



Product Updates: R17.3, June 2017

Authorisation flow with comments from supplier invoices

If you are allowed to authorise posting or payments of supplier invoices, you now have the possibility to add comments. A collapsible section called **Authorisations** has been added below the supplier invoice details area. Only users with authorisation rights can see the section.

When a comment is added to the field the date and username will be displayed automatically. Remember to click **Save comment**. You can change/delete your own comments.

Below you can see an invoice awaiting posting authorisation with a comment.

▼ Authorisations

Date	User	Comment
30.05.2017	Emma Olsson	Invoice is incorrect. Awaiting response from Supplier

Enter a comment here

Save Comment

Authorise Posting Remove Posting Authorisation Authorise Payment Remove Payment Authorisation **Hold**

Authorise posting comes first in the authorisation process. If you have the rights to authorise both posting and payment, the **authorise posting** button will be green while the **authorise payment button** is grey and unclickable. When posting authorisation is completed the **authorise payment button** will be green while the **authorise posting button will be grey**.

Remove Posting authorisation/Remove Payment authorisation, if you click these buttons the authorisation will be removed.

Hold is for when a user halts the authorisation flow and stops the possibility of posting, registering a payment, authorising or removing an authorisation. In the invoice list an invoice on hold will display a red exclamation point.



Product Updates: R17.3, June 2017



Where: [Supplier Invoice - authorisations](#)