

Invoice Lookup Tool

4 DECEMBER 2024



Fiscal Administrators Meeting

1819

Invoice Lookup Tool | Payment Not Yet Made

Invoice Search | Invoices @UVA Finance

HOME / INVOICE SEARCH

GRAINGER

Displaying 1 - 100 of 1669

Supplier Num

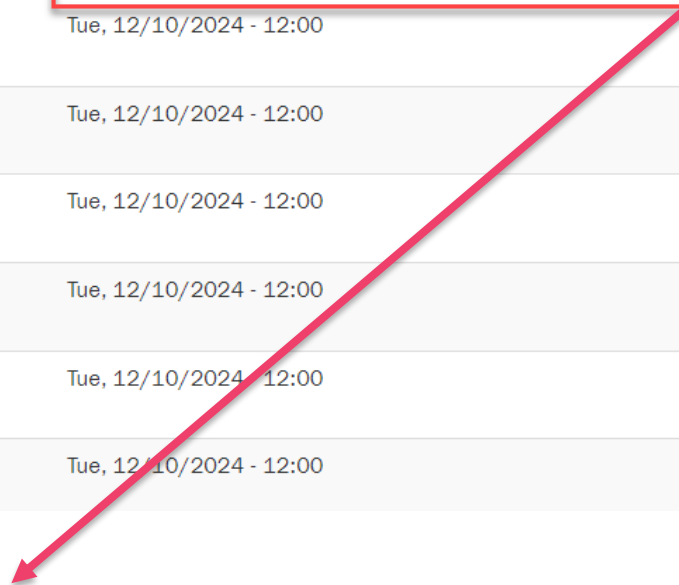
How to find your supplier number

no information is populated because payment has not yet been made

Invoice Date	Invoice Num	Supplier Invoice Num	Invoice Amount	PO Num	Invoice Received Date	Description	Payment Information
Mon, 11/25/2024 - 12:00	SI-0000498458	9326589778	12.90	PO-0266891	Tue, 11/26/2024 - 12:00		Sun, 12/15/2024 - 12:00 12/15/2024 is the payment due date
Mon, 11/25/2024 - 12:00	SI-0000498457	9326483915	448.95	PO-0266179	Tue, 11/26/2024 - 12:00		Sun, 12/15/2024 - 12:00
Mon, 11/25/2024 - 12:00	SI-0000498459	9326483907	1981.42	PO-0266555	Tue, 11/26/2024 - 12:00		Sun, 12/15/2024 - 12:00
Fri, 11/22/2024 - 12:00	SI-0000497316	9324789651	102.51	PO-0266531	Sat, 11/23/2024 - 12:00		Thu, 12/12/2024 - 12:00
Fri, 11/22/2024 - 12:00	SI-0000497331	9325050426	227.70	PO-0265700	Sat, 11/23/2024 - 12:00		Thu, 12/12/2024 - 12:00
Fri, 11/22/2024 - 12:00	SI-0000497312	9325430131	107.20	PO-0266739	Sat, 11/23/2024 - 12:00		Thu, 12/12/2024 - 12:00
Fri, 11/22/2024 - 12:00	SI-0000497345	9325430073	28.84	PO-0265645	Sat, 11/23/2024 - 12:00		Thu, 12/12/2024 - 12:00

Invoice Lookup Tool | Payment Completed

Fri, 11/01/2024 - 12:00	SI- 0000496337	9302364014	376.96	PO- 0255730	Mon, 11/11/2024 - 12:00	Thu, 11/21/2024 - 12:00 Payment was made on Fri, 11/22/2024 - 12:00 by BOA Paymode (#5607507) for 376.96
Wed, 11/20/2024 - 12:00	SI- 0000495614	9323156589	121.72	PO- 0266042	Thu, 11/21/2024 - 12:00	Tue, 12/10/2024 - 12:00
Wed, 11/20/2024 - 12:00	SI- 0000495619	9322917726	65.60	PO- 0265898	Thu, 11/21/2024 - 12:00	Tue, 12/10/2024 - 12:00
Wed, 11/20/2024 - 12:00	SI- 0000495627	9322468746	136.57	PO- 0265840	Thu, 11/21/2024 - 12:00	Tue, 12/10/2024 - 12:00
Wed, 11/20/2024 - 12:00	SI- 0000495626	9322468720	61.68	PO- 0265890	Thu, 11/21/2024 - 12:00	Tue, 12/10/2024 - 12:00
Wed, 11/20/2024 - 12:00	SI- 0000495615	9322917742	167.60	PO- 0265967	Thu, 11/21/2024 - 12:00	Tue, 12/10/2024 - 12:00
Wed, 11/20/2024 - 12:00	SI- 0000495622	9322468738	84.01	PO- 0265937	Thu, 11/21/2024 - 12:00	Tue, 12/10/2024 - 12:00



