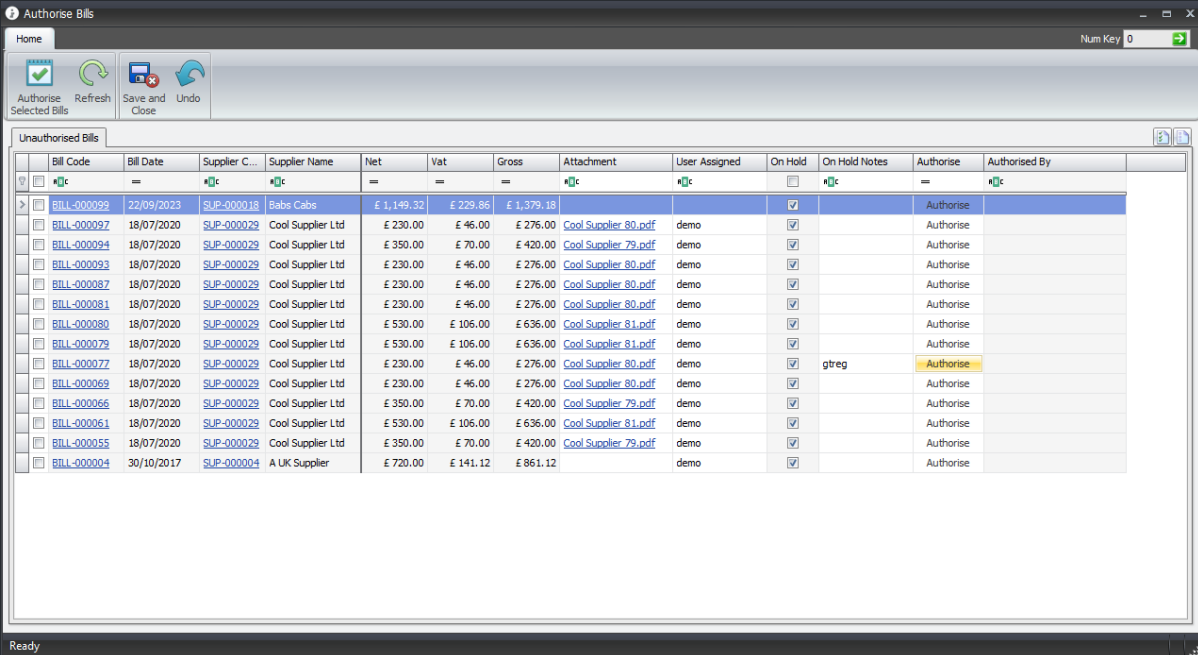


Authorise Supplier Bills

If you create purchase orders then these usually have the qty and cost price expected. When we do Goods Received then we are confirming we have had the goods or service. So when you match the Bill it is essentially authorised. However, some users get a lot of Expense Bills and still want to Authorise all GRN Bills before they can go into a payment run. This plugin allows you to do this.

We would assume that you would change the Supplier Preference to put all bills on as on hold / unauthorised. Supplier bills would be processed as they are now and maybe you also use Paperless Bills to attach the PDF to the bill.

Supplier – Other – Authorise Bills



The screenshot shows the 'Authorise Bills' window with a toolbar at the top containing 'Authorise Selected Bills', 'Refresh', 'Save and Close', and 'Undo'. Below the toolbar is a table titled 'Unauthorised Bills' with the following columns: Bill Code, Bill Date, Supplier C..., Supplier Name, Net, Vat, Gross, Attachment, User Assigned, On Hold, On Hold Notes, Authorise, and Authorised By. The table contains 15 rows of bill data, including details like bill codes (e.g., BILL-000099), dates (e.g., 22/09/2023), supplier names (e.g., Babes Cabs, Cool Supplier Ltd), and financial values (Net, Vat, Gross). The 'On Hold' column has checkboxes, and the 'Authorise' column has 'Authorise' buttons. The 'Authorised By' column shows 'demo' for most entries and 'gtreg' for one.

