Invoicing - Quick Reference

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 User Profile 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. Click Add Comment next to any line items that do not appear on the paper document.
5. Adjust the Quantity and/or Unit Price as appropriate to match the paper document.
6. Check that the Total at the bottom right matches the paper document, then click Save.
7. Click Review on the top right flowchart and the Buyer Invoice is displayed.
8. Browse for and attach the scanned copy of the invoice using the add attachment link under the Note/Attachments section.
9. Click on the Codes tab and confirm the accounting information is correct.
10. To add a note to the invoice, click on the Comments tab, then click Add Comment, make the note, then click Add Comment again.
11. 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.

Reminder: Preferred email format is HTML.
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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 permanently 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.