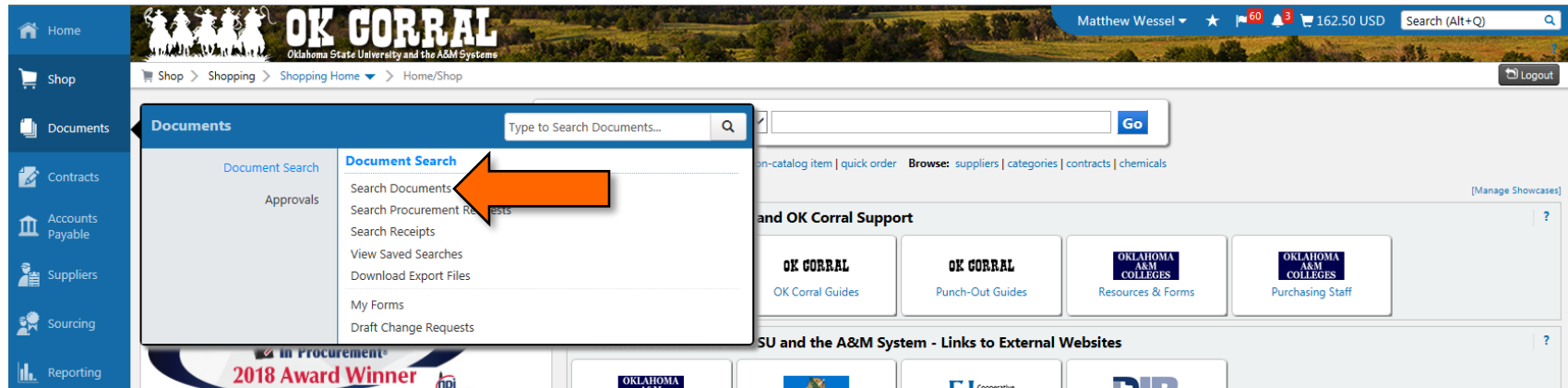
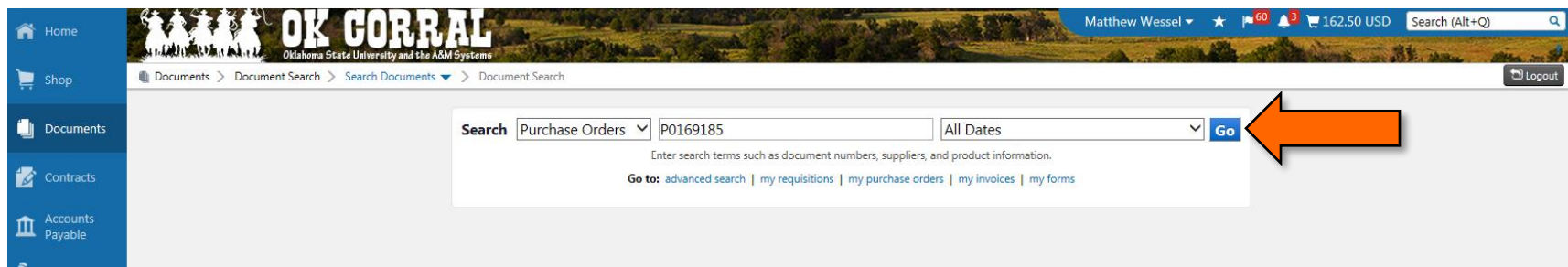


Creating an Invoice

1. Open the purchase order in OK Corral.
 - a. On the right hand side of the screen click on the stack of papers (Documents) and pick search documents.



- b. Enter the PO number and click Go.



c. Click on the PO number to open the PO.

The screenshot shows the 'OK CORRAL' Document Search interface. The left sidebar contains navigation links: Home, Shop, Documents, Contracts, Accounts Payable, Suppliers, and Sourcing. The main content area displays search results for 'Purchase Orders'. A table lists search results with columns: PO No, Supplier, Creation Date/Time, Requisition No., Requisitioner, Supplier Status, Settlement Status, and PO Total. The first result is PO P0169185, Supplier Airgas Inc, Creation Date/Time 12/11/2018 11:27 AM, Requisition No. 2491907, Requisitioner Matthew Wessel, Supplier Status Sent, Settlement Status Receipt-Required No Matches, and PO Total 121.60 USD. An orange arrow points to the PO number P0169185.