Bill Code	Bill Date	Supplier C...	Supplier Name	Net	Vat	Gross	Attachment	User Assigned	On Hold	On Hold Notes	Authorise	Authorised By
BILL-000099	22/09/2023	SUP-000018	Babes Cabs	£ 1,149.32	£ 229.86	£ 1,379.18			<input checked="" type="checkbox"/>		Authorise	
BILL-000097	18/07/2020	SUP-000029	Cool Supplier Ltd	£ 230.00	£ 46.00	£ 276.00	Cool Supplier 80.pdf	demo	<input checked="" type="checkbox"/>		Authorise	
BILL-000094	18/07/2020	SUP-000029	Cool Supplier Ltd	£ 350.00	£ 70.00	£ 420.00	Cool Supplier 79.pdf	demo	<input checked="" type="checkbox"/>		Authorise	
BILL-000093	18/07/2020	SUP-000029	Cool Supplier Ltd	£ 230.00	£ 46.00	£ 276.00	Cool Supplier 80.pdf	demo	<input checked="" type="checkbox"/>		Authorise	
BILL-000087	18/07/2020	SUP-000029	Cool Supplier Ltd	£ 230.00	£ 46.00	£ 276.00	Cool Supplier 80.pdf	demo	<input checked="" type="checkbox"/>		Authorise	
BILL-000081	18/07/2020	SUP-000029	Cool Supplier Ltd	£ 230.00	£ 46.00	£ 276.00	Cool Supplier 80.pdf	demo	<input checked="" type="checkbox"/>		Authorise	
BILL-000080	18/07/2020	SUP-000029	Cool Supplier Ltd	£ 530.00	£ 106.00	£ 636.00	Cool Supplier 81.pdf	demo	<input checked="" type="checkbox"/>		Authorise	
BILL-000079	18/07/2020	SUP-000029	Cool Supplier Ltd	£ 530.00	£ 106.00	£ 636.00	Cool Supplier 81.pdf	demo	<input checked="" type="checkbox"/>		Authorise	
BILL-000077	18/07/2020	SUP-000029	Cool Supplier Ltd	£ 230.00	£ 46.00	£ 276.00	Cool Supplier 80.pdf	demo	<input checked="" type="checkbox"/>	gtreg	Authorise	
BILL-000069	18/07/2020	SUP-000029	Cool Supplier Ltd	£ 230.00	£ 46.00	£ 276.00	Cool Supplier 80.pdf	demo	<input checked="" type="checkbox"/>		Authorise	
BILL-000066	18/07/2020	SUP-000029	Cool Supplier Ltd	£ 350.00	£ 70.00	£ 420.00	Cool Supplier 79.pdf	demo	<input checked="" type="checkbox"/>		Authorise	
BILL-000061	18/07/2020	SUP-000029	Cool Supplier Ltd	£ 530.00	£ 106.00	£ 636.00	Cool Supplier 81.pdf	demo	<input checked="" type="checkbox"/>		Authorise	
BILL-000055	18/07/2020	SUP-000029	Cool Supplier Ltd	£ 350.00	£ 70.00	£ 420.00	Cool Supplier 79.pdf	demo	<input checked="" type="checkbox"/>		Authorise	
BILL-000004	30/10/2017	SUP-000004	A UK Supplier	£ 720.00	£ 141.12	£ 861.12		demo	<input checked="" type="checkbox"/>		Authorise	

This is the list we would expect most users to use to authorise bills. It lists all Outstanding Bills (full or partial) that are On Hold. It is filtered by the logged in user being assigned to the bill, being allowed to see other assigned users bills or All bills.

There are hyperlinks to open the bill, the supplier and the attachment. If using Paperless bills the attachments would all be there as well.

A user can edit the On Hold Notes in the list. You can bulk Authorise Bills by tick selecting them and clicking the Authorise Selected toolbar button.

The Authorise button updates the on hold tick box to unticked, inserts into the On Hold notes first line the Authorising User, Date and time and also updates the Authorised By field (not editable by user for audit trail purposes).



Supplier Bill Form – Authorise Bill Tab

Account	Account Description	Notes	Total	Tax Code	Tax / VAT	Project Num...	Cost Heading
> 5000	Purchases Type A - UK		£ 350.00	UK 20 Std Rate...	£ 70.00		

Net Total			Vat Total			Gross Total
Total Expenses	Total Items	Total Net	Total Expense Tax	Total Items Tax	Total Tax / VAT	Total Gross
£ 350.00	+ £ 0.00	= £ 350.00	+ £ 70.00	+ £ 0.00	= £ 70.00	= £ 420.00

If you are the assigned user or can see the assigned to users bills or you can authorise all bills, you could authorise the bills one by one in the bill form by clicking the Authorise Bill button. It is more likely that this would just be used to see who did authorise a specific bill if there is a query later on.

When the Authorise Bill button is clicked it would untick the on hold button, enter into the on hold notes the user who authorised it, date and time. It also updates the Authorised By Field as well.



Supplier – Setup – Authorise Bills Users

UserCode	System User Name	Active	See other Users Assigned Bills	See All Bills
admin	Admin User	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Credit Control	Credit Control	<input checked="" type="checkbox"/>	demo	<input type="checkbox"/>
demo	demo	<input checked="" type="checkbox"/>		<input type="checkbox"/>
WMS	WMS	<input type="checkbox"/>		<input type="checkbox"/>

This is a list of active users in the system. We can make any Active Authorise Bill Users. i.e. these are the users that are allowed to authorise bills.

We have allowed for certain suppliers bills to be authorised by a user or group of users. In the screen shot above you can see that the Admin user can see all bills whoever they are assigned to and the Credit Control user can see their own and demo user's assigned bills. The demo user can only see bills assigned to them. All users can see bills assigned to no one.



Supplier – Setup – Supplier Default Authorise Bill User

Supplier Code	Supplier Name	Default Authorise Bill User Assigned
SUP-000001	Natalie	
SUP-000002	Super Sales Agent	
SUP-000003	sales Rep 1	
SUP-000004	A UK Supplier	demo
SUP-000005	A US Supplier	
SUP-000006	A French Supplier	
SUP-000007	Stationary Supplies	
SUP-000008	Gas Supplier	Admin User
SUP-000009	Electricity Supplier	
SUP-000010	The Toy Warehouse	
SUP-000011	Bits And Bobs	
SUP-000012	The Toys And Games Place	
SUP-000013	Young's Wholesale Company	
SUP-000014	Merchant Toys Ltd	
SUP-000015	The Ink Shop	
SUP-000016	Telephone and Internet Supplier	
SUP-000017	Extra Special Stationary	
SUP-000018	Babs Cabs	
SUP-000019	British Airtravel	

This is a list of all active suppliers. It allows us to decide a default Authorise Bill user per supplier. So any bills created would automatically get tagged with this user.

If a supplier / bill had no default assigned user then all Authorised Bill Users will be able to see and authorise the bill.