



Receipting - 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 **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.

Receipting Purchase orders require receipt to indicate invoice payment approval. An email notification is sent when a receipt is necessary. When possible, the receipt should be created before the buyer invoice.

Quantity receipts should be created for goods where there is a known quantity on the PO.

PO No.	PO Line No.	Product Name	Catalog No.	Qty/UOM ordered	Previous Receipts	Quantity	Add to Inventory	Line Status	Actions
E000957	1	Staples Heavyweight Top-Tab File Folders, 1/3 Cut, Manila, LETTER-Size Holds 8 1/2" x 11", 50/Box	744100	10 BX		10	Received	Remove Line Receive & Return	
E000957	2	Staples Cross-Cut Commercial Shredder, 20-Sheet Capacity	374735	5 EA		5	Received	Remove Line Receive & Return	

1. Locate the purchase order from **Orders & Documents** ⇒ **Search Documents**.
2. Click the **PO number**.
3. Select **Create Quantity Receipt** from the **Available Actions** drop down and click **Go**.
4. Enter a unique **Receipt Name** (if needed).
5. Enter the **Packing Slip No.** and attach a scan of the packing slip (if needed).
6. The receipt populates with the remaining quantity from the purchase order. **If the received quantity matches the purchase order exactly**, click **Complete** and you're done.
7. Click **Remove Line** for any line items where goods or services were not received. This does not affect the underlying purchase order, only the current receipt.
8. Click **Receive & Return** when an item is received, but it is realized immediately that it will need to be returned.
9. Enter the received **Quantity**. **Check the totals**, then Click **Save Updates**, then click **Complete**.

Cost receipts should be created for services or for goods where there is not a known quantity on the PO.

PO No.	PO Line No.	Product Name	Catalog No.	Qty/Cost Ordered	Previous Receipts	Cost	Line Status	Actions
E000961	1	Printing 2012 SBC Conference Brochure, October 25-28, 2012	na	1,000.00		1,000.00	Cost Received	Remove Line Receive/Cancel
E000961	2	Catered lunch for up to 400 people	na	1,500.00		1,500.00	Cost Received	Remove Line Receive/Cancel

1. Locate the purchase order from **Orders & Documents** ⇒ **Search Documents**.
2. Click the **PO number**.
3. Select **Create Cost Receipt** from the **Available Actions** drop down and click **Go**.
4. Enter a unique **Receipt Name** (if needed).
5. Enter the **Packing Slip No.** and attach a scan of the packing slip (if needed).
6. The receipt populates with the remaining cost from the purchase order. **If the received cost matches the purchase order exactly**, click **Complete** and you're done.
7. Click **Remove Line** for any line items where goods or services were not received. This does not affect the underlying purchase order, only the current receipt.
8. Enter the received **Cost**. **Check the totals**, then Click **Save Updates**, then click **Complete**.



Receipting - Quick Reference

Returns after the initial **quantity** receipt is completed.

1. Locate the purchase order from **Orders & Documents** ⇒ **Search Documents**.
2. Click **Go**, then click on the relevant **PO number**.
3. Select **Create Quantity Receipt** from the **Available Actions** drop down and click **Go**.
4. Enter a unique **Receipt Name** (if needed).
5. Enter the **Packing Slip No.** and attach a scan of the packing slip (if needed).
6. Click **Remove Line** for any line items where goods or services are not being returned. This does not affect the underlying purchase order, only the current receipt.
7. Click **Returned** from the **Line Status** drop down.
8. Enter the returned **Quantity**. Check the totals, then Click **Save Updates**, then click **Complete**.
9. Contact the vendor for a credit memo if applicable.

Returns after the initial **cost** receipt is completed.

1. Locate the purchase order from **Orders & Documents** ⇒ **Search Documents**.
2. Click **Go**, then click on the relevant **PO number**.
3. Select **Create Cost Receipt** from the **Available Actions** drop down and click **Go**.
4. Enter a unique **Receipt Name** (if needed).
5. Enter the **Packing Slip No.** and attach a scan of the packing slip (if needed).
6. Click **Remove Line** for any line items where goods or services are not being returned. This does not affect the underlying purchase order, only the current receipt.
7. Click **Cost Received** from the **Line Status** drop down. Do not use Cost Canceled.
8. Enter the returned cost with a minus (-) in front of it. Check the totals, then Click **Save Updates**, then click **Complete**.
9. Contact the vendor for a credit memo if applicable.

Editing Receipts

Receipts can only be edited or deleted **if no invoices have been paid** on the purchase order.

1. Locate the purchase order from **Orders & Documents** ⇒ **Search Documents**.
2. Click **Go**, then click on the relevant **PO number**.
3. Click on the **Receipts** tab.
4. Click the **Receipt** number.
5. Click **Reopen Receipt**. If grayed out, it cannot be reopened.
6. Enter a **Comment** of why the receipt is being reopened.
7. Edit the receipt or click on **Delete** as needed.
8. Check the totals, then Click **Save Updates**, then click **Complete**.

Multiple Receipts

In some cases, goods or services may be received in segments in order to fulfill one PO. 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 receipting more than once on a given PO.

Mixing Quantity and Cost Receipts

Use only one type of receipt (Quantity or Cost) per purchase order.

Purchase orders that need receipts 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 Receipts** or **Partially Received** under **Receipt Status**.

Draft receipts

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

1. Click **Accounts Payable** ⇒ **View Draft Receipts**.
2. Click **Delete** next to the receipts that need to be deleted.

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**.