W Procurement Services

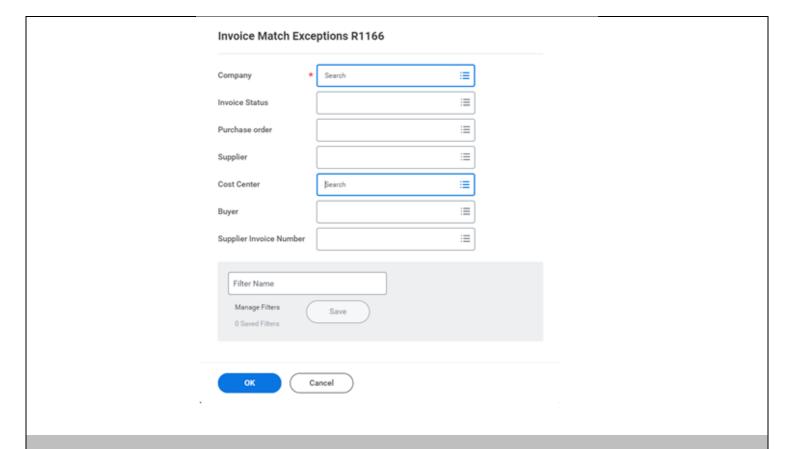## Campus News Flash

August 2023

Procurement Services AP Update

Procurement Services is actively working through a large backlog of invoices, and we appreciate your patience and understanding during this difficult time. We are taking immediate actions to help remedy the situation:

1. Augmenting our current staffing level to accommodate the volume of transactions

2. Working closely with our Hypercare team to analyze and resolve all of the invoice exceptions

3. Working with OSP and another process partner to provide better guidance to our vendor community regarding invoice accuracy.

Meanwhile, the UW Academy campus users can help remedy this dire situation by creating receipts against purchase orders to clear up many "In Progress" invoices due to a match exception. You can do this by first running the Invoice Match Exception report (R1166) and locating the correct company (UW1861 or SOM) or Company Hierarchy, and further filtering this report by your Cost Center and any other applicable data elements and looking for Invoices that are "In Progress" with Invoice Line Exception of "Supplier Invoice Processed Without Receipt Created."

For more details on performing the receiving function in Workday, please look at the Procurement Services website **System Receiving for Orders** and **KB003232** within the UW Connect Finance portal.

Invoice Match Exceptions R1166

Company	*	Search
Invoice Status		
Purchase order		
Supplier		
Cost Center		Search
Buyer		
Supplier Invoice Number		

Filter Name

Manage Filters

Save

0 Saved Filters

OK   Cancel