

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.

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

Certain users must be designated as authorisers for each store by giving them permissions to authorise different transaction types.

To do this, choose to *File > Edit users* from the menus and double-click on the user (or change the **Show** drop down list to *Group* and double-click on the group of users) you want to designate as an authoriser and give them the *Authorise purchase orders*, *Authorise goods received*, *Authorise customer invoices* or *Authorise supplier invoices* permissions in the appropriate stores.

See the [25.15. Managing users](#) page for details on where to find these permissions.

Supplier invoice authorisation

When the *Supplier invoices must be authorised* store preference is set, new supplier invoices will show an **Authorised** checkbox:

The screenshot shows the 'Supplier invoice' window in the mSupply application. The window has a title bar 'Supplier invoice'. In the top left, there are fields for 'Name' (Abbot Laboratories (singapore PTE.LTD)), 'Their ref' (SNG102), and 'Comment'. The top right contains fields for 'Entry date' (22/05/2013), 'Confirm date' (22/05/2013), 'Colour' (Black), 'Invoice number' (2,010), 'Status' (cn), 'Goods receive ID' (0), 'Purchase Order ID' (0), 'Entered by' (Sussol), and 'Store' (General). Below these are buttons for 'New line' and 'Delete line'. A navigation bar with tabs 'General', 'Summary by Item', 'Summary by Batch', 'Price', and 'Log' is visible. The main area is a table with columns: Lo..., Item Name, Qty, Pack, Batch, Expiry, Cost Price, Sell Price, and Price extension. One row is selected for 'Abacavir 300 mg'. Below the table is a section for 'Other charges' with fields for 'Item(s)' and 'Amount'. To the right, there are sub-totals: Subtotal 200.00000, 0 % tax 0.00000, and Total 200.00000. At the bottom left are checkboxes for 'Hold', 'Finalize', and 'Authorised' (which is highlighted with a red box). On the right are buttons for 'OK & Next', 'Delete', 'OK', and a close button.

An authoriser must check the **Authorised** checkbox before the supplier invoice can be confirmed (it will be disabled for users who do not have the *Authorise supplier invoices* permission).

If the **OK** button is clicked while the **Authorised** box is unchecked, a warning message will appear telling you 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 you will still control the process of authorisation before the goods are entered into stock.
- If the invoice is confirmed (*cn*), the goods have already been entered into stock. If you unauthorise it, users will be able to edit it again and any changes users make will affect stock levels immediately. It is good practice, therefore, to only unauthorise a confirmed invoice to make changes immediately and the reauthorise it straightaway.

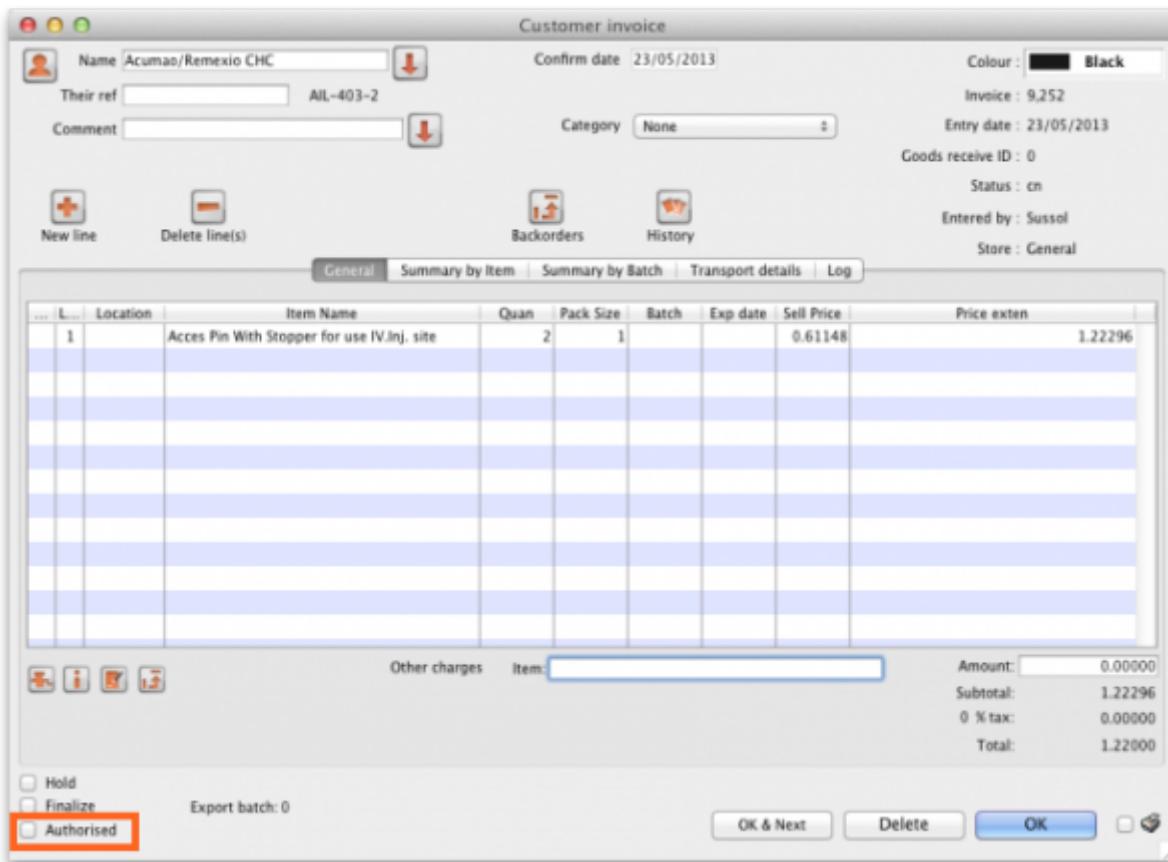
When supplier invoices have to be authorised, they **cannot be confirmed until they are authorised**. Until then:



- Unauthorised invoices are held at suggested (sg) status.
- The official invoice cannot be printed.
- Goods are not received into stock.

Customer invoice authorisation

When the *Customer invoices must be authorised* store preference is set, new customer invoices will show an **Authorised** checkbox:



The screenshot shows the 'Customer invoice' window in mSupply. The window title is 'Customer invoice'. At the top, there are fields for 'Name' (Acumao/Remexio CHC), 'Confirm date' (23/05/2013), 'Colour' (Black), 'Invoice' (9,252), 'Entry date' (23/05/2013), 'Goods receive ID' (0), 'Status' (cn), 'Entered by' (Sussol), and 'Store' (General). Below these are buttons for 'New line' (with a plus sign), 'Delete line(s)' (with a minus sign), 'Backorders' (with a box icon), and 'History' (with a history icon). A navigation bar at the bottom includes 'General', 'Summary by Item', 'Summary by Batch', 'Transport details', and 'Log', with 'General' being the active tab. The main area is a table with columns: L, Location, Item Name, Quan, Pack Size, Batch, Exp. date, Sell Price, and Price exten. The first row shows an item: 'Acces Pin With Stopper for use IV/Inj. site' with a quantity of 2 and a sell price of 0.61148. At the bottom of the table, there are buttons for 'Other charges' and 'Item' (with a dropdown menu). To the right, there are summary fields: 'Amount' (0.00000), 'Subtotal' (1.22296), '0 % tax' (0.00000), and 'Total' (1.22000). At the bottom left, there are checkboxes for 'Hold', 'Finalize', and 'Authorised' (which is highlighted with a red box). To the right, there are buttons for 'OK & Next', 'Delete', 'OK' (which is highlighted with a blue box), and 'Cancel'. There is also a 'Export batch: 0' field and a 'Print' icon.

An authoriser must check the **Authorised** checkbox before the customer invoice can be confirmed. The **Authorised** checkbox will be disabled for users without permission to authorise.

If the **OK** button is clicked while the **Authorised** checkbox is unchecked, a warning message will appear stating that unauthorised invoices cannot be confirmed and nothing will happen.

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:

New goods

Supplier	Gold medical supplies	Store:	General Warehouse					
Received date	05/11/19	Tender reference	Goods received ID : 12					
Supplier reference		Created by :	Admin					
Comment	<input type="text"/>	Modified by :						
	<input type="button" value=""/>	Entry date :	05/11/19					
		Purchase order :	12					
		Supplier Invoice :	0					
		Status :	nw					
<p style="text-align: center;">  Add from purchase order  Add an un-ordered item  Delete line  Check space  Print goods receipt </p>								
Line	Location	Item code	Item name	Batch	Exp date	Pack Size	Quan	Authorised
1		aci250t	Aciclovir sodium 250mg inj	HYE778	31/5/25	10	20	<input type="checkbox"/>
<p>Authorisation comment:</p> <input type="text"/>								
<input type="checkbox"/> Finalise		<input type="button" value="OK & Next"/>				<input type="button" value="Delete"/>		<input type="button" value="OK"/>

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.

