

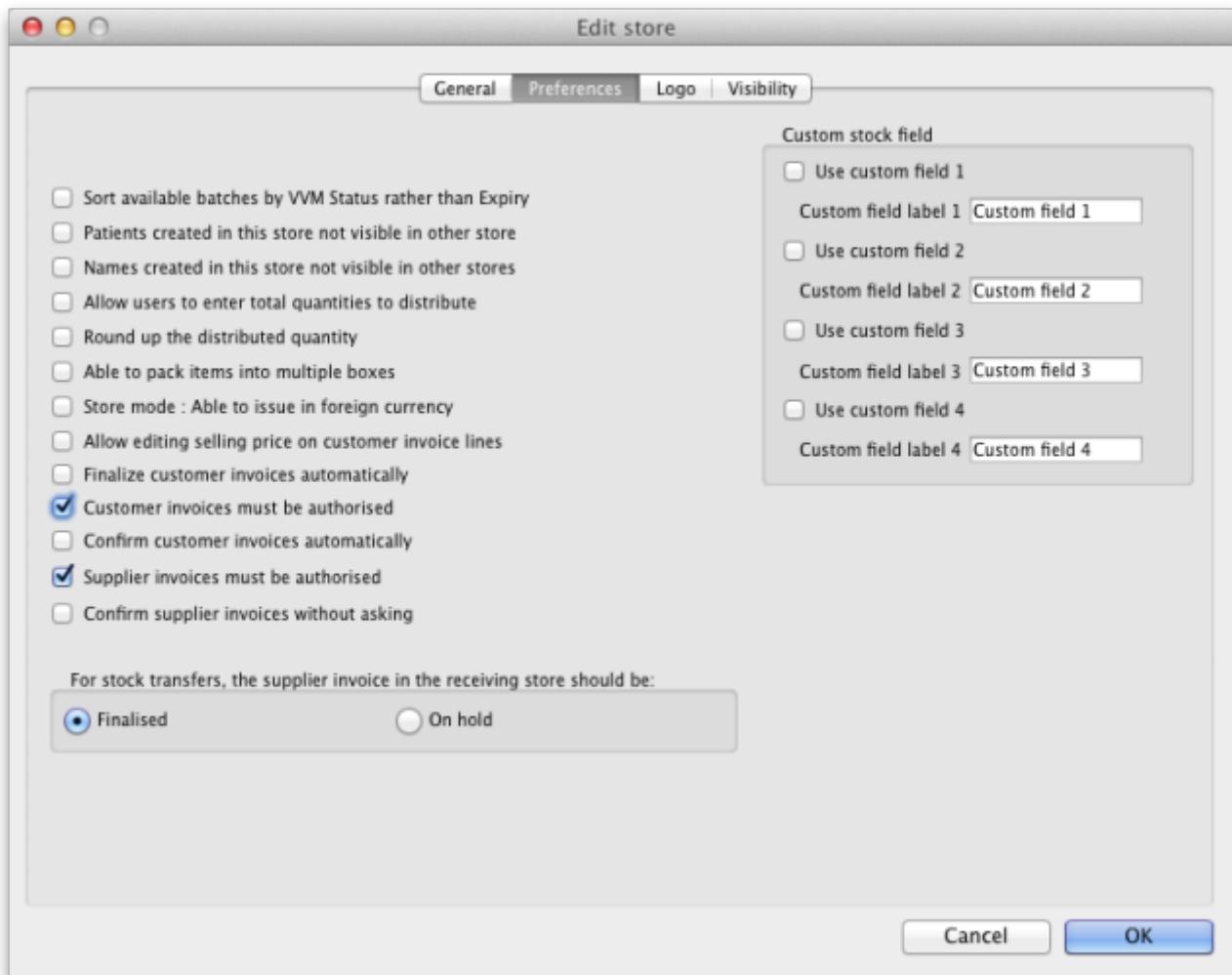
# Invoice Authorisation

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mSupply provides the feature of subjecting Customer and Supplier Invoices to authorisation. Authorisation may be done for a number of reasons, typically value based, and may set to be allowed by only a restricted user or set of users. <note>Invoices that are subject to authorisation and are unauthorised are held in status 'sg' or suggested status. This means the official invoice can not be printed until the invoice is authorised.</note>

## Configure mSupply for Invoice Authorisation

- Set Store preferences to allow for authorisation of invoices. Click drop down menu **Special>Store..** click tab **Preferences** and check boxes **Customer invoices must be authorised** and **Supplier invoices must be authorised**. Click OK to return to the Navigator.



