

## 26.15. 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](#)

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



Invoices can be edited after authorisation but **goods receipt lines cannot be unauthorised** to fix mistakes! Any authorising 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.

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

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

**Permissions (2)**

- ☒ Create purchase orders
- ☒ Confirm purchase orders
- ☒ Create & edit backorders
- ☒ Create new quotes
- ☒ Edit & delete quotes
- ☒ Duplicate purchase orders
- ☒ Print purchase orders

**Permissions (3)**

- ☒ View inventory adjustments
- ☒ Enter inventory adjustments
- ☒ Edit Inventory adjustments
- ☒ View cost prices of stock
- ☒ Edit item names, codes and units
- ☒ View DDD information for items
- ☒ Manage item access
- ☒ Manage drug interaction groups
- ☒ Manage locations
- ☒ Make item inactive
- ☒ Edit item default price
- ☒ Consolidate stock
- ☒ View stock
- ☒ Edit stock
- ☒ Modify donor on stock and transaction lines

**Buttons:** All on, Copy, Paste, Delete, Cancel, OK

Edit user

User:  Store:

General	Permissions	<b>Permissions (2)</b>	Permissions (3)	Login rights	Details
<b>Names</b> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Create customer, supplier &amp; manufacturer names</li> <li><input checked="" type="checkbox"/> View customer, supplier &amp; manufacturer names</li> <li><input checked="" type="checkbox"/> Edit customer, supplier &amp; manufacturer names</li> <li><input checked="" type="checkbox"/> Delete names</li> <li><input checked="" type="checkbox"/> Edit name codes</li> <li><input checked="" type="checkbox"/> Edit name charge code</li> <li><input checked="" type="checkbox"/> Merge names</li> <li><input checked="" type="checkbox"/> Edit name categories</li> <li><input checked="" type="checkbox"/> Create &amp; edit patient events</li> <li><input checked="" type="checkbox"/> Add patients</li> <li><input checked="" type="checkbox"/> Edit patient details</li> <li><input checked="" type="checkbox"/> Add and edit insurance policies</li> <li><input checked="" type="checkbox"/> Add / edit name groups</li> <li><input checked="" type="checkbox"/> Update master code</li> </ul> <b>Web interface</b> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Edit web passwords</li> <li><input checked="" type="checkbox"/> Edit and create web messages</li> </ul> <b>Reports</b> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Manage reports</li> <li><input checked="" type="checkbox"/> Revert reports to original</li> <li><input checked="" type="checkbox"/> View reports</li> </ul>	<b>Invoices</b> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Create customer invoices</li> <li><input checked="" type="checkbox"/> View customer invoices</li> <li><input checked="" type="checkbox"/> Edit customer invoices</li> <li><input checked="" type="checkbox"/> Create supplier invoices</li> <li><input checked="" type="checkbox"/> View supplier invoices</li> <li><input checked="" type="checkbox"/> Edit supplier invoices</li> <li><input checked="" type="checkbox"/> Edit comments on finalised invoices</li> <li><input checked="" type="checkbox"/> Import supplier invoices</li> <li><input checked="" type="checkbox"/> Duplicate supplier &amp; customer invoices</li> <li><input checked="" type="checkbox"/> Finalise multiple invoices</li> <li><input checked="" type="checkbox"/> Finalise customer invoices</li> <li><input checked="" type="checkbox"/> Finalise supplier invoices</li> <li><input checked="" type="checkbox"/> Finalise repacks</li> <li><input checked="" type="checkbox"/> Finalise inventory adjustments</li> <li><input checked="" type="checkbox"/> Cancel finalised invoices</li> <li><input checked="" type="checkbox"/> Change transportation dates on finalised invoice</li> <li><input checked="" type="checkbox"/> Edit user fields on finalised invoices</li> <li><input checked="" type="checkbox"/> Customer stock takes: show internal analysis columns by default</li> <li><input checked="" type="checkbox"/> Change invoice category on finalised invoice</li> <li><input checked="" type="checkbox"/> Create cash transactions</li> </ul>	<b>Invoices</b> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Authorise customer invoices</li> <li><input checked="" type="checkbox"/> Authorise supplier invoices</li> </ul> <b>Builds and bill of materials</b> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> View cost prices on builds</li> <li><input checked="" type="checkbox"/> Finalise builds</li> <li><input checked="" type="checkbox"/> View bill of materials</li> <li><input checked="" type="checkbox"/> Edit bill of materials</li> <li><input checked="" type="checkbox"/> Build items</li> <li><input checked="" type="checkbox"/> Edit build items</li> </ul> <b>Cash transactions</b> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Make cash payments</li> <li><input checked="" type="checkbox"/> Receive cash</li> <li><input checked="" type="checkbox"/> Edit payment note field</li> </ul> <b>Transfers</b> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Transfer goods between stores</li> <li><input checked="" type="checkbox"/> Finalise stock transfers</li> </ul> <b>Printing</b> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Print duplicate packing slips</li> <li><input checked="" type="checkbox"/> Print duplicate customer invoices</li> </ul>			

