



PROCUREMENT SERVICES

Updates to Match Exceptions for Supplier Invoices in Workday

Recently, enhancements to match exceptions have been added in Workday for supplier invoices on purchase orders (POs). These include a new match exception and new threshold amounts to other exceptions. This has been done in an effort to reduce administrative burden and streamline operations for campus.

New Match Exception:

This exception will appear when the dollar amount on a goods line item on an invoice exceeds the dollar amount set up on the purchase order.

- Supplier Invoice Unit Cost Amount/PO Unit Cost Amount Exceeds \$500 Threshold (UWA)

Updated Match Exceptions:

Two exceptions now exist for the "Supplier Invoice Total Amount/PO" exception, with different threshold amounts for catalog and non-catalog orders. These will appear when the dollar amount of the invoice exceeds the dollar amount of the purchase order.

- Supplier Invoice Total Amount/PO Total Amount Exceeds \$100 and 5% Threshold (UWA Catalog Orders Only)
- Supplier Invoice Total Amount/PO Total Amount Exceeds \$1,000 and 20% Threshold (UWA Non-Catalog Only)

Exceptions with New Threshold Amounts:

The threshold amounts for each of these exceptions has been raised:

- Supplier Invoice Freight Amount Exceeds \$2,000 Threshold
- Other Charges Exceeds \$500 Threshold

These updates have been reflected in the [How to Resolve Workday Match Exceptions for PO Invoices](#) job aid in UW Connect.

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