2. From the available actions drop down in the upper right hand corner of the screen pick 'create invoice' and click go.

The screenshot shows the 'Summary - PO P0169185' page. The left sidebar is the same as the previous screenshot. The main content area displays the PO details for P0169185, Revision 0, Supplier Airgas Inc. The 'Status' is 'Purchase Order'. The 'Available Actions' dropdown menu is open, showing options: Add Comment, Create Change Request, Add Notes to History, Cancel PO, Finalize Revision, Create Credit Memo, Create Cost Receipt, Create Invoice, Print Fax Version, Send Test PO, and Close PO. An orange arrow points to the 'Create Invoice' option.

3. You can create two ways – from the simple manual entry tab or the buyer invoice tab

4. Simple Manual Entry

a. Enter the invoice date and the supplier invoice number in the left hand column

- b. In the right hand column remove any lines that are not on the paper invoice you are submitting or adjust the amount if the invoice is not for the full line amount.

Entry → Review → Complete

Invoice Approvals

Available Actions Add Comment Go

Invoice Number
Supplier Invoice No.
Supplier Name

Supplier Account No.
Airgas Inc

Required field: Supplier Invoice No.

View Detailed Manual Entry

Simple Manual Entry Buyer Invoice Approvals Matching Comments Supplier Messages Attachments History

Invoice Number
Invoice Date
Due Date
Invoice Owner
Supplier Name
Supplier Account No.
Supplier Invoice No.
Remit To
Remit To Location List
Shipping address

no value

7/10/2019
mm/dd/yyyy

7/17/2019 ☐ Override due date

Matthew Wessel

Airgas Inc [more info...](#)

987654AB

Required field

[edit](#)
Po Box 676015
Dallas, TX 75267-6015

United States
Phone 1-918-5852611-
Fax 1-918-5820886-
Address Id AP Accounts Payable 1

Attn: Matthew Wessel
Room/Blg 123
Dept 100408 - Purchasing
OK State Univ
1224 N BOOMER RD
STILLWATER, OK 74078
United States

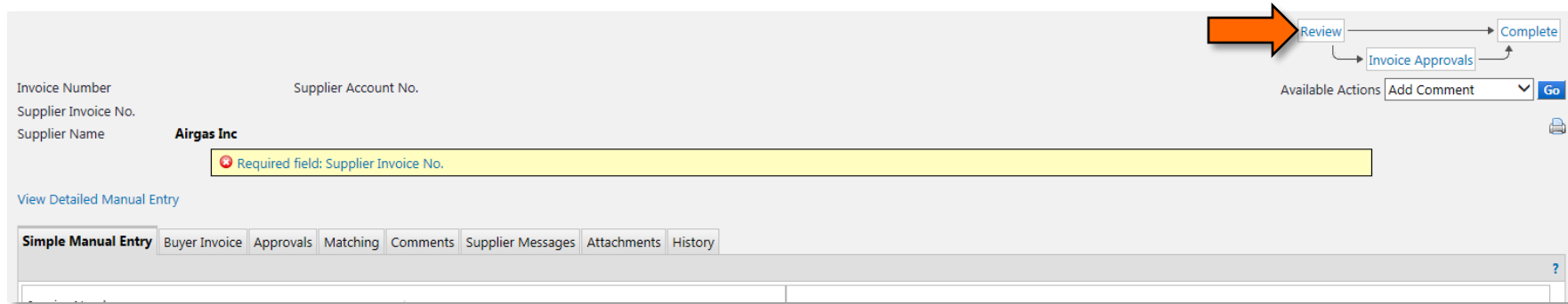
Line Items

P0169185 [Add more lines from this PO](#)

	Product Description	Unit Price	Quantity	Ext. Price	
1 ✓	1 Industrial Oxygen, Size 200 Cylinder, CGA-540 more info...	10.49	5	CYL 52.45 USD	Delete
2 ✓	2 RNTFRR-OX 200: Associated Cylinder Usage Charge more info...	13.83	5	CYL 69.15 USD	Delete

☐ Discount, tax, shipping & handling

5. Click review in the upper right corner. This will allow you to review your invoice before submitting it into work flow and to attach your paper invoice.



Invoice Number _____ Supplier Account No. _____

Supplier Invoice No. _____

Supplier Name **Airgas Inc**

Required field: Supplier Invoice No.

