

## 26.14. Authorisation

Sometimes it is important that certain critical processes are not carried out until they have been **authorised**. mSupply allows authorisation to be set according to local needs for:

- [Purchase orders](#)
- [Goods receipt notes](#)
- [Supplier invoices](#)
- [Customer invoices](#)

**Response Requisitions** can be authorised using the remote authorisation app. See the [26.15. Remote authorisation](#) page for details about that.

### Configuring mSupply for authorisation

#### Turning on authorisation

Authorisation must be set up for **each store independently**. For each store, you can decide which transaction types require authorisation.

To do this, choose *Special > Show stores* from the menus, double-click on the store you are logged into and click on the *Preferences* tab. Now turn on the authorisation preferences for the transactions you want to be authorised. See the [26.08. Virtual stores](#) page for details on which preferences do what. Click the **Special** tab, then click **Stores**.

#### Setting up authorisers

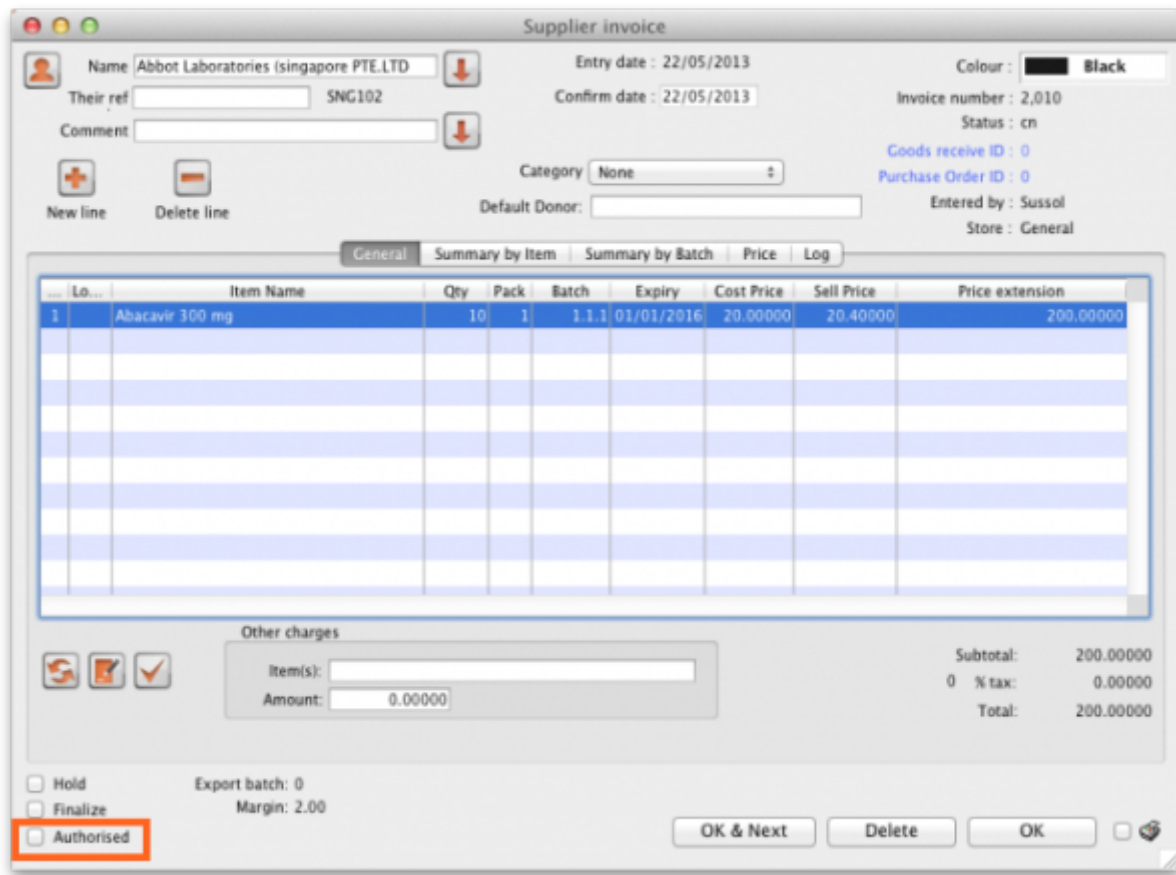
Certain users must be designated as authorisers for each store by giving them permissions to authorise different transaction types.

