchecked. The 'Price Scheme' is set to 'Selling Price' with a value of £ 0.00. The 'Actual Margin' is % -1.699999999! Buttons for 'Edit', 'Add', and 'Delete' are visible. The 'Status' button is also present.

5. Click on the 'Merlin Online' tab at the top of the window. If you have a website, check the 'ECommerce Stock' and 'Enabled for online purchase' boxes to allow these on the web. Underneath 'Online long description' you can insert a message that will show up on your website.

6. Click on the **'Online Image'** tab. Here you can add an image which will appear on your website.

7. Click **'Save'**. Now you need to create variants for each voucher such as Adult, Child, and Senior etc. You need to repeat step 3 using **'Product Code'** VOUCHERCHILD. (or whatever you would like to call your voucher)

**Maintain Stock File**

Master Details

Product Code: VOUCHERCHILD | Product Description: Child Voucher | Location: Single Branch Only

EPOS Description: [Empty]

Type: A - Pre Paid Voucher

Gift Aid  Inc in Loyalty Scheme

Brand: [Empty]

Stock Cat. 1: Admissions

Stock Cat. 2: [Empty]

Pack Type: Units

Send to Kitchen Printer

Members Only

Account Codes

Sales	Cost	Stock
[Empty]	[Empty]	[Empty]

Buttons: Save, Cancel, Refresh, Status

8. Click 'Save'. Click on the 'Pricing' tab, fill in the details.

- 'Pack Size' is 1
- 'Last Unit Cost' is 0
- Check the 'Selling Price' option and select the 'Standard' option.
- Next to the 'Selling Price' type in the price of the voucher (e.g. £5.00)
- Click 'Add'.

**Maintain Stock File**

Master Details | Pricing | Discounts | Quantities | Sales Analysis | Comments | Image | Custom | Merlin Online

Product Code: VOUCHERCHILD | Product Description: Child Voucher | Location: Single Branch Only

This Product has currently no prices.

Add Pack / Price Break

Pack Size: 1 | Units | Last Unit Cost: £ 0

Price Break: 1

Ask for price at sale in EPOS

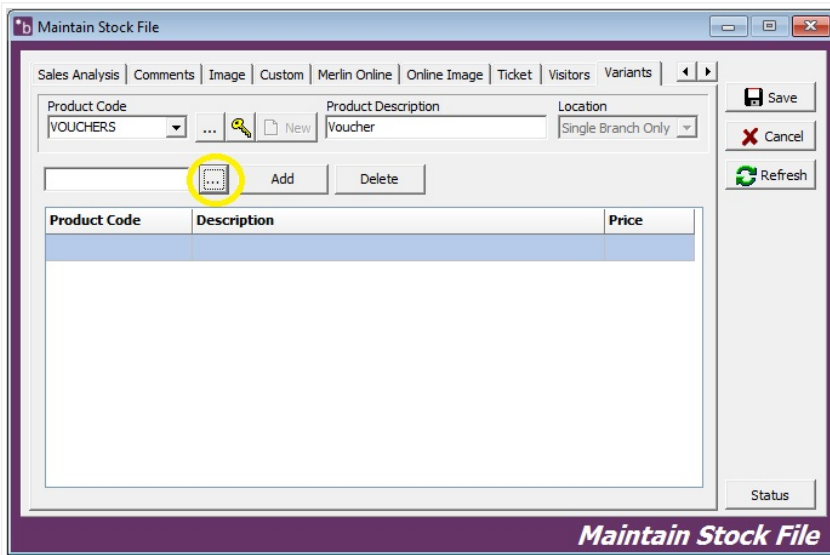
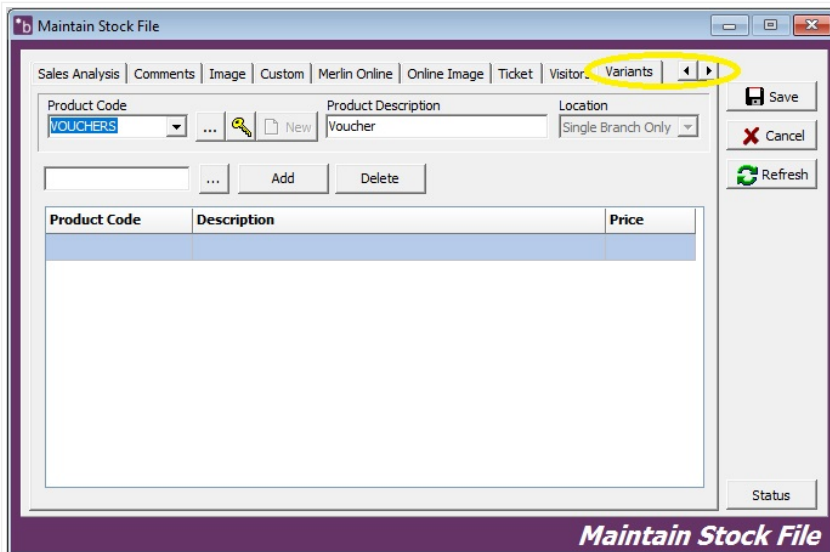
Price Scheme:  Selling Price £ 5.00  Margin % 100.00