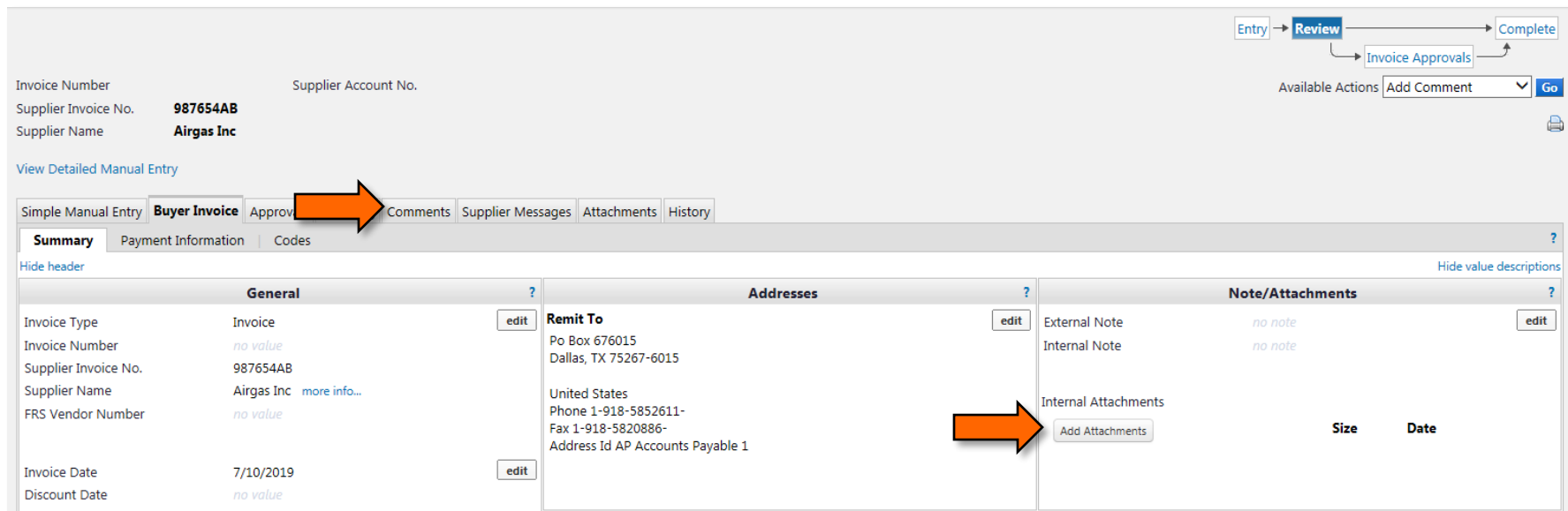
View Detailed Manual Entry

Simple Manual Entry | Buyer Invoice | Approvals | Matching | Comments | Supplier Messages | Attachments | History

Available Actions: Add Comment [Go]

Workflow: Entry → **Review** → Invoice Approvals → Complete

- a. You can attach your invoice on the right hand side under Note/Attachments by clicking 'Add Attachments' or by adding a comment on the comments tab.



Invoice Number _____ Supplier Account No. _____

Supplier Invoice No. **987654AB**

Supplier Name **Airgas Inc**

View Detailed Manual Entry

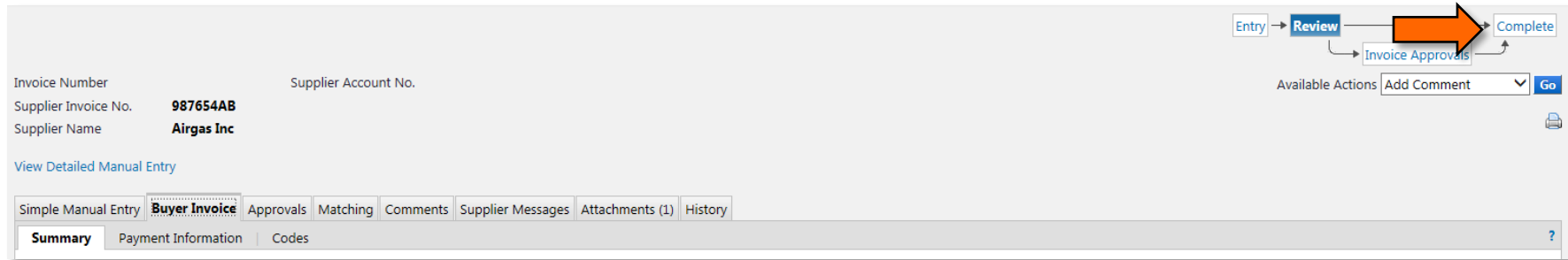
Simple Manual Entry | **Buyer Invoice** | Approvals | **Comments** | Supplier Messages | Attachments | History

Summary | Payment Information | Codes

Hide header

General		Addresses	Note/Attachments
Invoice Type	Invoice	Remit To	External Note
Invoice Number	no value	Po Box 676015	Internal Note
Supplier Invoice No.	987654AB	Dallas, TX 75267-6015	
Supplier Name	Airgas Inc more info...	United States	Internal Attachments
FRS Vendor Number	no value	Phone 1-918-5852611-	Add Attachments
		Fax 1-918-5820886-	Size Date
		Address Id AP Accounts Payable 1	
Invoice Date	7/10/2019		
Discount Date	no value		

6. After verifying everything is correct and attaching paper invoice, click complete in the upper right corner. This will complete your invoice, submit it into work flow and give you a link back to the PO.



