

# Invoice Authorisation

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mSupply provides the feature of subjecting Customer and Supplier Invoices to authorisation. Authorisation may be done for a number of reasons, typically value based, and may set to be allowed by only a restricted user or set of users. <note>Invoices that are subject to authorisation and are unauthorised are held in status 'sg' or suggested status. This means the official invoice can not be printed until the invoice is authorised.</note>

## Configure mSupply for Invoice Authorisation

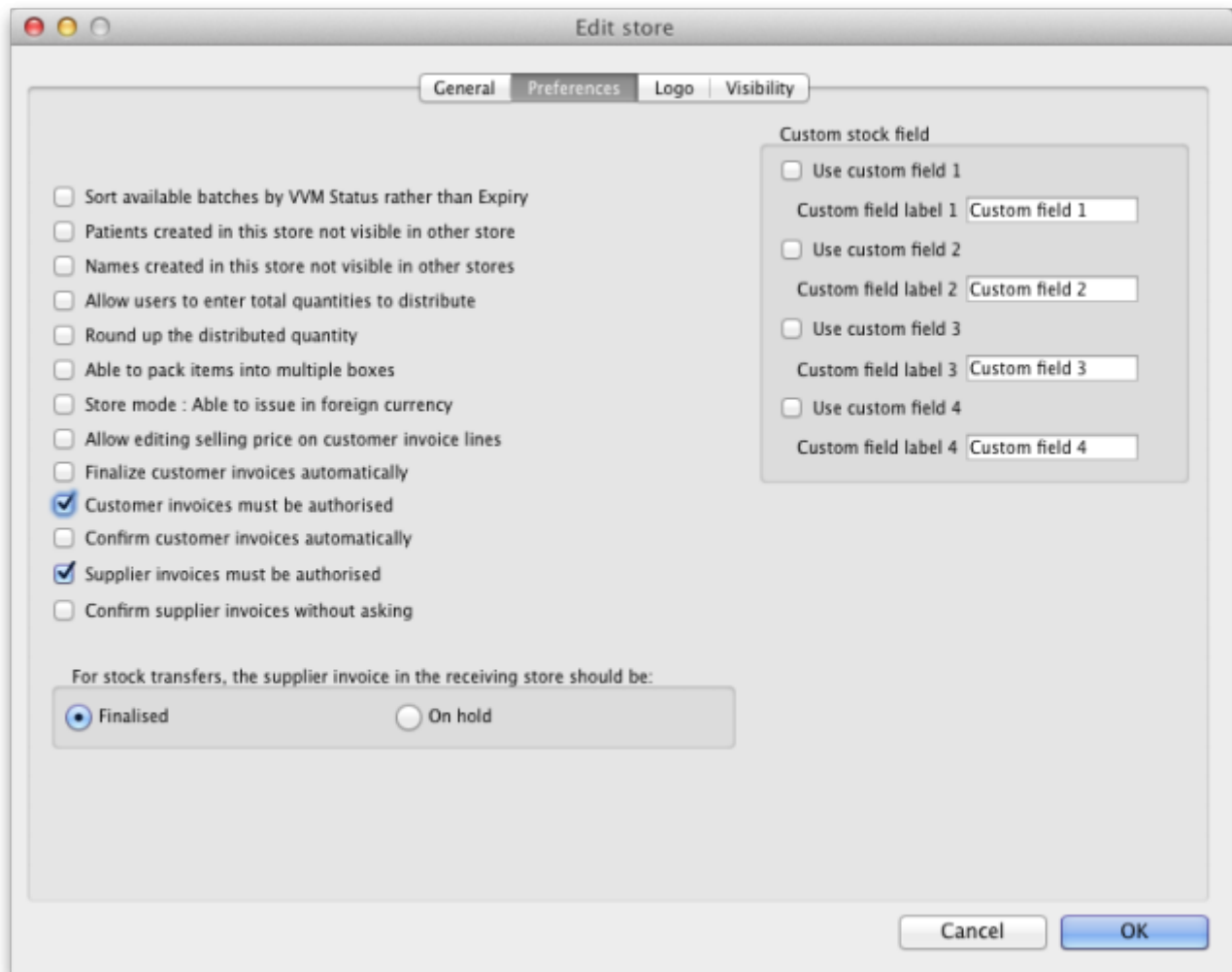
- First give the appropriate user the permission to manage authorisation of invoices.
- Click drop down menu **File> Edit Users...** double click the appropriate user and in the window that appears click on tab **Permissions (3)** and tick to turn on the **Edit Store Details** checkbox and click **OK**.

