

22.16. Authorisation

Sometimes it is important that goods are not distributed to customers or received into stock until such an action has been **authorised**.

mSupply has invoice authorisation functionality to make this possible and allows, for example, a manager to control the processing of invoices.

Authorisation can be set according to local needs for:

- Customer Invoices
- Supplier Invoices
- Request Requisitions
- Response Requisitions
- Purchase Orders



Invoices can be edited after authorisation but **goods receipt lines cannot be unauthorised** to fix mistakes! Any authorised errors can only be fixed using stock adjustments.



When 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 or received into stock

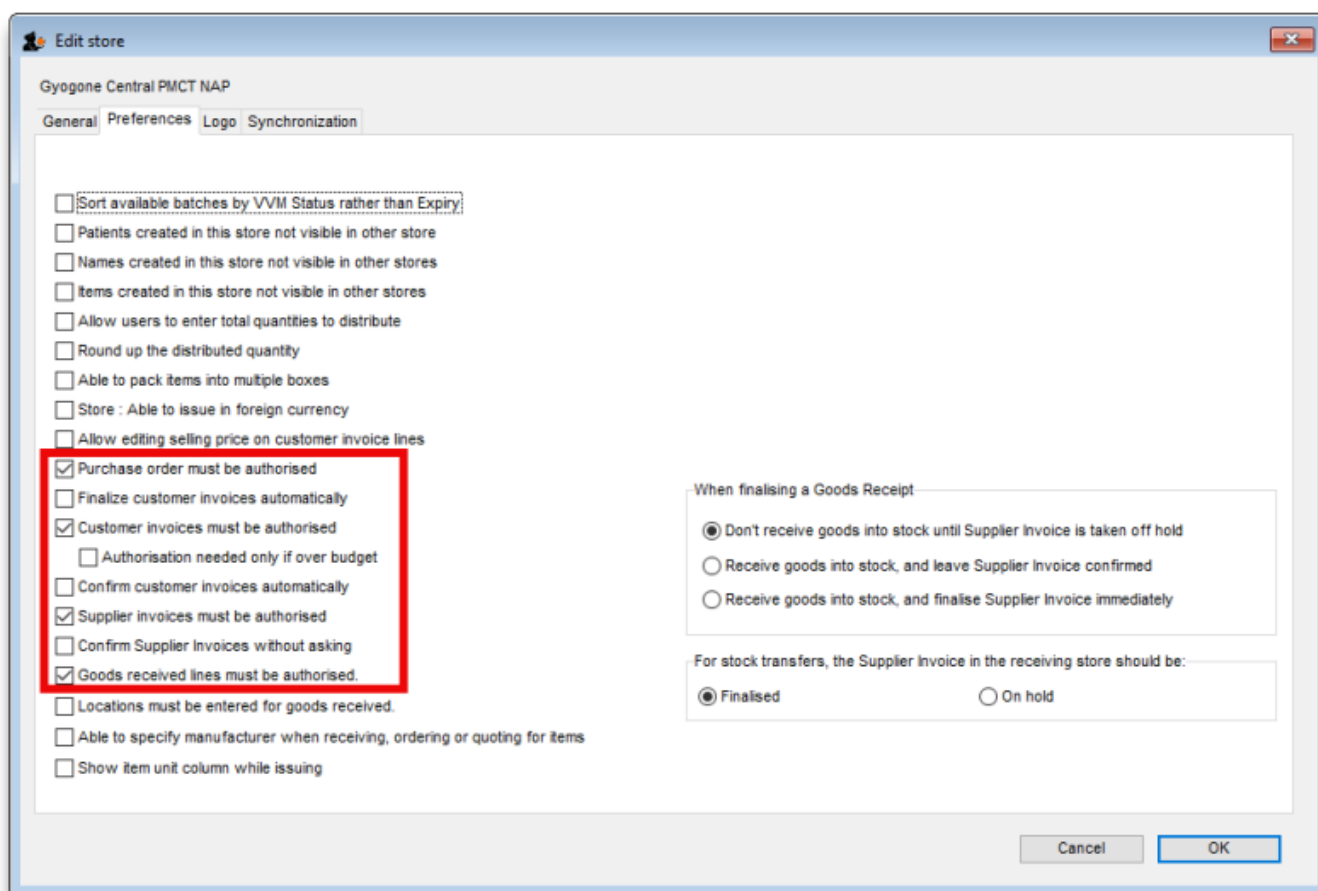
Configuring mSupply for authorisation

Turning on authorisation

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

1. Click the **Special** tab, then click **Stores**.
2. Double click the store to edit.
3. Click the **Preferences** tab.
4. Check the boxes to set compulsory authorisation for specific transaction types at that store.