Buttons: Add, Clear, Add, Delete, Status

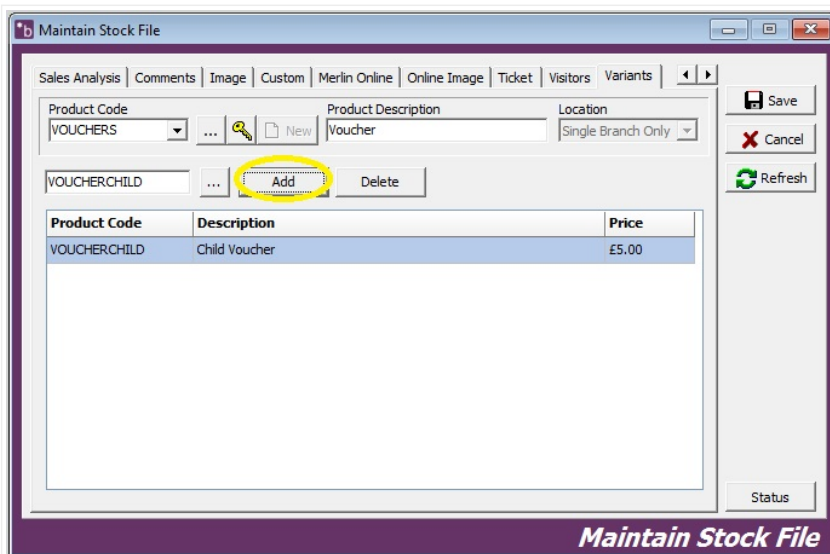
9. Click on the 'Merlin Online' tab at the top. Check the boxes again if you have a website. Next to 'Redeem Code' click on the Ellipsis icon (...). From the stock search select a TICKET that you would like to use to sell the voucher against and then click 'Proceed'. Click 'Save'.

10. Go back to the **'Master Details'** tab at the top and type **VOUCHER** to find the main Voucher you created first, in the **'Product Code'**. The information should already be there from earlier.

11. Click on the right arrow at the top to find the **'Variants'** tab. Click on **'Variants'**. Underneath the **'Product Code'** there is an **'Ellipsis' (...)** click on this. Select the voucher you created earlier, **VOUCHERCHILD**. Click **'Proceed'**.



12. Click 'Add'. It should now appear below in the window. Then click 'Save' on the right hand side of the window.




You need to repeat steps 7-12 to create all the variants for each voucher.

Was this article helpful?   0 out of 0 found this helpful

Have more questions? [Submit a request](#)

0 Comments

Article is closed for comments.

 Powered by Zendesk