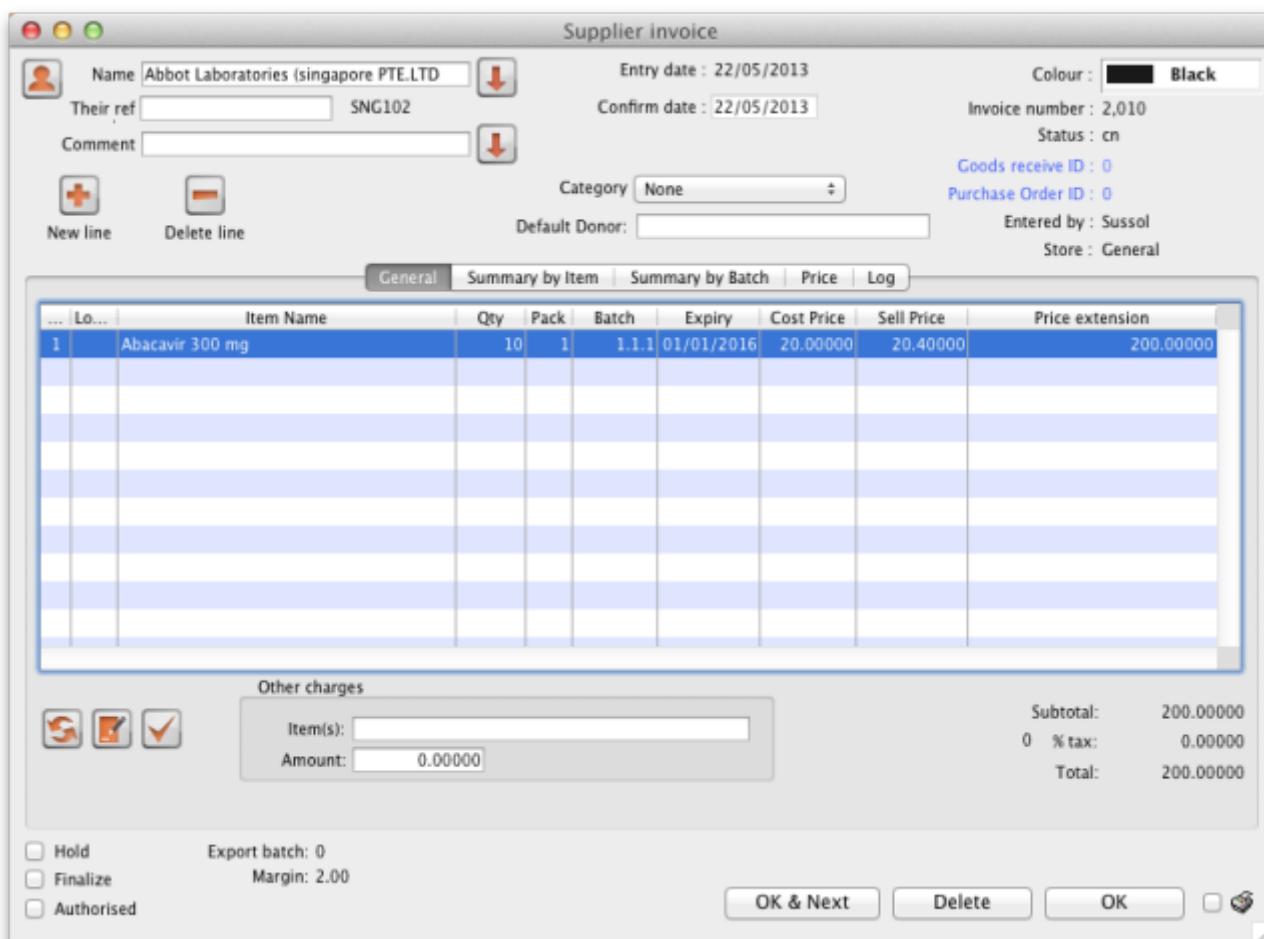
## Create a Supplier Invoice for authorisation

From the Navigator click section Suppliers and click New Supplier Invoice. Enter your supplier and add items to the Invoice.

Click the authorise button at the bottom left of the window.

## Create a Customer Invoice for authorisation

From the Navigator click section **Customers** and click **New Customer Invoice**. Enter your customer and add items to the Invoice.



The screenshot shows the 'Supplier invoice' window. At the top, there are fields for 'Name' (Abbot Laboratories (singapore PTE.LTD)), 'Entry date' (22/05/2013), 'Colour' (Black), 'Their ref' (SNG102), 'Confirm date' (22/05/2013), 'Invoice number' (2,010), 'Comment' (empty), 'Status' (cn), 'Category' (None), 'Goods receive ID' (0), 'Purchase Order ID' (0), 'Entered by' (Sussol), and 'Store' (General). Below these are buttons for 'New line' and 'Delete line'. The main table has columns: Lo..., Item Name, Qty, Pack, Batch, Expiry, Cost Price, Sell Price, and Price extension. One row is visible: 1, Abacavir 300 mg, 10, 1, 1.1.1, 01/01/2016, 20.00000, 20.40000, and 200.00000. Below the table is an 'Other charges' section with buttons for edit and delete, and fields for Item(s) (empty), Amount (0.00000), Subtotal (200.00000), % tax (0.00000), and Total (200.00000). At the bottom are checkboxes for Hold, Finalize, and Authorised, and buttons for OK & Next, Delete, OK, and a trash icon.

Click the authorise button at the bottom left of the window and click OK to return to the Navigator.

<note>Log in as another user while the invoice is not authroised to show the user cant confirm the invoice.</note>

## Print an invoice with Authorisation status set

When an invoice is not authorised an attempt to print it will produce and invoice with an 'unauthorised' watermark.

- From the Navigator click section **Customers** and select **View Customer Invoices**
- Select an invoice with unset authorisation.
- In the main invoice window that appears select the **Print** check box at the bottom right and click **OK**.

Sames								
<b>Invoice: 9181</b>								
Page 2 of 2								
Supplied to : Nitibe/Ustaco Nitibe, OECUSSI				Status: cn Comment : Maria Ribeiro Confirmed: 11/12/2012 Printed: 23/05/2013				
Invoice Category : Comments : Maria Ribeiro				Authorized by : Collected by :				
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	
Total: 647.68000								
Prepared By :		Signature :		Delivered By :		Signature:		
Checked By :		Signature :		Received By :		Signature:		
Authorised By :		Signature :						

NOTE: The unauthorised watermark on the background of the invoice.

### View authorisation logs

When an invoice is authorised a log is created. View authorisation logs from log tab.

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Last update: **2013/05/24 04:21**