Due Date – Payment Date – Payment Method – Transaction Reference – Payment Amount

*Match Exceptions:
Overview and Handling*

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Match Exceptions | System Orientation

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Document Link (empty)
Memo (empty)
Approver (empty)
Requisition Type 1. Standard

Invoice Lines Matching Summary Additional Fields Attachments **Process History**

7 items

Process	Step	Status	Completed On	Due Date	Person (Up to 5)	All Persons	Comment
Supplier Invoice Event	Supplier Invoice Event	Step Completed	10/28/2024 03:00:57 PM		ISU-HNT-WD-NimbelloOCR	1	
Supplier Invoice Event	Review Supplier Invoice	Not Required				0	
Supplier Accounts Match Event	Supplier Accounts Match Event	Automatic Complete	10/28/2024 03:00:57 PM	10/30/2024		0	
Supplier Accounts Match Event	Batch/Job: Run Supplier Accounts Match Process	Step Completed	10/28/2024 03:00:57 PM			0	
Supplier Accounts Match Event	Review Supplier Accounts Match Exceptions	Awaiting Action		10/30/2024	Adeline D Coe (Accounts Payable Manager_CFIN) Mark Steven Cartwright (Accounts Payable Manager_CFIN) Ryan Ellis (Accounts Payable Manager_CFIN)	3	

		0	
/30/2024	Adeline D Coe (Accounts Payable Manager_CFIN) Mark Steven Cartwright (Accounts Payable Manager_CFIN) Ryan Ellis (Accounts Payable Manager_CFIN)	3	

When an invoice is in match exception, you will see the process history reflect these three names as "awaiting action"

This is **misleading**, but necessary as a function of Workday.

Please remember, none of these people are permitted to take action on this match exception. **The department representative must complete an invoice correction form and/or change order to release the exception.** (see appendix)

Receiving, Documentation, Packing Slips

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Receiving | Packing Slips

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View Supplier Invoice

Supplier Invoice

Invoice Information

Company	The Rector & Visitors of the University of Virginia
Supplier	J&A Painting And Home Improvements, Inc.
Remit-To Connection	J&A Painting And Home Improvements, Inc. - Remit-To: CVILLE
Currency	USD
Invoice Date	10/21/2024
Invoice Received Date	12/05/2024
Control Total Amount	795.00
Total Invoice Amount	795.00
Amount Due	795.00

Invoice Reference Information

Payment Terms	Net 45
Discount Amount Override	0.00
Supplier Document Received	
Supplier's Invoice Number	24-313
Discount Date	(empty)
Discount Date Override	(empty)
Document Link	(empty)
External PO Number	(empty)
Memo	(empty)

Actions

- Supplier Invoice
- Add/Change Attachment
- Add Attachment
- Create Adjustment
- Find Possible Duplicates

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Add Attachment for Supplier Invoice

