

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.

The screenshot shows the 'Edit user' dialog box for user 'Alba' at 'General Warehouse'. The 'Permissions' tab is selected, showing a list of permissions for user 'Alba' at 'General Warehouse'. The 'Permissions' tab has a red box around the 'Authorise purchase orders' checkbox. The 'Permissions (2)' tab is also visible, showing a list of permissions for user 'Alba' at 'General Warehouse'. The 'Permissions (2)' tab has a red box around the 'Authorise goods received' checkbox. The 'Permissions' tab also has a red box around the 'Authorise purchase orders' checkbox.

Permissions	Permissions (2)
<input checked="" type="checkbox"/> View purchase orders	<input checked="" type="checkbox"/> Create purchase orders
<input checked="" type="checkbox"/> Delete purchase orders	<input checked="" type="checkbox"/> Confirm purchase orders
<input checked="" type="checkbox"/> Edit purchase orders	<input checked="" type="checkbox"/> Create & edit backorders
<input checked="" type="checkbox"/> Edit purchase order pricing	<input checked="" type="checkbox"/> Create new quotes
<input checked="" type="checkbox"/> Manage tenders	<input checked="" type="checkbox"/> Edit & delete quotes
<input checked="" type="checkbox"/> Finalise purchase orders	<input checked="" type="checkbox"/> Duplicate purchase orders
<input checked="" type="checkbox"/> Authorise purchase orders	<input checked="" type="checkbox"/> Print purchase orders

Items

Items	Items
<input checked="" type="checkbox"/> Create new items	<input checked="" type="checkbox"/> View inventory adjustments
<input checked="" type="checkbox"/> View items	<input checked="" type="checkbox"/> Enter inventory adjustments
<input checked="" type="checkbox"/> Edit items	<input checked="" type="checkbox"/> Edit Inventory adjustments
<input checked="" type="checkbox"/> Delete items	<input checked="" type="checkbox"/> View cost prices of stock
<input checked="" type="checkbox"/> Duplicate items	<input checked="" type="checkbox"/> Edit item names, codes and units
<input checked="" type="checkbox"/> Create repacks or split stock	<input checked="" type="checkbox"/> View DDD information for items
<input checked="" type="checkbox"/> Edit repacks	<input checked="" type="checkbox"/> Manage item access
<input checked="" type="checkbox"/> View pricing information for items	<input checked="" type="checkbox"/> Manage drug interaction groups
<input checked="" type="checkbox"/> Edit item units list	<input checked="" type="checkbox"/> Manage locations
<input checked="" type="checkbox"/> Merge two items...	<input checked="" type="checkbox"/> Make item inactive
<input checked="" type="checkbox"/> Add / edit departments	<input checked="" type="checkbox"/> Edit item default price
<input checked="" type="checkbox"/> Modify sell and cost prices of existing stock	<input checked="" type="checkbox"/> Consolidate stock
<input checked="" type="checkbox"/> Add / edit master list	<input checked="" type="checkbox"/> View stock
<input checked="" type="checkbox"/> Create and edit custom stock field value lists	<input checked="" type="checkbox"/> Edit stock
	<input checked="" type="checkbox"/> Modify donor on stock and transaction lines

Supplier invoices with issued stock

☐ Update pack size, cost and sell price

Admin

Admin
<input checked="" type="checkbox"/> Add / edit users
<input type="checkbox"/> Access server administration
<input checked="" type="checkbox"/> Edit authorisers
<input checked="" type="checkbox"/> Clone database
<input checked="" type="checkbox"/> Edit insurance providers
<input checked="" type="checkbox"/> Edit periods and period schedules

Goods receiving

Goods receiving
<input checked="" type="checkbox"/> View goods received
<input checked="" type="checkbox"/> Add/edit goods received
<input checked="" type="checkbox"/> Authorise goods received
<input checked="" type="checkbox"/> Finalise goods received

Special

Special
<input checked="" type="checkbox"/> Add / edit currencies
<input checked="" type="checkbox"/> Add / edit reminders
<input checked="" type="checkbox"/> View and print labels
<input checked="" type="checkbox"/> Add / edit misc labels
<input checked="" type="checkbox"/> Add / edit abbreviations
<input checked="" type="checkbox"/> Add / edit warnings
<input checked="" type="checkbox"/> Add / edit prescribers
<input checked="" type="checkbox"/> Add / edit transaction categories
<input checked="" type="checkbox"/> Add / edit contacts
<input checked="" type="checkbox"/> Merge prescribers
<input checked="" type="checkbox"/> Add and edit options

Tenders...

Tenders...
<input checked="" type="checkbox"/> Create & edit tenders

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

Edit user

User: Store:

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

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. At the top, there are three tabs: 'Store', 'Record Type', and 'Sub Type'. The 'Store' tab is active, and a list of stores is shown. 'Central Medical Store' is selected and highlighted in blue. To the right of the 'Store' list is a 'Record Type' list, which is currently empty. To the right of the 'Record Type' list is a 'Sub Type' list, which is also empty. On the far right, there is a table titled 'Authorisers' 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).

The screenshot shows the 'Authorisers' window. The 'Store' tab is still active, and 'Central Medical Store' is selected. The 'Record Type' tab is now active, and a list of record types is shown. 'Customer Invoice' is selected and highlighted in blue. To the right of the 'Record Type' list is a 'Sub Type' list, which is currently empty. To the right of the 'Sub Type' list is a table titled 'Authorisers' with columns: 'Authoriser', 'Priority', 'Primary', 'Active', 'Auto Authorisation Period (days)', 'Uses Auto Authorisation', and 'Report Name'. The table is currently 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

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.

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

% tax: 0.00000

Total: 200.00000

☐ Hold
☐ Finalize
☒ Authorised

Export batch: 0
Margin: 2.00

OK & Next Delete OK



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.

Customer invoice

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

Their ref: AIL-403-2 Category: None Invoice: 9,252

Comment: 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

Goods receipt authorisation

When the *Goods received lines must be authorised* store preference is set, a new Authorised column will be displayed and will contain a checkbox for each goods receipt line. It looks like this:

[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.



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

Invoice Category :

Authorized by :

Comments : Maria Ribeiro

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 : _____

Checked By : _____

Authorised By : _____

Signature : _____

Signature : _____

Signature : _____

Delivered By : _____

Received By : _____

Signature: _____

Signature: _____

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.

[illegible]

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

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Last update: **2021/10/15 13:40**