5. Click **OK**.



From now on, the transaction types you set the preferences for must be authorised before being confirmed.

Setting up authorisers

To use the authorisation module, certain users must be designated as **Authorisers** for each store and transaction type requiring authorisation.

Give the user permission to be an authoriser:

1. Click the **Admin** tab, then click **Edit Users**. Double click on the user to edit.
2. Go to the **Permissions** tab and the **Permissions (2)** tab and check the boxes that give the user permission to authorise specific transaction types.

Edit user

User: Store:

General **Permissions** Permissions (2) Permissions (3) Login rights Details

Ordering

- ☒ View purchase orders
- ☒ Delete purchase orders
- ☒ Edit purchase orders
- ☒ Edit purchase order pricing
- ☒ Manage tenders
- ☒ Finalise purchase orders
- ☒ Authorise purchase orders

Items

- ☒ Create new items
- ☒ View items
- ☒ Edit items
- ☒ Delete items
- ☒ Duplicate items
- ☒ Create repacks or split stock
- ☒ Edit repacks
- ☒ View pricing information for items
- ☒ Edit item units list
- ☒ Merge two items...
- ☒ Add / edit departments
- ☒ Modify sell and cost prices of existing stock
- ☒ Add / edit master list
- ☒ Create and edit custom stock field value lists

Supplier invoices with issued stock

- ☐ Update pack size, cost and sell price

Admin

- ☒ Add / edit users
- ☐ Access server administration
- ☒ Edit authorisers
- ☒ Clone database
- ☒ Edit insurance providers
- ☒ Edit periods and period schedules

Goods receiving

- ☒ View goods received
- ☒ Add/edit goods received
- ☒ Authorise goods received
- ☒ Finalise goods received

Special

- ☒ Add / edit currencies
- ☒ Add / edit reminders
- ☒ View and print labels
- ☒ Add / edit misc labels
- ☒ Add / edit abbreviations
- ☒ Add / edit warnings
- ☒ Add / edit prescribers
- ☒ Add / edit transaction categories
- ☒ Add / edit contacts
- ☒ Merge prescribers
- ☒ Add and edit options

Tenders...

- ☒ Create & edit tenders

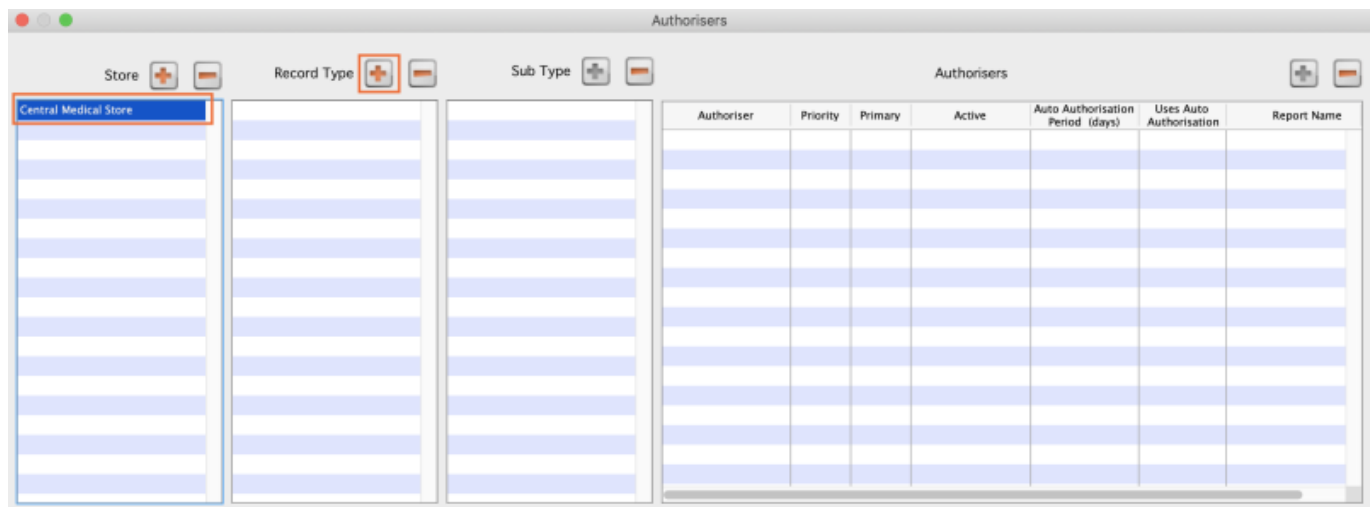
3. Click **OK** until you return to the navigator home page.