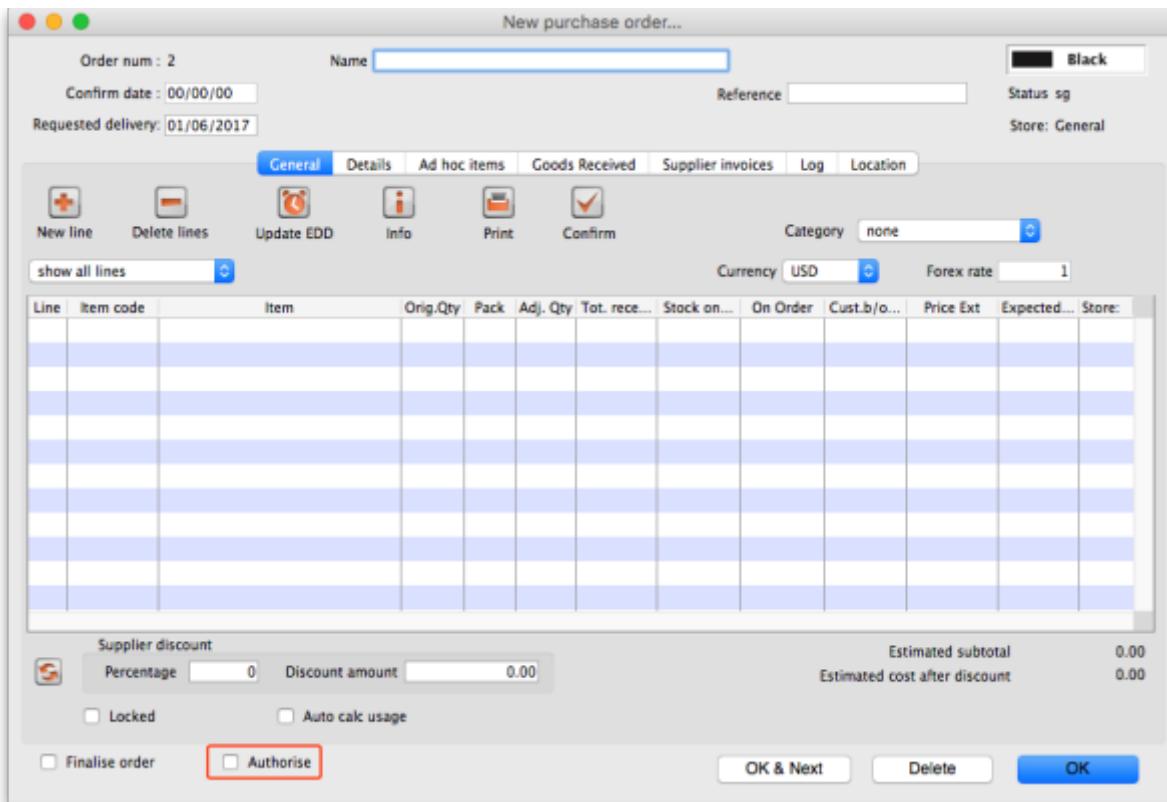


Invoices can be edited after authorisation but **goods receipt lines cannot be unauthorised** to fix mistakes! Any authorising errors can only be fixed using stock adjustments.

Purchase order authorisation

When the *Purchase orders must be authorised* store preference is set, new purchase orders will show

an **Authorised** checkbox:



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

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								
Page 2 of 2								
<hr/>								
Supplied to :	Status: cn							
Nitibe/Ustaco	Comment : Maria Ribeiro							
Nitibe, OECUSSI	Confirmed: 11/12/2012							
Printed: 23/05/2013								
Invoice Category :	Authorized by :							
Comments :	Collected by :							
Comments : Maria Ribeiro		Quan	Pack	Batch	Expiry	Price	Extension	Box
Line	Item							
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 :							

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: [26.13. Using the mSupply remote client](#) | | Next: [26.15. Remote authorisation](#)

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