Mysoft Plugin Data Sheet

A/P Supplier Invoice Approval/Authorisation

Sage X3 includes as standard a purchase approval system but it is limited to using Purchase Orders and Purchase Requests. Mysoft has created a plugin to include a payment approval process for direct invoices such as utility bills.

The following functionality is included;

1. Up to 4 authorisation users per Supplier.
2. Authorisation limit by user.
3. Left list filtering by authorisation user.
4. Prevent changes to the Invoice one in the authorisation circuit.
5. The option for designated users to recall an invoice from the authorisation circuit.
6. Authorisation Override. The ability to step over an authoriser in the chain if necessary.
7. Out of Office option to delegate authorisations while away.
8. Automatic posting of the Invoice once the point in the circuit has been reached.
9. Authorisation history.

10. Workflow is used to send e-mails when an invoice is sent for authorisation, moves through the chain, is rejected, put on hold, recalled and authorised.
11. Authorisation limits converted for use with Foreign currency Invoices.
12. An option to mass-change an authorisation, for instance if someone leaves.

Below is a screen shot of user parameters.

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