Supplier Invoice Supplier Invoice: SI-0000480210

Attachments

PDF 24-313.pdf

Comment

Appendix

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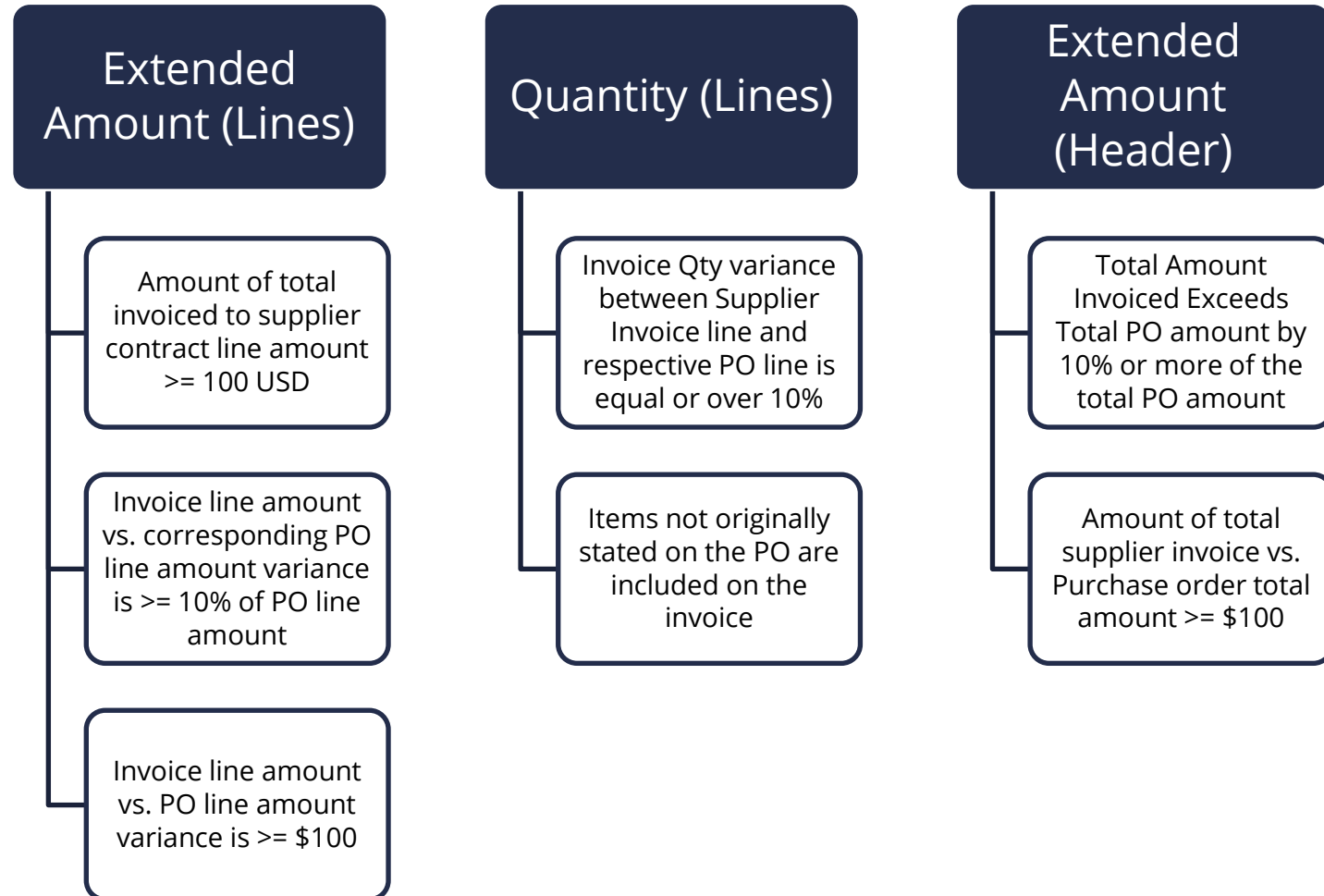
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Match Exceptions | What causes a match exception?

A **match exception** is an invoice status that occurs when there is a discrepancy between what is on the purchase order and what is on the invoice being matched against the purchase order.

Match exceptions can be simplified into three statements:

- Any extended amount discrepancy on the line or header level equal to or exceeding **10%** or **\$100**, **whichever is lower**, will go into match exception.
- Any quantity discrepancy on the line level equal to or over **10%** will go into match exception.
- Any invoice item without a corresponding PO line to match to will go into match exception



Match Exceptions | What causes a match exception?

Match Exceptions can occur for many reasons, some of which can be avoided:

Price / Quantity Flip (aka Blanket Orders)

The Price/Quantity flip is an outdated practice from our Oracle System, carried into initial Workday use. It involves reversing price and quantity on purchase order lines to allow multiple invoices to match against a single line. However, suppliers typically don't invoice this way, leading to manual intervention to avoid match exceptions.

**Utilize Service Lines
in Workday (for
services)**

Unknown Costs / Change in Scope

Sometimes, unexpected costs or increases to scope happen. Once you are aware that new costs are likely coming for your order, ask for a proforma invoice from the supplier and use that to update or add these new costs to the purchase order.