Invoice Number: 987654AB
Supplier Invoice No.: 987654AB
Supplier Name: Airgas Inc

Supplier Account No.

View Detailed Manual Entry

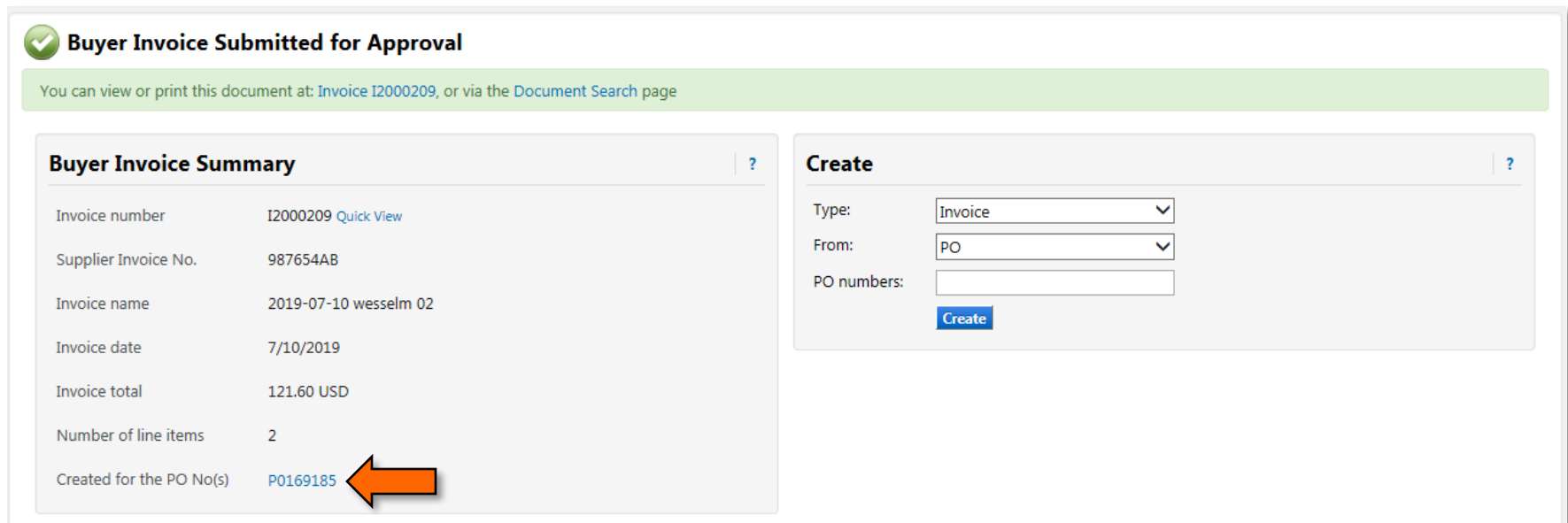
Simple Manual Entry **Buyer Invoice** Approvals Matching Comments Supplier Messages Attachments (1) History

Summary Payment Information Codes

Entry → Review → **Complete** (highlighted with orange arrow)

Invoice Approvals

Available Actions: Add Comment Go



✓ Buyer Invoice Submitted for Approval

You can view or print this document at: [Invoice I2000209](#), or via the [Document Search](#) page

Buyer Invoice Summary

Invoice number	I2000209 Quick View
Supplier Invoice No.	987654AB
Invoice name	2019-07-10 wesselm 02
Invoice date	7/10/2019
Invoice total	121.60 USD
Number of line items	2
Created for the PO No(s)	P0169185 (highlighted with orange arrow)

Create

Type: Invoice
From: PO
PO numbers:
Create

IMPORTANT NOTE***

If a valid invoice is not received, do not create a buyer invoice or a duplicate payment could occur. Staples and other punch-out vendors may send electronic invoices, so you do not need to create an invoice. A packing slip or order confirmation is not a valid invoice.