

PROCESSING MATCH EXCEPTIONS IN WORKDAY

For Non-Punchout Purchase Orders:

If the receipt you are creating exceeds the remaining/requested balance of the purchase order, there are two possible actions you can take:

1. **(Preferred Action)** When you submit/process a receipt that exceeds the balance on the PO, a match exception request will be sent to Accounts payable. The approved match exception will allow the receipt to be processed and the invoice be paid, without changing the amount of the Purchase Order. **SELECT THIS OPTION IF YOU WILL NOT HAVE ANY OTHER RECEIPTS TO PROCESS FOR THIS PURCHASE ORDER!**

- Create and submit receipt, which will prompt a match exception request to Accounts Payable.
- The Match Exception business/approval process in Workday is similar to that of a requisition.
- When the match exception is approved, an invoice will be created and paid, based on the payment terms negotiated with the supplier.

2. If you anticipate creating additional receipts against a Purchase Order, you will need to request a PO Change Order to increase the amount. To process a PO Change Order, please follow these steps:

- Email jgibree@wellesley.edu or cdolan@wellesley.edu the with the PO number, the dollar amount of the increase, the line number you wish to increase (if applicable), the accounting string (if applicable) and any relevant paperwork. Please increase the balance to cover any/all future purchases, so as to minimize the number of changes. The purchasing office will process your Change Order request, and it will go through the approval process.
- When the Change Order has completed the approval process, you will be able to receive against it.

For Punchout Purchase Orders:

Punchout Purchase Orders that exceed \$1,000.00 will trigger a match exception to appear in your Workday Inbox for each line. To clear the match exception, click on the first Supplier Invoice (SI) which will help you identify the PO number you will need to create the receipt.

The screenshot displays the Workday Inbox interface. On the left, a list of match exceptions is shown, with the top item highlighted in grey and enclosed in a red box. This item is titled "Match Exceptions - Next Steps: Supplier Accounts Match Event for Supplier Invoice: SI-0051242" and is dated "7 day(s) ago - Due 10/16/2020". Below it are two other items: "Match Exceptions - Next Steps: Supplier Accounts Match Event for Supplier Invoice: SI-0051161" (dated 8 days ago) and "Self Evaluation: Annual Review 2019-2020: Cox, Cindy L." (dated 5 months ago).

On the right side, the "Complete To Do" section is titled "Match Exceptions - Next Steps" and includes an "Actions" button. Below the title, it states "7 day(s) ago - Due 10/16/2020" and "This purchase order is missing receipts." A red box highlights the "For" field, which contains the link "Supplier Invoice: SI-0051242".

Below the "For" field, a list of details is provided:

- Overall Process:** Supplier Invoice: SI-0051242, WB Mason on 10/14/2020 for \$42.44
- Overall Status:** In Progress
- Due Date:** 10/21/2020
- Instructions:** The amount of the supplier invoice exceeds the tolerance accepted ag

The "Instructions" section includes a numbered list:

1. (Preferred) Request a Match Exception Approval. A Match Exception if you do not anticipate further invoices for this Purchase Order.

Below the instructions, the word "Steps:" is visible.

After you click the Supplier Invoice number, look for the PO number (and line number, if applicable) under the Invoice Lines section. Once you have identified the PO and line number, type "Create Receipt" in the search bar field.

The screenshot shows a web interface for viewing a supplier invoice. At the top, there is a search bar with the text "create receipt" and a magnifying glass icon. Below this is a blue header with the text "View Supplier Invoice". The main content area is divided into two columns: "Invoice Information" on the left and "Terms and T" on the right. The "Invoice Information" section includes fields for Company (Wellesley College), Supplier (WB Mason), Currency (USD), Invoice Date (10/14/2020), Invoice Received Date (empty), Total Invoice Amount (42.44), and Amount Due (42.44). The "Terms and T" section includes fields for Payment Terms, Discount Date, Due Date, Default Payment Type, and Default Tax Option. Below these sections are three tabs: "Invoice Lines", "Matching Summary", and "Process History". The "Invoice Lines" tab is selected, showing a table with one item. The table has columns for Invoice Line, Line Match Exception, Company, Line Item Description, Supplier Item Identifier, and Business Document. The first row contains a magnifying glass icon, the text "Receipt is missing for purchase order line", "Wellesley College", "Breakfast Blend Coffee K-Cup Pods, 24/BX", "GMT6520", and a link "PO-0002687 - Line 2". A red box highlights the link, and a red arrow points from the search bar to it.

Invoice Line	Line Match Exception	Company	Line Item Description	Supplier Item Identifier	Business Document
🔍	Receipt is missing for purchase order line	Wellesley College	Breakfast Blend Coffee K-Cup Pods, 24/BX	GMT6520	PO-0002687 - Line 2 Matching 2

Under the Goods Lines, enter the quantities you received; or if appropriate, select "Fully Receive" for that line. You are not required to upload a receipt for Punchout Purchase Orders. When you have finished entering the quantities, hit submit. Entering the quantities you received, is confirmation for A/P that the order was fully received, and the invoice is all set to be paid.

Create Receipt

RC-0009101 for PO-0002691 Actions

Information Attachments **Lines**

6 items Sort By: ▼

Goods Lines	
BDH ETHYL ACETATE ACS GRD PO... BDH1123-4LP	0/1 Each
VWR BOTTLE MEDIA WITH CAP 20... 10754-822	0/1 Case
VWR LABCT BP SPP MD WHITE CS... 414004-345	0/3 Case
VWR LABCT BP SPP LG WHITE CS30 414004-344	0/1 Case
VWR LABCT BP SPP XL WHITE CS30 414004-342	0/1 Case
ACETONE ACS 1 GAL POLY BDH2002-1GLP	0/1 Case

Line Information

Item Description ACETONE ACS 1 GAL POLY

PO Line PO-0002691 - Line 6

Quantity to Receive

Unit of Measure Case

Fully Receive

Quantity Ordered 1

Ordered Quantity Invoiced 1

Total Quantity Already Received 0

Supplier Item Identifier BDH2002-1GLP

Memo

▼ Additional Information

Quantity Code (empty)