Proactive PO Updates

Quote / PO Mismatch

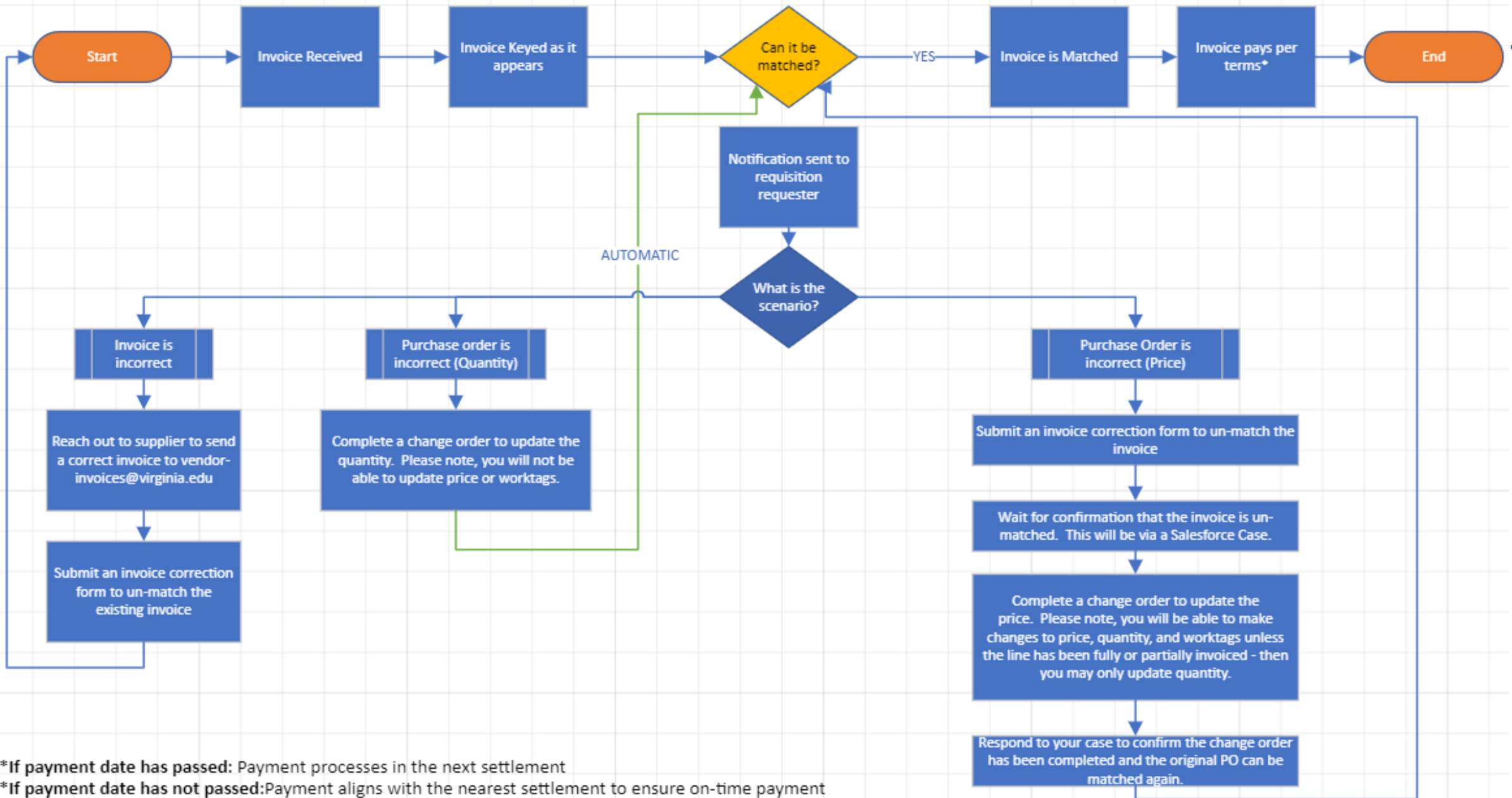
When you receive a quote from the supplier, try to enter the PO lines in a way that matches the quote exactly. Their invoice will likely match their quotation exactly.

**Enter the PO so that it
matches the supplier
quote exactly**

Mistakes

Mistakes happen – both on our side and the supplier's side. If you find that a supplier continues to make the same mistakes, even after a discussion, escalating this to AskFinance attn: Invoice Processors is the next step.

Releasing Match Exceptions



*If payment date has passed: Payment processes in the next settlement

*If payment date has not passed: Payment aligns with the nearest settlement to ensure on-time payment

Match Exceptions | Procedure

The business process has been designed to notify the requisition requester that a match exception has occurred and prompt them to act accordingly. However, the following action depends on the requisitioner understanding the nature of the exception.

Is the Invoice Incorrect?	Is the PO Incorrect? (Quantity)	Is the PO Incorrect (Extended Amount)
<ul style="list-style-type: none">• Reach out to the supplier• Request a new Invoice• Submit an Invoice Correction Form to remove the already matched invoice	<ul style="list-style-type: none">• Initiate a Change Order in Workday• Submit the change Order• The match rules will run again and, if the change order is accurate, release the match exception	<ul style="list-style-type: none">• Submit an invoice correct form asking to un-match the invoice from the purchase order• Initiate and submit a change order• Respond back to your salesforce case asking to rematch the invoice

Central Finance does not override match exceptions.

Addressing match exceptions is the responsibility of the department and requisitioner. We are always happy to help navigate any necessary changes but cannot make decisions on behalf of the requisitioner.

