

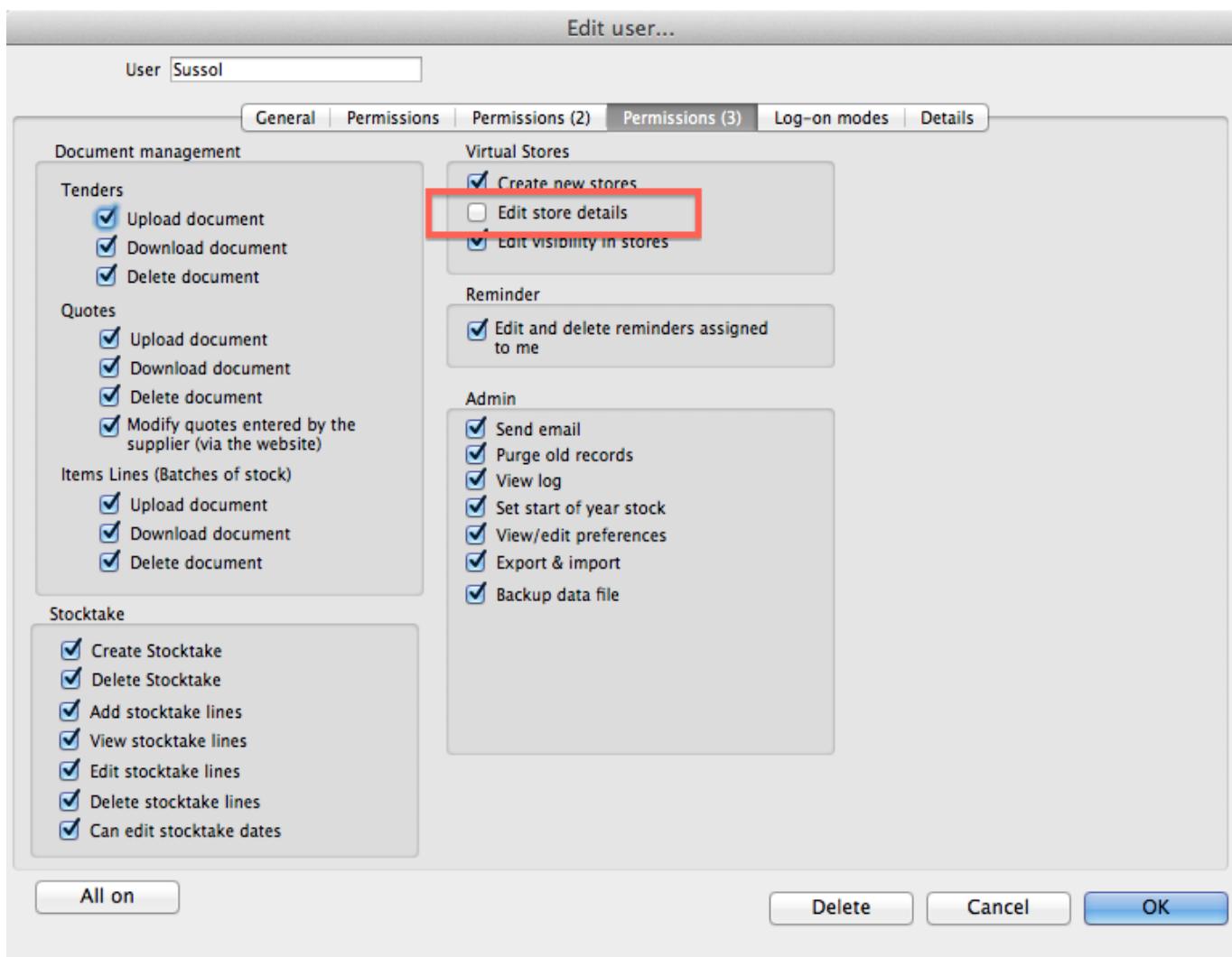
Invoice Authorisation

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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

