<table>
<thead>
<tr>
<th>#</th>
<th>TOPIC</th>
<th>OBJECTIVE</th>
<th>LEAD</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Match Exceptions</td>
<td>• Stakeholder Engagement – Live Poll</td>
<td>Heather / Dawn Ray</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• How to manage</td>
<td>/ Heather</td>
</tr>
<tr>
<td>2</td>
<td>Quick Updates</td>
<td>• Receipt Accrual - Estimated Journal Lines R1457 Update</td>
<td>Dawn Ray</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Upcoming Stakeholder Engagement – Change</td>
<td></td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th>Match Exception Name</th>
<th>Translation</th>
<th>Correction Initiator</th>
<th>Action needed by campus to resolve</th>
</tr>
</thead>
</table>
| Other Charges Exceeds $100 Threshold | Other charges exceed the $100 tolerance for PO’s | Unit | • If valid, provide approval for “other charges” via a Connect ticket to pchelp.  
• If not valid, submit Cancel Supplier Invoice Form in Connect |
| Quantity Invoiced > Quantity Received | 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:  
- 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 | • If valid, perform receiving to cover invoices  
• If not valid, submit Cancel Supplier Invoice Form in Connect  
• If invoice 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 | 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:  
- Overbilling by supplier  
- Invoice applied to an incorrect line  
- PO Line item has insufficient funds | Unit | • 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 | • 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. |
<table>
<thead>
<tr>
<th>Description</th>
<th>Description</th>
<th>Unit</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supplier Invoice Extended Line Amount / PO Extended Line Amount Exceeds $50 and 5% Threshold</td>
<td>The supplier invoice is more than the 5% or $50 tolerance allowable to be paid without unit approval.</td>
<td>Unit</td>
<td>If the amount is valid, contact PCS Help with approval to pay.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>If the additional amount is not valid, submit a Cancel Supplier Invoice Form in Connect.</td>
</tr>
<tr>
<td>Supplier Invoice Freight Amount Exceeds $1,000 Threshold</td>
<td>The freight/shipping charges on the supplier invoice is more than the $1000.00 tolerance allowable to be paid without unit approval.</td>
<td>Unit</td>
<td>If the amount is valid, Unit should contact PCS Help with their approval to pay.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>If the additional amount is not valid, submit a Cancel Supplier Invoice Form in Connect.</td>
</tr>
<tr>
<td>Supplier Invoice Processed Without Receipt Created</td>
<td>Receiving has not been performed for this invoice</td>
<td>Unit</td>
<td>Unit will perform receiving for the invoice</td>
</tr>
<tr>
<td>Supplier Invoice Total Amount / PO Total Amount Exceeds $100 and 5% Threshold</td>
<td>The supplier invoice is more than the 5% or $100 tolerance allowable to be paid without campus approval.</td>
<td>Unit</td>
<td>If the amount is valid, Unit should contact PCS Help with their approval to pay.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>If the additional amount is not valid, submit a Cancel Supplier Invoice Form in Connect.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>If the PO is out of money, submit a Purchase Order Change/Close Form to add money to the PO.</td>
</tr>
</tbody>
</table>
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)](https://www.uw.edu)
Quick Update Cont.

> Receipt Accrual - Estimated Journal Lines R1457
  – Allowable now to search by CCH
Quick Update – FY25 Stakeholder Engagements

> Highlight of upcoming changes