Match Exceptions | Current State & Looking Forward

Available Reports

Match Exceptions on Supplier Invoices

Company

Supplier

Supplier Category

Supplier Groups

Cost Center Hierarchies

Cost Center

Invoice Due Date On or After

Invoice Due Date On or Before

Manage Filters
Save

0 Saved Filters

Cancel
OK

Match Exceptions on Supplier Invoices

If Supplier Invoice has requisition, the match exception notification goes to the Person in the Requested by column else it goes to the P2P approver.

294 Items

Supplier Invoice	Is Adjustment?	Invoice Number	Company	Invoice Due Date	Discount Due Date	Total Invoice Amount	Currency	Supplier	Supplier Category	Supplier Groups	Invoice Aging Days	Header in Exception	Lines in Exception	Invoice
Q		SI-0000276355	The Rector & Visitors of the University of Virginia	05/20/2023		391.30	USD	New England Biolabs	Corporation - S-Corp, C-Corp	Contract	341	Yes	1	
Q		SI-0000276357	The Rector & Visitors of the University of Virginia	06/26/2023		100.43	USD	New England Biolabs	Corporation - S-Corp, C-Corp	Contract	304	Yes	1	
Q		SI-0000302070	The Rector & Visitors of the University of Virginia	07/07/2023		836.19	USD	Bio-Rad Laboratories, Inc.	Corporation - S-Corp, C-Corp	Contract	293	Yes	2	
Q		SI-0000358747	The Rector & Visitors of the University of Virginia	07/11/2023		606.38	USD	Abbott Laboratories Inc	Corporation - S-Corp, C-Corp		289	Yes	1	

Strategies for Avoiding Match Exceptions

Goods Lines vs Service Lines

Match Exceptions | Goods Lines vs. Service Lines

What are “Goods”

Goods are tangible items that are typically manufactured or produced. This can range from raw materials all the way to products such as office supplies or equipment. Goods are something that you could keep inventory on. Goods can be counted.

What are “Services”

Unlike goods, services are intangible and involve the performance of work or the provision of expertise by one party for another. Services can include professional advice, maintenance, consulting, or other types of work where the outcome is not a physical product. When purchasing services, there will typically be terms, conditions, schedules, timelines, scope of work, deliverables, and performance standards. Services are usually not counted.

Sometimes, **services** can be counted if they are billed in measured quantities, such as “hours”.

Examples of Goods

- Office supplies
- Computer Hardware
- Machinery
- Raw Materials
- Manufactured Parts

Examples of Services

- Consulting
- Maintenance Contracts
- Software Support
- Training Sessions
- Legal or Financial Advisory Services

Match Exceptions | Goods Lines vs. Service Lines

What is the difference between a goods line and a service line?

Quantity	*Unit of Measure	Unit Cost	Extended Amount	Due Date	Lead Time	Delivery Type	Retention	Prepaid	Deliver-To	*Ship-To Address	Ship-To Contact
0		0.00	0.00	MM/DD/YYYY			<input type="checkbox"/>	<input type="checkbox"/>		1001 Emmet Street N. Charlottesville, VA 22903 United States of America	

Goods lines include fields where you must put both a quantity and a unit price. Invoices matched against goods lines will look at both of these fields to determine if the PO has sufficient funds to satisfy the invoice.

Match Exceptions | Goods Lines vs. Service Lines

What is the difference between a goods line and a service line?

Goods Lines **Service Lines** Project-Based Service Lines Tax Retention Terms Prepaid Details Attachments

Service Lines 1 item

Amount	Due Date	Start Date	End Date	Retention	Prepaid	Deliver-To	*Ship-To Address	Ship-To Contact	Memo	Location
0.00	MM/DD/YYYY	MM/DD/YYYY	MM/DD/YYYY	<input type="checkbox"/>	<input type="checkbox"/>		1001 Emmet Street N. Charlottesville, VA 22903 United States of America			

Service lines only have an amount field. This is where you will enter the total amount of money you intend to spend. You may have more than one service line if needed.

When an invoice is matched against a service line, Workday will only look at the total amount remaining on that service line and match it against the invoice. If the service line has enough money, the invoice will pay.

Match Exceptions | Goods Lines vs. Service Lines

When to use a goods line

The item can be counted and inventoried – it is physical

The item can be shipped – it is physical

The item is a purchase that has no obligation for ongoing maintenance by the seller

IE// Software provided as a one-time download that is installed directly on your computer (MS Office)

When to use a service line

The “item” cannot be counted or inventoried – it is not physical

The “item” cannot be shipped – it is not physical

The “item” is a purchase that has an ongoing obligation for maintenance by the seller

IE// Cloud-based software