4. Click on **Special > Show Authorisers**.

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6. Choose the store to allocate authorisers to and click **OK**.

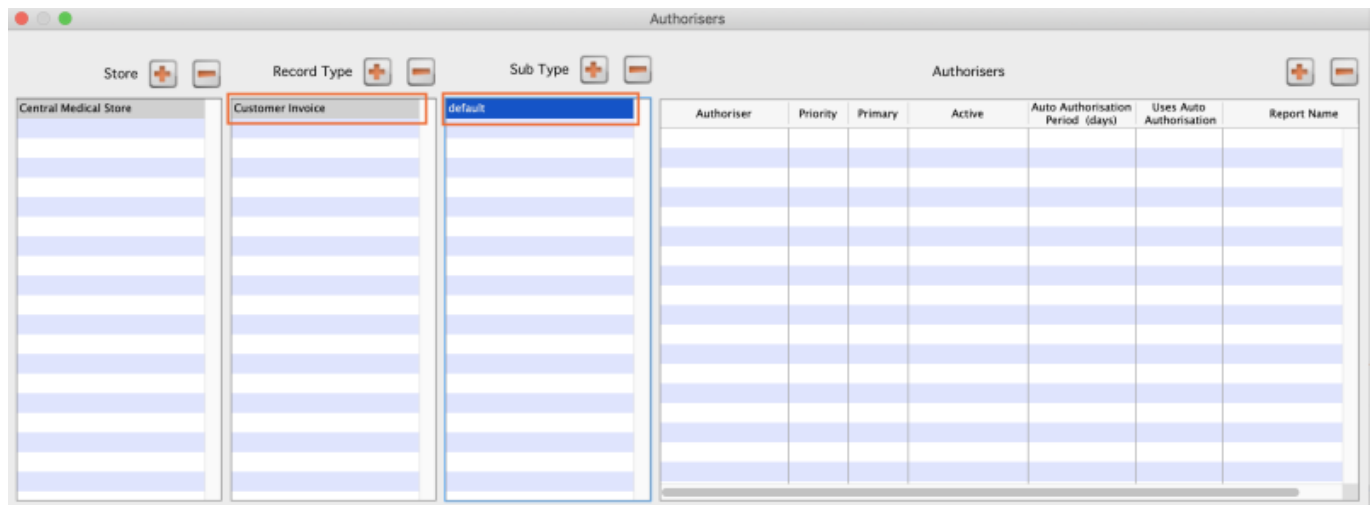
7. Select the store from the list, then click the **Plus** button in the **Record Type** column.



The screenshot shows the 'Authorisers' window with three columns: 'Store', 'Record Type', and 'Sub Type'. The 'Store' column has a list with 'Central Medical Store' selected. The 'Record Type' column has a plus button highlighted with a red box. The 'Sub Type' column also has a plus button. To the right is a table with columns: Authoriser, Priority, Primary, Active, Auto Authorisation Period (days), Uses Auto Authorisation, and Report Name.

8. Choose the type of transaction to allocate authorisers. Select from Customer Invoices, Supplier Invoices, Request Requisitions or Response Requisitions and click **OK**.

9. Select the record type from the list, then click **Default** to allow authorisation for all sub types. Alternatively, click the **Plus** button in the **Sub Type** column to create further specifications (e.g. if certain users can authorise customer invoices for some facilities only).



The screenshot shows the 'Authorisers' window with the same three columns. 'Central Medical Store' is selected in the 'Store' column. 'Customer Invoice' is selected in the 'Record Type' column. 'Default' is selected in the 'Sub Type' column and highlighted with a red box. The table on the right remains empty.