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

**Allocate authorisers to tasks:** (You only need to carry out these steps if you are using remote authorisation - see the [26.15. Remote authorisation](#) section for details).

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

5. Click the **Plus** button in the **Store** column.

[illegible]

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 dropdown menus at the top: 'Store', 'Record Type', and 'Sub Type'. The 'Store' dropdown is open, showing a list with 'Central Medical Store' selected. The 'Record Type' dropdown has a plus button next to it. The 'Sub Type' dropdown also has a plus button. To the right is a large table with columns: Authoriser, Priority, Primary, Active, Auto Authorisation Period (days), Uses Auto Authorisation, and Report Name. The table is currently empty.

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).

This screenshot shows the 'Authorisers' window after further selections. The 'Record Type' dropdown is now open, showing 'Customer Invoice' selected. The 'Sub Type' dropdown is also open, showing 'default' selected. The 'Store' dropdown remains open with 'Central Medical Store' selected. The large 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).

[illegible]

## 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.

[illegible]

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.
- 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.

## Customer invoice authorisation

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.



[illegible]

Users who have the *Authorise goods received* permission turned on can check the *Authorised* checkbox for each line that is authorised. When the goods received note is finalised, only lines that are authorised will be added to the supplier invoice to be received into stock. The unauthorised lines will remain on the finalised goods received note as a permanent record of what was actually received but not authorised.



Any unauthorised goods received note lines do not count towards stock received against purchase orders or on goods received notes so they can be received again at a later date if they are resent by your supplier.

Users who have the *Authorise goods received* permission turned on may also leave a comment in the **Authorisation comment** field to record anything that needs to be noted.

## 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.



New purchase order...

Order num : 2      Name       Black

Confirm date : 00/00/00      Reference       Status sg

Requested delivery: 01/06/2017      Store: General

show all lines       Category none       Currency USD       Forex rate 1

Line	Item code	Item	Orig.Qty	Pack	Adj. Qty	Tot. rece...	Stock on...	On Order	Cust.b/o...	Price Ext	Expected...	Store:

Supplier discount      Estimated subtotal      0.00  
 Percentage       Discount amount       Estimated cost after discount      0.00

☐ Locked      ☐ Auto calc usage


☐ Finalise order      ☒ Authorise

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**  
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Supplied to :

Nitibe/Ustaco

Nitibe, OECUSI

Status: cn

Comment : Maria Ribeiro

Confirmed: 11/12/2012

Printed: 23/05/2013

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Invoice Category :

Authorized by :

Comments : Maria Ribeiro

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:</b>						<b>647.68000</b>		

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Prepared By :

Checked By :

Authorised By :

Signature :

Signature :

Signature :

Delivered By :

Received By :

Signature:

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.

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Advanced users can also view all logs by going to **Special** > [View log...](#)

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