



# Reduce paper and save time by using Okay to Pay on McKesson SupplyManager<sup>SM</sup>

Within McKesson SupplyManager, “**Okay to Pay**” allows you to accept and approve invoices online – helping you become eco-friendly with paperless processing. Reconcile a three-way match with packing slips, purchase orders and invoices electronically, and save hours spent sorting through paper. Create a more efficient process by eliminating the need to mail, fax, and scan hard copies of invoices.

## Additional benefits of Okay to Pay:

- With Okay to Pay and electronic processing, you can eliminate monthly paper mailings
- Stay on top of your billing to help reduce days outstanding
- Access detailed reports online for the past 24 months, including approved, open and paid invoices
- Set permissions and control who can approve invoices
- Easily identify payments received by McKesson Medical-Surgical
- Generate and export reports, including summaries and line-item details

## To enroll in Okay to Pay:

Contact your Account Manager, or SupplyManager customer service at **800.422.0280**. When you are ready to go paperless, notify your Account Manager.

## Once you have enrolled in Okay to Pay, follow these steps to get started:

- 1 Select “**Orders**” from the main menu, then “**Invoices**”

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Check all or several invoices being received or paid.  
Note: You can search by **PO, invoice, order, ship to #** or **ship to name**.

**56 Invoices** in the last 30 days

LAST 30 DAYS ▾ Search within your Invoice History 🔍

ALL

(0) Options ▾ Sort By Invoice Number ▾ Display 25 ▾

INVOICE#/ORDER#	PO NAME	DATE	STATUS/MODIFIED BY	TOTAL	
<input type="checkbox"/> 0000X0000	0000X0000	03/09/2021	Pending	\$347.33	<a href="#">View Invoice &gt;</a>
#0000X000	#0000X000				
<input type="checkbox"/> 0000X0000	0000X0000	03/04/2021	Pending	\$146.83	<a href="#">View Invoice &gt;</a>
#0000X000	#0000X000				
<input type="checkbox"/> 0000X0000	0000X0000	03/04/2021	Pending	\$40.12	<a href="#">View Invoice &gt;</a>
#0000X000	#0000X000				

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Click the check boxes to the left side in order to change the status:

**56 Invoices** in the last 30 days

LAST 30 DAYS ▾ Search within your Invoice History 🔍

ALL

(3) Options ▾ **Okay to Pay** **Payment Sent** Sort By Invoice Number ▾ Display 25 ▾

INVOICE#/ORDER#	PO NAME	DATE	STATUS/MODIFIED BY	TOTAL	
<input checked="" type="checkbox"/> 0000X0000	0000X0000	03/09/2021	Pending	\$347.33	<a href="#">View Invoice &gt;</a>
#0000X000	#0000X000				
<input checked="" type="checkbox"/> 0000X0000	0000X0000	03/04/2021	Pending	\$146.83	<a href="#">View Invoice &gt;</a>
#0000X000	#0000X000				
<input checked="" type="checkbox"/> 0000X0000	0000X0000	03/04/2021	Pending	\$40.12	<a href="#">View Invoice &gt;</a>
#0000X000	#0000X000				

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To mark Okay to Pay click on the blue text at the top of the page. This will generate a stamp that includes the approver’s name and date of approval for audit purposes. Invoices can also be marked with “**Payment Sent**.”

- a. Receiving - Change Invoice Status to “**Okay to Pay**”, if received in full
- b. Accounts Payable – Change Invoice Status to “**Payment Sent**”

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An email will be sent once the invoice status has been changed.

