

Audience / Role	Initiator of the Procurement Documents
Description	This job aid provides instructions to manage supplier match events and exceptions.

Supplier Accounts Match

- 1 You will receive a My Tasks item if a Supplier Invoice does not match the Procurement Documents.

Open the invoice to view the Match Exceptions.

If there is a match exception at the “header”, you will see that in tab Matching Summary

Invoice Lines	Matching Summary
Header Match Exception	(empty)
Number of Invoice Lines	1
Original Lines in Match Exception	1
Current Lines in Match Exception	1

If there is a match exception at the line level you will see those on the Invoice lines

Invoice Lines	Matching Summary
Invoice Lines 1 item	
Invoice Line	Line Match Exception
Q	"PO Line Quantity is less than combined Supplier Invoices" Receipt Quantity is less than Supplier Invoice Receipt Total is less than Supplier Invoice
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2	If the supplier invoice unit cost and extended amount does not match the original PO, Workday puts the supplier invoice in match status 'Exception.'
3	If in 'Exception.' status in the invoice lines, you will see a list of the line match exceptions in the appropriate row and column. This will need to be resolved before you can pay the invoice.
4	Determine to: 1. Edit the Purchase Order (PO) or do a Change Order. 2. Create or edit a Receipt 3. Request a revised invoice from the supplier.

What Happens Next?

- Once the invoice is "Matched", the match exception will automatically remove from your My Tasks and route through the rest of the Supplier Invoice business process.