To do this, choose to *File > Edit users* from the menus and double-click on the user (or change the **Show** drop down list to *Group* and double-click on the group of users) you want to designate as an authoriser and give them the *Authorise purchase orders*, *Authorise goods received*, *Authorise customer invoices* or *Authorise supplier invoices* permissions in the appropriate stores.

See the [25.15. Managing users](#) page for details on where to find these permissions.

### Supplier invoice authorisation

When the *Supplier invoices must be authorised* store preference is set, new supplier invoices will show an **Authorised** checkbox:



An authoriser must check the **Authorised** checkbox before the supplier invoice can be confirmed (it will be disabled for users who do not have the *Authorise supplier invoices* permission).

If the **OK** button is clicked while the **Authorised** box is unchecked, a warning message will appear telling you that unauthorised invoices cannot be confirmed and nothing will happen.

If you have permission to authorise a supplier invoice, you can also unauthorise it:

- If the invoice has a new (*nw*) status then it has not been entered into stock. If you unauthorise it, users can edit it and you will still control the process of authorisation before the goods are entered into stock.
- If the invoice is confirmed (*cn*), the goods have already been entered into stock. If you unauthorise it, users will be able to edit it again and any changes users make will affect stock levels immediately. It is good practice, therefore, to only unauthorise a confirmed invoice to make changes immediately and the reauthorise it straightaway.

When supplier invoices have to be authorised, they **cannot be confirmed until they are authorised**. Until then:



- Unauthorised invoices are held at suggested (*sg*) status.
- The official invoice cannot be printed.
- Goods are not received into stock.

## Customer invoice authorisation

When the *Customer invoices must be authorised* store preference is set, new customer invoices will show an **Authorised** checkbox:

The screenshot shows a 'Customer invoice' window. At the top, there are input fields for 'Name' (Acumao/Remexio CHC), 'Confirm date' (23/05/2013), 'Colour' (Black), 'Their ref' (AIL-403-2), 'Comment', 'Category' (None), 'Invoice' (9,252), 'Entry date' (23/05/2013), 'Goods receive ID' (0), 'Status' (cn), 'Entered by' (Sussol), and 'Store' (General). Below these are icons for 'New line', 'Delete line(s)', 'Backorders', and 'History'. A tabbed interface shows 'General' selected. A table with columns: L, Location, Item Name, Qty, Pack Size, Batch, Exp date, Sell Price, Price exten. contains one row: 1, 1, Acces Pin With Stopper for use IV.Inj. site, 2, 1, , , 0.61148, 1.22296. At the bottom, there are 'Other charges' and 'Item' fields, and a summary section with 'Amount: 0.00000', 'Subtotal: 1.22296', '0 % tax: 0.00000', and 'Total: 1.22000'. At the very bottom, there are checkboxes for 'Hold', 'Finalize', and 'Authorised' (highlighted with a red box). Buttons for 'OK & Next', 'Delete', and 'OK' are also present.

An authoriser must check the **Authorised** checkbox before the customer invoice can be confirmed. The **Authorised** checkbox will be disabled for users without permission to authorise.

If the **OK** button is clicked while the **Authorised** checkbox is unchecked, a warning message will appear stating that unauthorised invoices cannot be confirmed and nothing will happen.

When customer invoices have to be authorised, they **cannot be confirmed until they are authorised**. Until then:



- Unauthorised invoices are held at suggested (sg) status.
- The official invoice cannot be printed.
- Goods are not removed from stock.