The screenshot shows the 'Edit user...' dialog box for user 'Sussol'. The 'Permissions (3)' tab is active. The 'Virtual Stores' section has a red box around the 'Edit store details' checkbox, which is currently unchecked. Other permissions like 'Create new stores' and 'Edit visibility in stores' are checked. The 'Admin' section also has several permissions checked.

## Configure mSupply for Invoice Authorisation

- Set Store preferences to allow for authorisation of invoices. Click drop down menu **Special>**

**Store..** click tab **Preferences** and check boxes **Customer invoices must be authorised** and **Supplier invoices must be authorised**. Click OK to return to the Navigator.



### Create a Supplier Invoice for authorisation

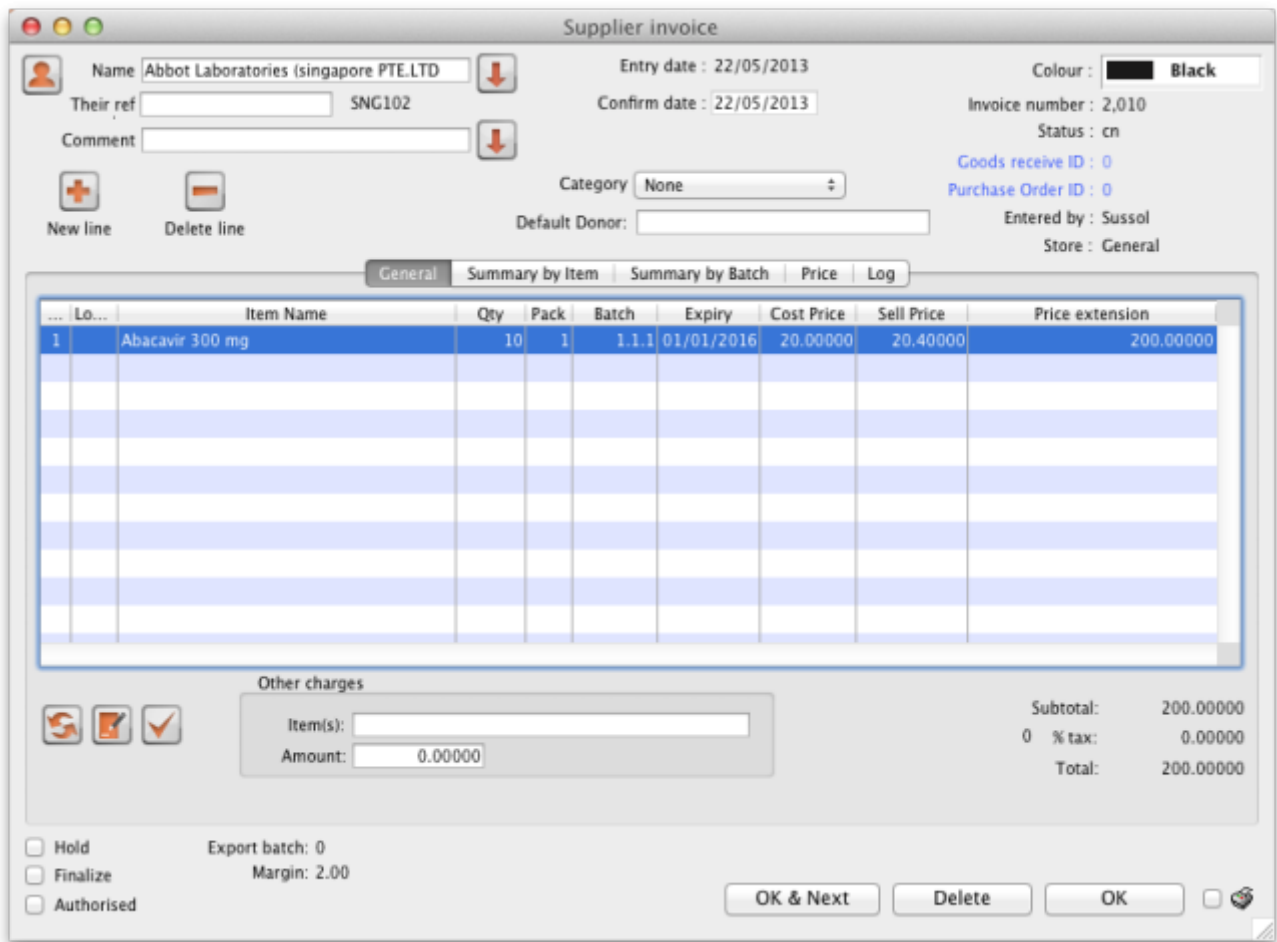
From the Navigator click section Suppliers and click New Supplier Invoice. Enter your supplier and add items to the Invoice.