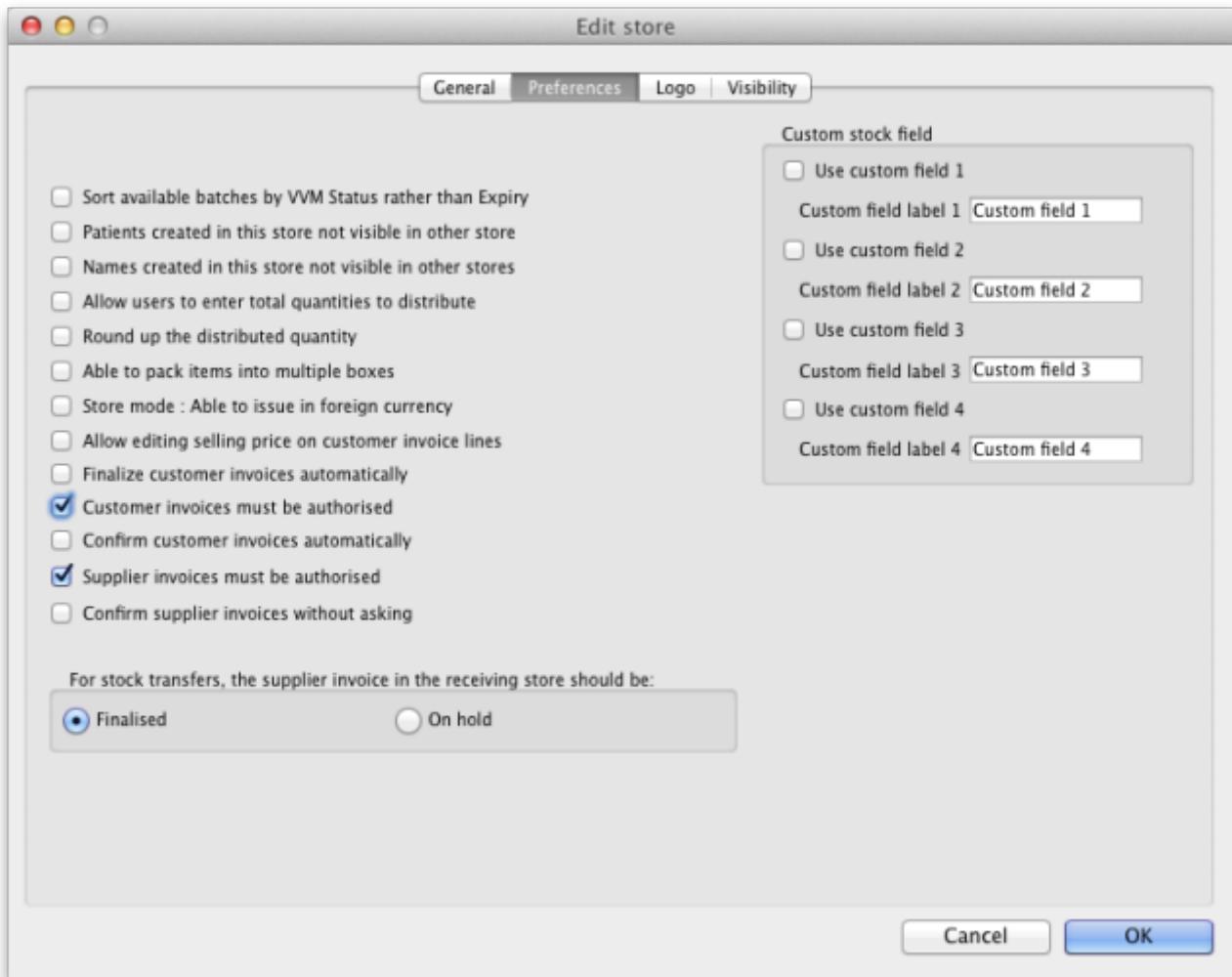
- First give the appropriate user the permission to manage authorisation of invoices.
- Click drop down menu **File> Edit Users...** double click the appropriate user and in the window that appears click on tab **Permissions (3)** and tick to turn on the **Edit Store Details** checkbox and click **OK**.



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.

Supplier invoice

| | | | | | | | | |
|---|--|------------------------------|------|-------|------------|------------|------------|-----------------|
| 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: | Status: cn | | | | | | | |
| <input type="button" value="New line"/> | <input type="button" value="Delete line"/> | Category: None | | | | | | |
| | | Default Donor: | | | | | | |
| <input type="button" value="General"/> <input type="button" value="Summary by Item"/> <input type="button" value="Summary by Batch"/> <input type="button" value="Price"/> <input type="button" value="Log"/> | | | | | | | | |
| ... | Item Name | Qty | Pack | Batch | Expiry | Cost Price | Sell Price | Price extension |
| 1 | Abacavir 300 mg | 10 | 1 | 1.1.1 | 01/01/2016 | 20.00000 | 20.40000 | 200.00000 |
| Other charges <input type="button" value=""/> <input type="button" value=""/> <input type="button" value=""/> Item(s): <input type="text"/> Amount: <input type="text"/> 0.00000 Subtotal: 200.00000 0 % tax: 0.00000 Total: 200.00000 | | | | | | | | |
| <input type="checkbox"/> Hold <input type="checkbox"/> Finalize <input type="checkbox"/> Authorised | | Export batch: 0 Margin: 2.00 | | | | | | |
| <input type="button" value="OK & Next"/> <input type="button" value="Delete"/> <input type="button" value="OK"/> <input type="button" value=""/> <input type="button" value=""/> | | | | | | | | |

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

Invoice: 9181

Page 2 of 2

Supplied to : Status: cn
Nitibe/Ustaco Comment : Maria Ribeiro
Nitibe, OECUSSI 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.

Previous: [currencies](#) Next: [keyboard shortcuts](#)

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Permanent link:
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