Accessing OK Corral

- From **OKCorral.okstate.edu**, login with your O-Key Login & Password.
- On the left side of the OK Corral homepage, review the **Bulletin Board** information for new announcements or training materials.

The User Profile Menu

1. Click the drop-down to the right of your name located in the top banner. Click **View My Profile** then click **User Information and Settings**.
2. Click the **User Profile and Preferences.** Review/edit **User's Name, Phone Number, Email, etc.**
3. Click the **Email Preferences**. Review/edit **Email Preferences**.
4. Click the **Language, Time Zone and Display Settings** and review/edit these settings. Reminder: **Preferred email** format is **HTML**
5. User can access, view, and make updates to **My Pending Requisitions**, **My Recently Completed Requisitions**, and **My Recently Completed Purchase Orders.**
6. Click the Home Icon or the OK Corral Logo to exit **My Profile**.

Reviewing Action Items

Action Items are items that require some sort of action from the active user such as a requisition to approve, carts assigned to me, price file to review, etc. Action items are accessed from the **Action items** menu option in the top banner.

Invoicing

Purchase orders, including invoice attached, will require that a buyer invoice be created in order for payment to be made. The buyer invoice populates with information from the purchase order. When possible, the receipt should be created before the buyer invoice.

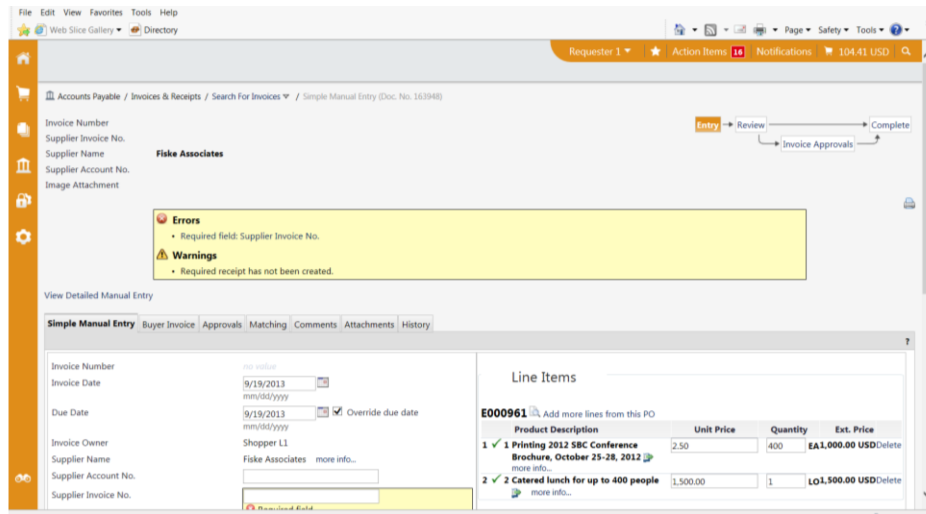
Electronic Invoices

Buyer invoices are created electronically by **some** punch-out vendors, such as Staples, VWR International, and Fisher Scientific, so they do not send paper invoices. If one of these vendors is unable to upload an electronic invoice for technical reasons, they may send a paper invoice. If you receive a paper invoice, you can create a buyer invoice, but otherwise do not create a buyer invoice or a duplicate payment could occur.

Other punch-out vendors, such as Fenton's/HON furniture, always send paper invoices, so a buyer invoice must be created and a scanned copy attached manually.

Creating a buyer invoice.

1. Locate the purchase order from **Orders & Documents** ⇨ **Search Documents.**
2. Click **Go**, then click on the relevant **PO number.**
3. Select **Create Invoice** from the **Available Actions** drop down and click **Go**.
4. **Simple Manual Entry** is displayed. Enter the Invoice Date and Supplier Invoice No. from the paper document. Duplicate Value indicates that the supplier invoice number has been used for this vendor before, so confirm that this is not a duplicate invoice.



5. Click **Delete** next to any line items that do not appear on the paper document.

✓ 2 Catered lunch for up to 400 people | 1,500.00 | 1 | LO 1,500.00 USD Delete

6. Adjust the **Quantity** and/or **Unit Price** as appropriate to match the paper document.
7. Check that the **Total** at the bottom right matches the paper document, then click **Save**.
8. Click **Review** on the top right flowchart and the **Buyer Invoice** is displayed.
9. Browse for and attach the scanned copy of the invoice using the **add attachment** link under the **Note/Attachments** section.
10. Click on the **Codes** tab and confirm the accounting information is correct.
11. To add a note to the invoice, click on the **Comments** tab, then click **Add Comment**, make the note, then click **Add Comment** again.
12. Confirm that the **Total** at the bottom right matches the paper document, then click **Complete** on the top right flowchart. The invoice remains as a draft and will not pay until **Complete** is clicked.

