



Todays Presenters

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New Approval Workflow Summary

Awarded SunRISE Catalog Order vs Other Orders

Requester and Manager Approval Process

Benefits

Training Resources

Questions

Supplier Invoices in Match Exception for Billing Discrepancies: Workflow Summary

Effective 09/12/2023

 Invoices in Match Exception for Billing Discrepancies will route to the appropriate Requester for review, and then the Cost Center, Grant, or Project Manager for budget approval if acceptable.

NOTE: The requester is currently providing an approval via email. This approval step is moving to Workday, and a budget approval step is being added.

Supplier Invoices in Match Exception for <u>Unit</u> <u>Cost</u> Price Discrepancies

Awarded SunRISE Catalog Orders

- Suppliers in the Awarded Suppliers section in SunRISE are under an agreement/contract
 - Price increases should occur annually, only accepted upon agreement/contract renewal
 - Potential reasons for mid-agreement/contract increases:
 - Manufacturer price increases passed on to the distributor
 - Fuel Shortage may result in a fuel surcharge from the supplier
- The Procurement Buyer will select the Match Override Reason of Awarded SunRISE Supplier if:
 - The price discrepancy is warranted
 - The supplier has issued a credit memo to offset the billing overage

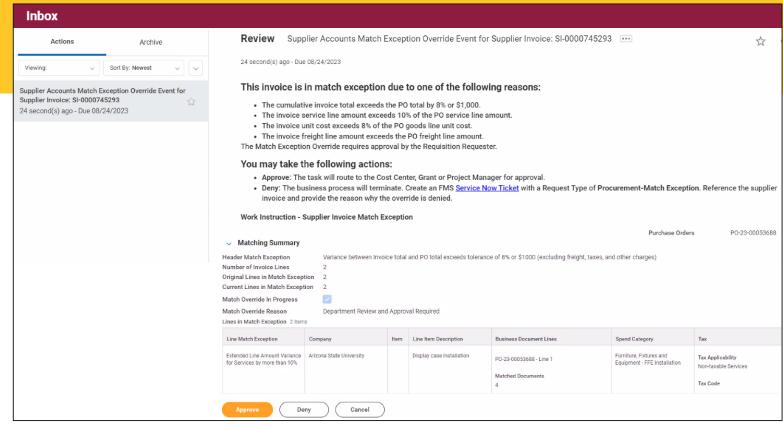
Supplier Invoices in Match Exception for Billing Discrepancies

All Other Orders

- Billing discrepancies related to the following do not require review by a Procurement Buyer:
 - Orders created from a supplier catalog in the Awarded Suppliers section in SunRISE that are not unit price related
 - Orders created from a supplier catalog in the Non-Awarded Suppliers section in SunRISE
 - Non-catalog orders
- The Procurement Buyer will select the Match Override Reason of Department Review and Approval Required.

Match Exception for Billing Discrepancies

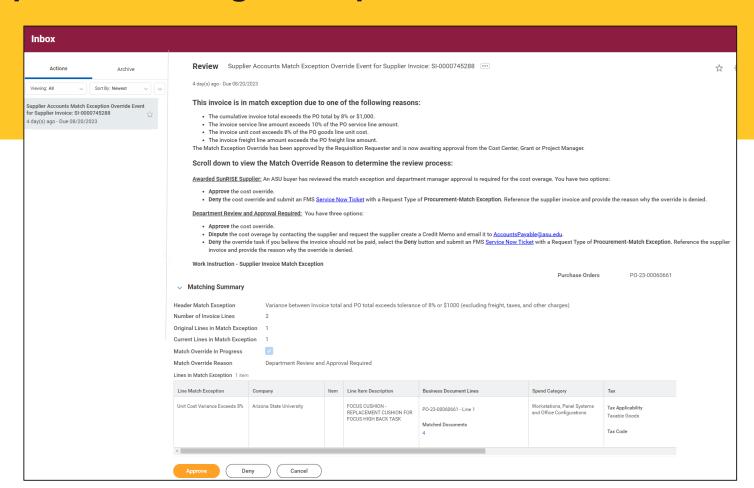
Requester Inbox Example

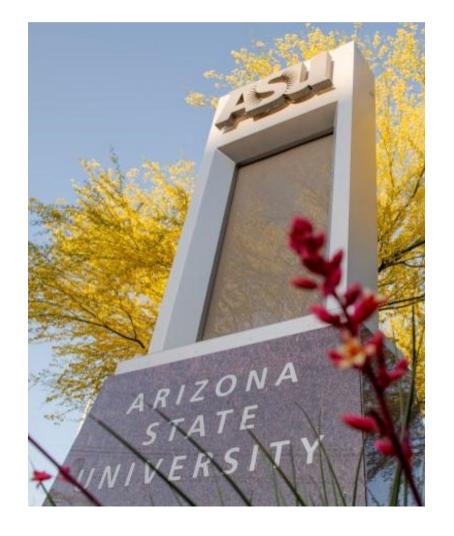


Match Exception for Billing Discrepancies

Manager Inbox Example

Note: If the requester is also a Cost Center, Grant or Project Manager, this approval step will not be triggered.