10. In the **Authorisers** section, click the **Plus** button to add authorisers for that specific transaction type (and sub type) in that specific store. You will only be able to allocate users that have permission to be authorisers (steps 1 - 3).

Authoriser	Priority	Primary	Active	Auto Authorisation Period (days)	Uses Auto Authorisation	Report Name
Alba	1	<input checked="" type="checkbox"/>	Yes	3	<input checked="" type="checkbox"/>	

Supplier invoice authorisation

With the *Supplier invoices must be authorised* store preference set, your newly created supplier invoices will look like this:

Lo...	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

Item(s):

Amount:

Subtotal: 200.00000

0 % tax: 0.00000

Total: 200.00000

☐ Hold ☐ Finalize ☐ Authorised

Export batch: 0

Margin: 2.00

OK & Next Delete OK

Notice the **Authorised** checkbox at the bottom left of the window. If you click the OK button button with this checkbox unchecked, you will get a warning message telling you that unconfirmed invoices cannot be confirmed and nothing will happen. If you have the permission set to allow you to authorise invoices (see [here](#) for details) then you can click on the *Authorise* checkbox and continue. However, if you do not have the permission set, the *Authorised* checkbox will be disabled and you cannot authorise the invoice. Another user who has the permission must check the box for you before you

can proceed.

Unauthorising supplier invoices and inventory additions

If you have permission to authorise an invoice, you can also unauthorise it. If the invoice has status “NW” then it has not been entered into stock, and you can allow users to edit it and you will still control the process of authorisation before the goods are put into stock. *However*, if the invoice is already confirmed, the goods have already been entered into stock, and any changes users make will affect stock levels immediately, even though the invoice is not authorised. Therefore, only unauthorise a confirmed invoice to make immediate changes yourself, then immediately reauthorise it.

Alternatively, if goods have not been issued, you can delete the lines off the invoice (and optionally then delete the whole invoice) and require users to enter a new invoice to receive the stock, and the normal authorisation process will apply to the new invoice.

Customer invoice authorisation

With the *Customer invoices must be authorised* store preference set, newly created customer invoices will look like this:

Customer invoice

Name: Acumao/Remexio CHC Confirm date: 23/05/2013 Colour: Black

Their ref: AIL-403-2 Invoice: 9,252

Comment: Category: None Entry date: 23/05/2013

Goods receive ID: 0

Status: cn

Entered by: Sussol

Store: General

New line Delete line(s) Backorders History

General Summary by Item Summary by Batch Transport details Log

...	L...	Location	Item Name	Quan	Pack Size	Batch	Exp date	Sell Price	Price exten
1			Acces Pin With Stopper for use IV.Inj. site	2	1			0.61148	1.22296

Other charges Item: Amount: 0.00000

Subtotal: 1.22296

0 % tax: 0.00000

Total: 1.22000

Hold Finalize Authorised Export batch: 0

OK & Next Delete OK

Again, notice the *Authorised* checkbox at the bottom left of the window. This behaves exactly the same as the *Authorised* checkbox on the bottom left of a supplier invoice: the customer invoice cannot be confirmed until this checkbox is saved as checked. And, once again, if you do not have the

Can *authorise invoices* permission set, it will be disabled and you will be unable to authorise the invoice; someone else, with the permission set, must do it for you.

Printing invoices which must be authorised

When an invoice is not authorised an attempt to print it will produce an invoice with an 'Unauthorised' watermark, just like this:

Sames

Invoice: 9181
Page 2 of 2

Supplied to : Nitibe/Ustaco
Nitibe, OECUSI

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 :

As soon as the invoice is authorised it will print normally without the unauthorised watermark.

Purchase order authorisation

Purchase Orders can also be authorised - refer to [Authorising Purchase Orders](#).

View authorisation logs

mSupply records the authorisation and unauthorisation of invoices and creates a log record every time the authorisation status of an invoice changes. To view the log records click on the log tab of an invoice, as shown in the screenshot below.

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You can also view all logs from **Special > View log...**. See [here](#) for details.

Previous: [Foreign currency transactions](#) Next: [Miscellaneous labels](#)

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Last update: **2019/10/25 15:24**