## Goods receipt authorisation



## Purchase order authorisation

When the *Purchase orders must be authorised* store preference is set, new purchase orders will show an **Authorised** checkbox:

The screenshot shows a 'New purchase order...' dialog box with the following fields and controls:

- Order num: 2
- Name: [text input]
- Confirm date: 00/00/00
- Requested delivery: 01/06/2017
- Reference: [text input]
- Status: sg
- Store: General
- Color: Black
- Tabs: General (selected), Details, Ad hoc items, Goods Received, Supplier invoices, Log, Location
- Buttons: New line, Delete lines, Update EDD, Info, Print, Confirm
- Category: none
- Currency: USD
- Forex rate: 1
- Table with columns: Line, Item code, Item, Orig. Qty, Pack, Adj. Qty, Tot. rece..., Stock on..., On Order, Cust.b/o..., Price Ext, Expected..., Store:
- Supplier discount: Percentage 0, Discount amount 0.00
- Estimated subtotal: 0.00
- Estimated cost after discount: 0.00
- Options: Locked, Auto calc usage
- Finalise order:  Finalise order
- Authorise:  Authorise (highlighted with a red box)
- Buttons: OK & Next, Delete, OK


An unauthorised purchase order can still be confirmed and have goods receipted against it so it is not as restrictive as authorisation on, for example, customer or supplier invoices.

However, an unauthorised purchase order will print with an *Unauthorised* watermark across it. An authorised purchase order will print without the watermark.

## Monitoring authorisations

### Printing unauthorised invoices

When an invoice is **not** authorised, it will print with a clear **Unauthorised** watermark. Authorised invoices will print without the watermark.



## Sames

**Invoice: 9181**  
Page 2 of 2

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Supplied to :  
NRibe/Ustaco  
NRibe, OECUSSI

Status: cn  
Comment : Maria Ribeiro  
Confirmed: 11/12/2012  
Printed: 23/05/2013

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Invoice Category :  
Comments : Maria Ribeiro

Authorized by :  
Collected by :

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| Line                    | Item   | Quan | Pack | Batch   | Expiry   | Price | Extension | Box |
|-------------------------|--|------|------|---------|----------|-------|-----------|-----|
| 24                      | Syringe Disposable 2.5 ml w/needle 0.6x 25 mm 2,5ml  | 100  | 1    | none    | 00/00/00 | 0.00  | 0.00      |     |
| 25                      | Syringe Disposable 5 ml, w/needle 0.7x30 mm 5ml      | 100  | 1    | 4204003 | 31/12/16 | 0.00  | 0.61      |     |
| 26                      | Disposable Needle 19 G x 1.1/2 (box/100) 1.1 x 40 mm | 100  | 1    |         | 00/00/00 | 0.01  | 1.22      |     |
| 27                      | Disposable Needle 21 G x 1.1/2 (box/100) 0.7 x 25 mm | 100  | 1    |         | 00/00/00 | 0.01  | 1.00      |     |
| 28                      | Disposable Needle 23 G x 1.1/4 0.65 x 32mm           | 100  | 1    |         | 00/00/00 | 0.01  | 1.00      |     |
| <b>Total: 647.68000</b> |  |      |      |         |          |       |           |     |

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Prepared By :                      Signature :

Delivered By :                      Signature:

Checked By :                      Signature :

Received By :                      Signature:

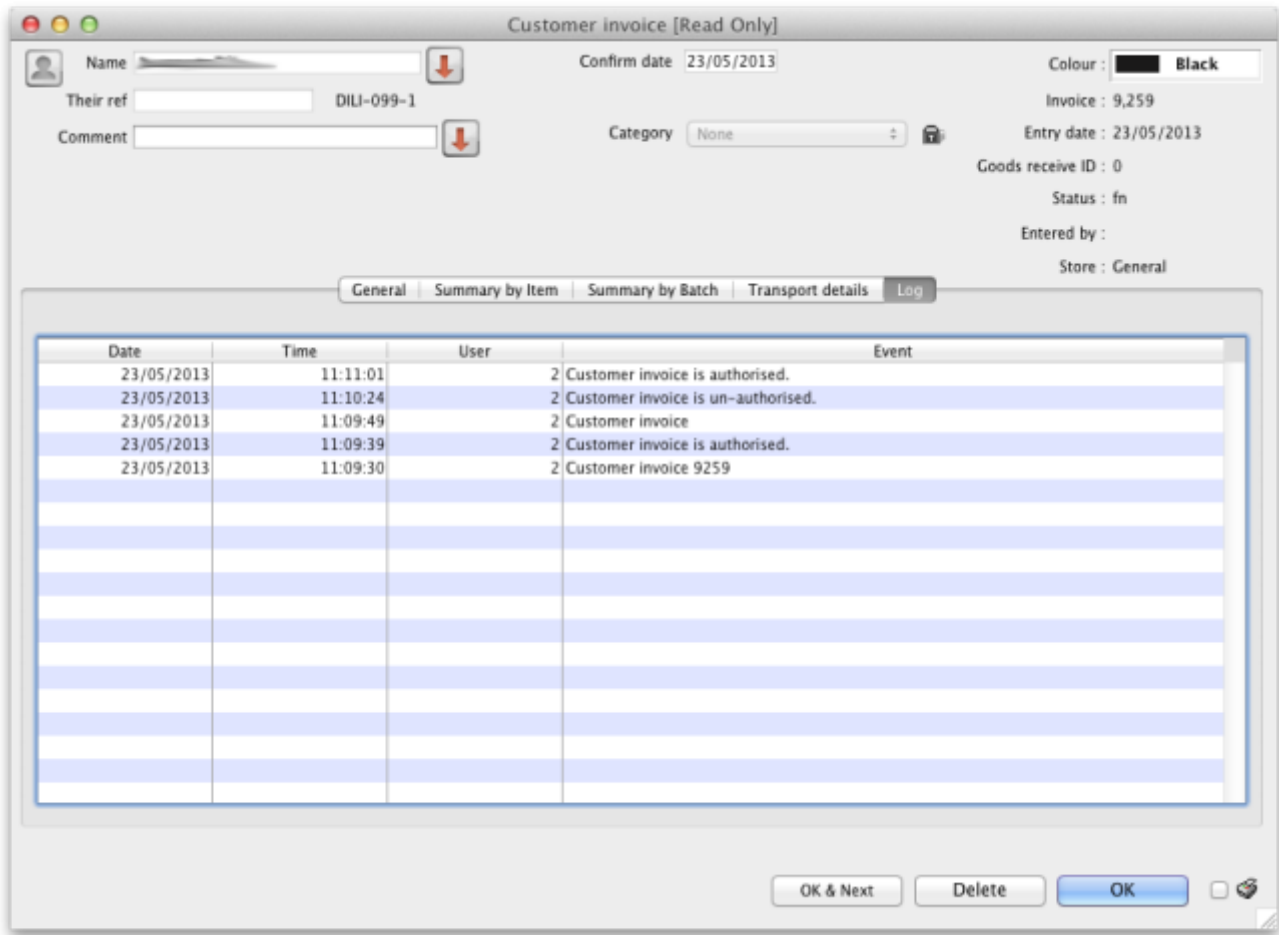
Authorised By :                      Signature :

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### Viewing authorisation logs

mSupply records the authorisation and unauthorisation of invoices and creates a record every time the authorisation status of an invoice changes.

To view the records, click the **Log** tab of an invoice.



Advanced users can also view all logs by going to **Special > View log...**

Previous: [26.13. Using the mSupply remote client](#) | | Next: [26.15. Remote authorisation](#)

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