Benefits to End Users

- Better control over your budget Departments will have **final** approval on <u>all</u> invoices in match exception due to billing discrepancies.
- Creates efficiencies by allowing departments to approve a billing discrepancy instead of creating a change order.
- Invoices in match exception due to a billing discrepancy will route to the requester, and then to the manager for review and approval.
- Reduces the "non-value add" back and forth emails that currently occur outside of Workday with the Requester.



Training Resource 1:

Work Instructions: ASU_FMS_WI_Clear_Match_Exception WI's

	Work Instructions - Departmental					
Functional Area			Task	Task Description		Work Instructions
Banking & Deposits			↑ Sort Ascending ↓ Sort Descending)epartment Entry task in PeopleSoft ke departmental deposits.	ASU_FMS_WI_Department_Cas h_Receipt.pdf
Your Top Apps			Filter Condition *	*	his form to Treasury@ASU.EDU to Speed Type for Deposits. Utilizing a pe on a deposit transaction will auto- the deposit transaction.	Speed_Type_Request_Deposit.d ocx
Purchases		ers	Value *		2 Worklets to add, or remove worklets Vorkday homepage.	ASU_FMS_WI_Configure Worklets.pdf
Work Instructions and Information		ers	Match	husinas	Request to create or modify a Cost rogram, Project, Recurring Invoice or 3 Values.	ASU_FMS_WI_Create a Request.pdf
BB View All Apps		ers			elete Favorites to save tasks, reports	ASU_FMS_WI_Favorites.pdf



Training Resource 2:

CareerEDGE: FMS Supplier Invoice Match Exceptions

Arizona State University	FMS Supplier Invoice Match Q				
Home FAQs and Resources Learning Reports ILT Admin	arning Reports ILT Admin				
On Friday, August 25, 2023 from 9:00 PM MST to 10:30 PM MST, your portal will be briefly unavailable due to a software update.	FMS Supplier Invoice Match Except				
ONLINE CLASS					
FMS Supplier Invoice Match Exceptions	ONLINE CLASS				
Last Updated 08/22/2023 Duration 20 minutes	FMS Supplier Invoice Match Exceptions				
Details					
In this course, you will learn how to clear supplier invoice match exceptions in W	forkday.				
Show More	or				
	Assign				





Supplier Invoice in Match Exception Presentation Questions (Dept)

Question 1: Can a match exception on a grant account be routed to the PI for approval of an increased cost or can we attach a pdf of PI approval to match the exception?

Response 1: We will look to see if there is functionality in Workday to add a PI approver or an attachment. We are unsure at this point.

Question 2: Are we able to add attachments before approval?

Response 2: We will look to see if there is functionality in Workday to add an attachment. We are unsure at this point. However, you can enter a comment in the "enter your comment" section at the bottom of the document and reference something like "PI approval was obtained from XXXX on mm/dd/yyyy".

Question 3: What happens if the match is for a line split between two cost centers? Does it go to both grant or cost center managers?

Response 3: The supplier invoice in match exception routes to the buyer, the requester, and then all related managers for the "Review Supplier Accounts Match Exceptions" approval step. However, approval by only one manager is currently required. We will make an adjustment to Workday which will require the "Review Supplier Accounts Match Exceptions" approval be completed by a manager associated to each unique Cost Center, Grant, or Project within the split.

Question 4: The business office enters a requisition and enters a VP as the requester, but the VP's don't go into Workday, what are the options for the business office to act as the requester since the VP is not in Workday???

Response 4: We will work with the Workday FMS team to see what options are available.

Question 5: Can you confirm that change order WILL have to be done if freight is higher even by one cent because of the zero tolerance?

Response 5: We tested this scenario and a change order <u>does not</u> need to be done if the freight line on the invoice is higher than what was on the freight line of the purchase order. You can approve the override and the Supplier Invoice in Match Exception will clear.