Price split message

Errors

- For one or more lines, the amount of price splits total does not equal the line item's price. (Line 1) - Discount
- For one or more lines, the amount of price splits total does not equal the line item's price. (Line 1) - Handling

This is a partial list of errors. Click here to see all (6)

The above message indicates that there is a split mismatch. To correct it:

1. Click **Review** on the top right flowchart and the **Buyer Invoice** is displayed.
2. Click on the **Codes** tab. The extended price will be what you entered, but the split amounts are the remaining balance for the invoice.
3. Click the **edit** button **remove** any unused splits on the line.
4. Edit the split amounts on the line and click **recalculate / validate values**. When the extended price equals the split total, the message will be removed.

Invoicing - Quick Reference

Creating a credit memo.

1. Locate the purchase order from **Orders & Documents** ⇨ **Search Documents.**
2. Click **Go**, then click on the relevant **PO number.**
3. Select **Create Credit Memo** from the **Available Actions** drop down and click **Go**.
4. **Simple Manual Entry** is displayed. Enter the Invoice Date and Supplier Invoice No. from the paper document.
5. Click **Delete** next to any line items that do not appear on the paper document.
6. Adjust the **Quantity** and/or **Unit Price** as appropriate to match the paper document.
7. Check that the **Total** at the bottom right matches the paper document, then click **Save**.
8. Click **Review** on the top right flowchart and the **Buyer Credit Memo** is displayed.
9. Browse for and attach the scanned copy of the credit memo using the **add attachment** link under the **Note/Attachments** section.
10. Click on the **Codes** tab and confirm the accounting information is correct.
11. To add a note to the invoice, click on the **Comments** tab, then click **Add Comment**, make the note, then click **Add Comment** again.
12. Confirm that the **Total** at the bottom right matches the paper document, then click **Complete** on the top right flowchart. The credit memo remains as a draft and will not pay until **Complete** is clicked.

Attaching a document after the buyer invoice or buyer credit memo is created.

After the buyer invoice or buyer credit memo is completed, the **add attachment** link under the **Note/Attachments** section is no longer available. To add a document, use the **Add Comment** function.

1. Select **Add Comment** from the **Available Actions** drop down and click **Go**.
2. Click **Browse**, then browse for and select the document.
3. Make a note, such as "Attached invoice.", then click **Add Comment**.

Multiple Invoices

In some cases, a vendor might send multiple invoices to fulfill one purchase order. For example, goods may be split into multiple shipments, a service could be performed monthly, or an installation service might be invoiced in segments and each segment could be invoiced separately. Because of this, it is possible to perform invoicing more than once on a given purchase order.

Payment Status

1. Locate the invoice from **Orders & Documents** ⇨ **Search Documents.**
2. Click on **my invoices**. A list of invoices with their status appears.
   - **In Process** indicates that the invoice is awaiting accounting approval.
   - **Payable** indicates the invoice has been approved but a check has not been issued.
   - **Paid** indicates that a check has been issued.
   - **ePayables** indicates that the vendor can take payment through their state-issued virtual credit card.

Purchase orders that need invoices can be found**.**

1. Search for purchase orders from **Orders & Documents** ⇨ **Search Documents.**
2. Click **Go**. A list of purchase orders with their status appears.
3. You can filter further by clicking on **No Invoices** or **Partially Invoiced** under **Invoice Status**.

Draft invoices

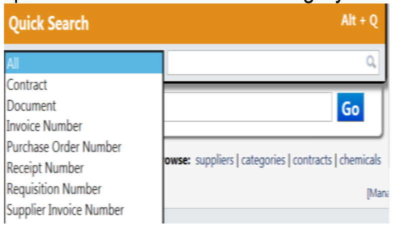
Any invoice that is created but not completed remains as a draft invoice. After confirming that none of the draft invoices need to be completed by researching purchase orders that need invoices, the draft invoices can be deleted.

1. Click **Accounts Payable** ⇨ **View Draft Invoices.**
2. To delete all draft invoices, select **Delete all drafts** from the drop down and click **Go**. To delete some invoices, click their box and then select **Delete selected drafts** from the drop down and click **Go**.

Requisition and Purchase Order Search

- All requisitions and purchase orders are <u>permanently</u> stored within **OK Corral.**

1. Select **Orders & Documents** in the icon tool bar at the left of the home page. Select **Search Documents,** enter your search criteria such as a requisition, purchase order number, or supplier name and select **Go**.
2. The **Quick Search** icon in the top banner will also allow the user to conduct quick searches. Click **Quick Search** and select the drop-down menu. Select the category and enter the document number then select search.



3. Click the requisition, purchase order, receipt, or invoice number to view the document summary, detail, and approval history.
4. You can also filter by Custom Fields appropriate for the document, such as **Campus Code**, **Contract** or Accounting Codes such as **Account String** or **Sub Code**.