

PROCUREMENT OFFICE HOURS

June 18, 2024



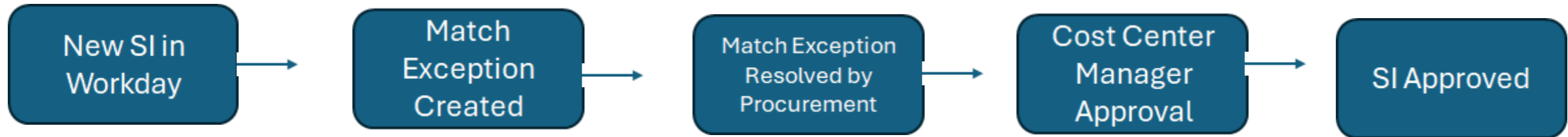
AGENDA

#	TOPIC	OBJECTIVE	LEAD
1	Match Exceptions	<ul style="list-style-type: none">Stakeholder Engagement – Live PollHow to manage	Heather / Dawn Ray / Heather
2	Quick Updates	<ul style="list-style-type: none">Receipt Accrual - Estimated Journal Lines R1457 UpdateUpcoming Stakeholder Engagement – Change	Dawn Ray

Supplier Invoice Management & Match Exception with Year-End Close

How to Manage Your Match Exceptions – Flow

> Example process flow: Supplier Invoice with Match Exception



– In Progress: NEW Match Exception Job Aid

Match Exceptions – Unit Actions

Reports Available:

Unit AP Work Queues on Procurement Services website:

<https://finance.uw.edu/ps/netid/invoice-backlog-summary-page>

- Awaiting Grant Manager/PI Approval
- Invoices needing unit receiving

Workday

- Supplier Invoice Tracking R1131
- Invoice Match Exception R1166

Match Exceptions – Unit Actions

Match Exception Name	Translation	Correction Initiator	Action needed by campus to resolve
Other Charges Exceeds \$100 Threshold	Other charges exceed the \$100 tolerance for PO's	Unit	<ul style="list-style-type: none"> • If valid, provide approval for "other charges" via a Connect ticket to pcshelp. • If not valid, submit Cancel Supplier Invoice Form in Connect.
Quantity Invoiced > Quantity Received	<p>The dollar value of the invoices posted to this PO line is greater than the amount of receiving done by the unit. This can be for a few reasons:</p> <ul style="list-style-type: none"> -Insufficient receiving -Overbilling by supplier -Invoice applied to an incorrect line -PO line incorrectly set up as a Goods line instead of a Services line 	Unit	<ul style="list-style-type: none"> • If valid, perform receiving to cover invoices • If not valid, submit Cancel Supplier Invoice Form in Connect. • If <u>invoice</u> is posted to the wrong line, submit ticket to PCS Help to move invoice to the correct line. • If PO was incorrectly set up as a Goods line, submit a Purchase Order Change/Close Request Connect form to change it from a Goods to a Services line.
Service Line Total Amount Invoiced > PO Line Amount	<p>The dollar value of the invoices posted to this PO line is greater than the amount of money on the PO line. This can be for a few reasons:</p> <ul style="list-style-type: none"> - Overbilling by supplier - Invoice applied to an incorrect line - PO Line item has insufficient funds 	Unit	<ul style="list-style-type: none"> • If valid, perform receiving to cover invoices • If not valid, submit Cancel Supplier Invoice Connect Form. • If invoice is posted to the wrong line, submit Connect ticket to PCS Help to move invoice to the correct line
Supplier Invoice Extended Line Amount / PO Extended Line Amount Exceeds \$100 and 5% Threshold	The supplier invoice is more than the 5% or \$100 tolerance allowable to be paid without unit approval.	Unit	<ul style="list-style-type: none"> • If the amount is valid, Unit should contact PCS Help with their approval to pay. • If the additional amount is not valid, submit a Cancel Supplier Invoice Form in Connect. • The department should reach out to the supplier to resolve pricing discrepancies.

Match Exceptions – Unit Actions

Supplier Invoice Extended Line Amount / PO Extended Line Amount Exceeds \$50 and 5% Threshold	The supplier invoice is more than the 5% or \$50 tolerance allowable to be paid without unit approval.	Unit	<ul style="list-style-type: none"> • If the amount is valid, contact PCS Help with approval to pay. • If the additional amount is not valid, submit a Cancel Supplier Invoice Form in Connect.
Supplier Invoice Freight Amount Exceeds \$1,000 Threshold	The freight/shipping charges on the supplier invoice is more than the \$1000.00 tolerance allowable to be paid without unit approval.	Unit	<ul style="list-style-type: none"> • If the amount is valid, Unit should contact PCS Help with their approval to pay. • If the additional amount is not valid, submit a Cancel Supplier Invoice Form in Connect.
Supplier Invoice Processed Without Receipt Created	Receiving has not been performed for this invoice	Unit	<ul style="list-style-type: none"> • Unit will perform receiving for the invoice
Supplier Invoice Total Amount / PO Total Amount Exceeds \$100 and 5% Threshold	The supplier invoice is more than the 5% or \$100 tolerance allowable to be paid without campus approval.	Unit	<ul style="list-style-type: none"> • If the amount is valid, Unit should contact PCS Help with their approval to pay. • If the additional amount is not valid, submit a Cancel Supplier Invoice Form in Connect. • If the PO is out of money, submit a Purchase Order Change/Close Form to add money to the PO.

Quick Updates



Quick Update Reminder – Deadlines & FAQ

> Upcoming deadlines

- 6/21: Revolving Fund replenishment requests
- 6/21: Field Advance Spend Downs
- 6/30: ProCard Verification
- 6/30: Invoice Receiving for goods and services received in June
- 6/30: Accounting Adjustment for Procurement Transaction (by Shared Environment Accountant security role)

> Procurement YEC FAQ – See below deadlines

- [Procurement Fiscal Year End Deadlines | Procurement Services \(uw.edu\)](#)

Quick Update Cont.

- > Receipt Accrual - Estimated Journal Lines R1457
 - Allowable now to search by CCH

Receipt Accrual - Estimated Journal Lines R1457

Company for Purchase Order Line

Supplier

Purchase Order

Cost Center

Funding Source

Purchase Order Buyer

Purchase Order Line Receipt Status

Purchase Order Status

Invoicing Status

Search

No matches found

Cost Center

Cost Centers by Cost Center Hierarchy

Inactive Cost Centers

Partially Received

Received

OK

Cancel

Quick Update – FY25 Stakeholder Engagements

- > Highlight of upcoming changes