# 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
- · Goods receipt
- · Purchase orders

Authorisation can either occur within mSupply or externally using the mSupply web authorisation system (see **Remote authorisation**).



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

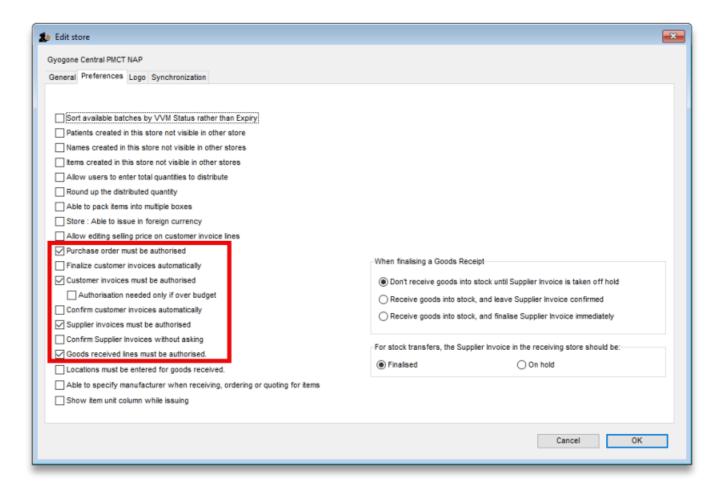
# **Configuring mSupply for authorisation**

### **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.

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- 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

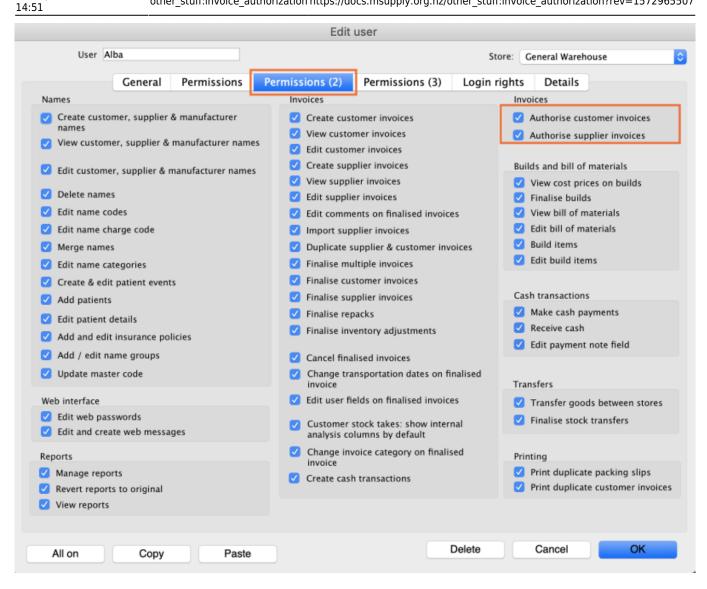
To use the authorisation module, certain users must be designated as **Authorisers** for each store and transaction type requiring authorisation.

#### 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.



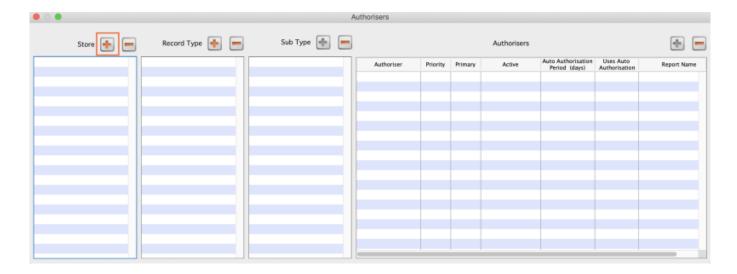
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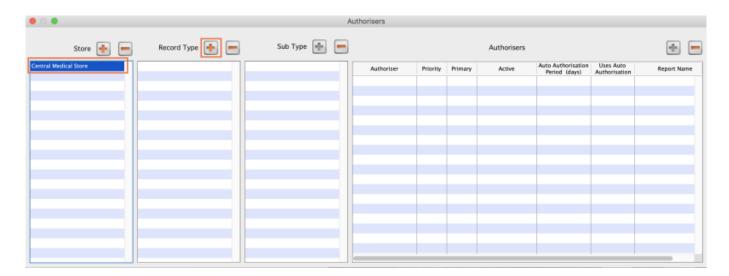
3. Click **OK** until you return to the navigator home page.

#### Allocate authorisers to tasks:

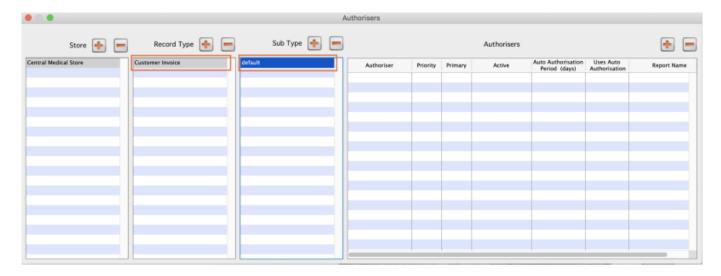
- 4. Click on **Special > Show Authorisers**.
- 5. Click the **Plus** button in the **Store** column.



