PROCESSING MATCH EXCEPTIONS IN WORKDAY

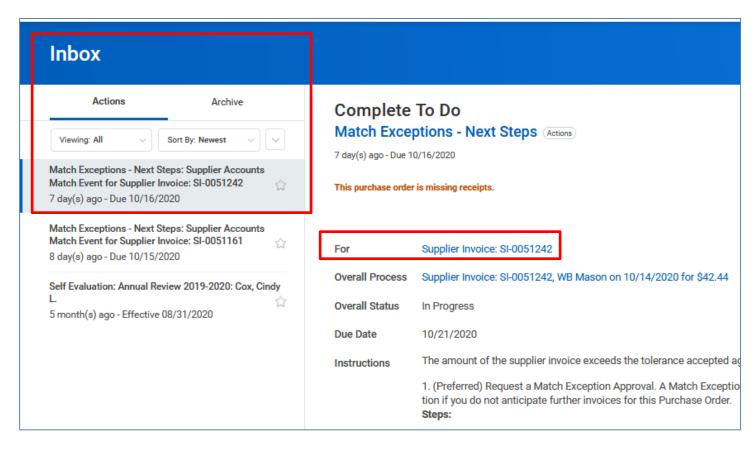
For Non-Punchout Purchase Orders:

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

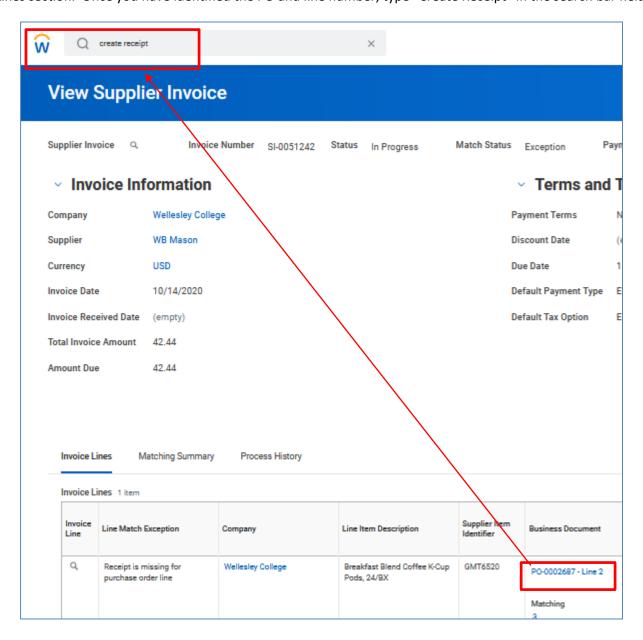
- 1. (Preferred Action) When you submit/process a receipt that exceeds the balance on the PO, a match exception request will be sent to Accounts payable. The approved match exception will allow the receipt to be processed and the invoice be paid, without changing the amount of the Purchase Order. SELECT 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 <u>jgibree@wellesley.edu</u> or <u>cdolan@wellesley.edu</u> 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.



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.



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.