Click the authorise button at the bottom left of the window.

### Create a Customer Invoice for authorisation

From the Navigator click section Customers and click New Customer Invoice. Enter your customer and add items to the Invoice.



Click the authorise button at the bottom left of the window and click OK to return to the Navigator.

<note>Log in as another user while the invoice is not authroised to show the user cant confirm the invoice.</note>

### Prin an invoice with Authorisation status set

When an invoice is not authorised an attempt to print it will produce and invoice with an 'unauthorised' watermark.

- From the Navigator click section **Customers** and select **View Customer Invoices**
- Select an invoice with unset authorisation.
- In the main invoice window that appears select the **Print** check box at the bottom right and and click **OK**.



## Sames

**Invoice: 9181**

Page 2 of 2

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Supplied to :  
Niribe/Ustaco  
Niribe, OECUSSI

Status: cn  
Comment : Maria Ribeiro  
Confirmed: 11/12/2012  
Printed: 23/05/2013

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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      |     |
| <b>Total: 647.68000</b> |  |      |      |         |          |       |           |     |

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Prepared By : \_\_\_\_\_ Signature : \_\_\_\_\_

Checked By : \_\_\_\_\_ Signature : \_\_\_\_\_

Authorised By : \_\_\_\_\_ Signature : \_\_\_\_\_

Delivered By : \_\_\_\_\_ Signature: \_\_\_\_\_

Received By : \_\_\_\_\_ Signature: \_\_\_\_\_

NOTE: The unauthorised watermark on the background of the invoice.

### View authorisation logs

When an invoice is authorised a log is created. View authorisation logs from log tab.

Customer invoice [Read Only]

Name  Confirm date 23/05/2013 Colour :  Black

Their ref  Invoice : 9,259

Comment  Category None Entry date : 23/05/2013

Goods receive ID : 0

Status : fn

Entered by :

Store : General

General Summary by Item Summary by Batch Transport details Log

| Date       | Time     | User | Event                              |
|------------|----------|------|------------------------------------|
| 23/05/2013 | 11:11:01 | 2    | Customer invoice is authorised.    |
| 23/05/2013 | 11:10:24 | 2    | Customer invoice is un-authorised. |
| 23/05/2013 | 11:09:49 | 2    | Customer invoice                   |
| 23/05/2013 | 11:09:39 | 2    | Customer invoice is authorised.    |
| 23/05/2013 | 11:09:30 | 2    | Customer invoice 9259              |

OK & Next Delete OK

Previous: [currencies](#) Next: [keyboard shortcuts](#)

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