- 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.

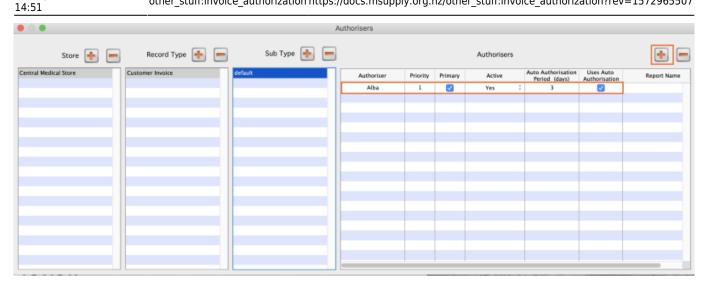


- 8. Choose the type of transaction to allocate authorisers. Select from Customer Invoices, Supplier Invoices, Requisitions or Response Requisitions and click **OK**.
- 9. Select the record type from the list, then click **Default** to allow authorisation for all sub types. Alternatively, click the **Plus** button in the **Sub Type** column to create further specifications (e.g. if certain users can authorise customer invoices for some facilities only).



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).

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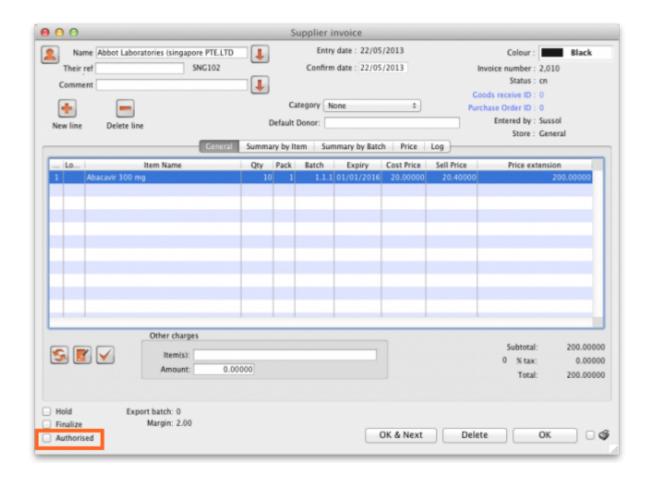


# **Supplier invoice authorisation**

When the Supplier invoices must be authorised store preference is set, new supplier invoices will contain an Authorised checkbox.

An authoriser must check the **Authorised** box before the supplier invoice can be confirmed.

- The **Authorised** box will be disabled for users without permission to authorise.
- If the **OK** button is clicked while the **Authorised** box is *unchecked*, a warning message will appear stating 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 and you will still control the process of authorisation before the goods are entered into stock.
- However, if the invoice is confirmed (cn), the goods have already been entered into stock. If you unauthorise it, 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 delete the whole invoice) and require users to enter a new invoice to receive the stock. The normal authorisation process will then apply to the new invoice.

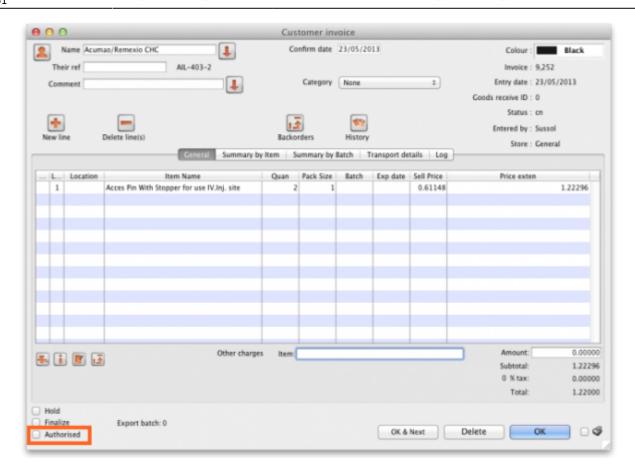


When the **Customer invoices must be authorised** is set, new customer invoices will contain an **Authorised** checkbox.

An authoriser must check the **Authorised** box before the customer invoice can be confirmed.

- The **Authorised** box will be disabled for users without permission to authorise.
- If the **OK** button is clicked while the **Authorised** box is *unchecked*, a warning message will appear stating that unauthorised invoices cannot be confirmed and nothing will happen.

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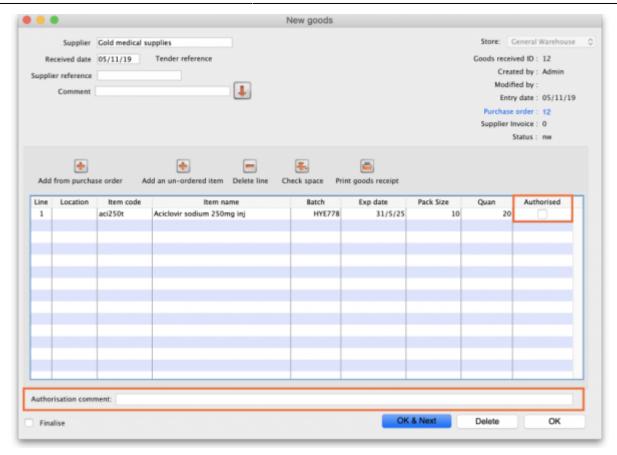


# **Goods receipt authorisation**

When the **Goods received lines must be authorised** store preference is set, each new goods receipt line will contain an **Authorised** checkbox.

An authoriser must check the **Authorised** box before the goods receipt can be confirmed. They may also leave an **Authorisation comment** for each line.

• The **Authorised** box will be disabled for users without permission to authorise.

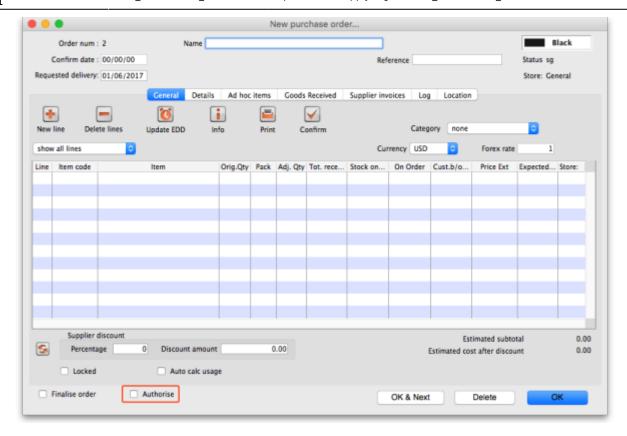


#### **Purchase order authorisation**

When the **Purchase order must be authorised** store preference is set, new purchase orders will contain an **Authorised** checkbox.

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

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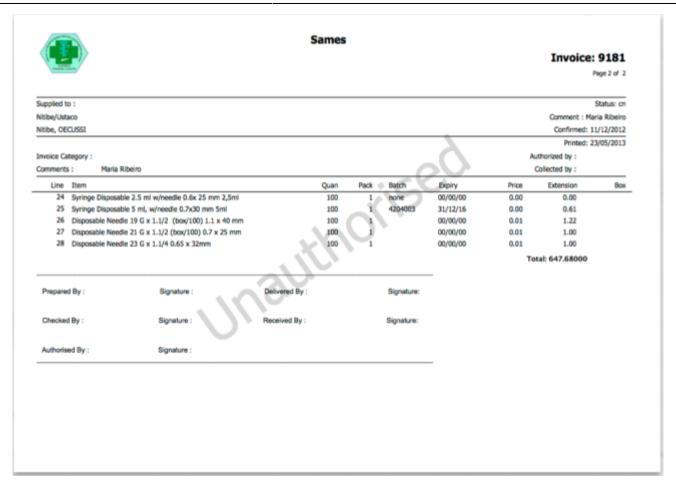


However, an unauthorised purchase order will print with an **Unauthorised** watermark across it. An authorised purchase order will print without the watermark.

### **Monitoring authorisations**

#### **Printing unauthorised invoices**

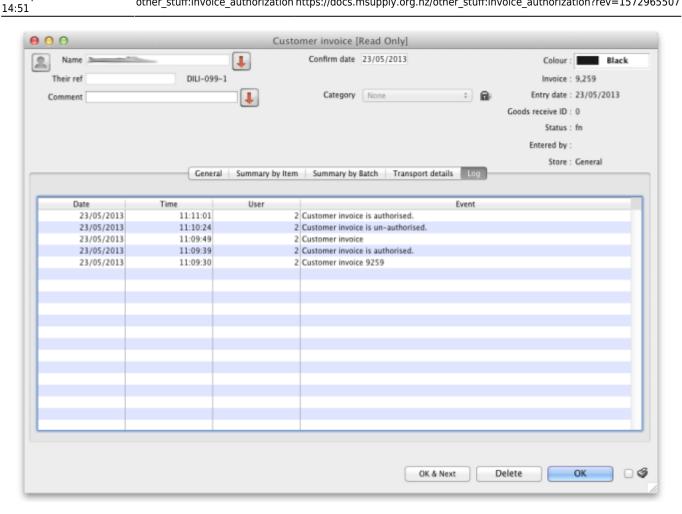
When an invoice is **not** authorised, it will print with a clear **Unauthorised** watermark. Authorised invoices will print without the watermark.



#### 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: 22.15. Using the mSupply remote client | | Next: 22.17. Remote authorisation

https://docs.msupply.org.nz/ - mSupply documentation wiki

Permanent link:

https://docs.msupply.org.nz/other\_stuff:invoice\_authorization?rev=1572965507

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