AP.050.020 – VIEWING AND CORRECTING DOCUMENT TOLERANCE EXCEPTIONS

Purpose	• Search for document tolerance exceptions. • Identify how to override a document tolerance exception. • Search for a documents tolerance override history.
Description	Document tolerances are allowable percentages or amounts by which related procurement documents can differ. Users can set dollar tolerances between pre-encumbrances and encumbrances and between encumbrances and expenses. If the allowable percentage or amount is exceeded, the system creates a document tolerance exception. For example, consider this scenario: - The encumbrance for a purchase order is 100.00 USD. - The expenditure for a voucher is 150.00 USD. - The document tolerance percentage is 10%. When the voucher is document tolerance-checked, it will fail tolerance checking. State of Georgia requirements are that a PO change order must be issued when invoice totals vary from the PO by 10% or $500. Model document tolerance rules have been set to adhere to this requirement. Users can run the BOR_AP_DUE query to see the Budget Checking status, Match status, and Document Tolerance status on a voucher.
Security Role	**BOR_AP_INQUIRY**
Dependencies/ Constraints	-Users cannot post a voucher if its document tolerance status is not valid. -A valid Document Tolerance status is a prerequisite for matching.

Dependencies/ Constraints	-In addition, users cannot create system payments for a voucher if its document tolerance status is not valid. (Users can still create manual payments for vouchers that have an invalid document tolerance status). -Security Note: User Preferences must be setup to allow the operator to Override Document Tolerance Exceptions.
Additional Information	None

Procedure

Below are step by step instructions on how to enter a Regular Voucher for a Computer from Dell Computers. There was no Purchase Order for this item. This will be an asset in your organization, so you will enter several asset-related fields on the voucher line.

Step	Action
1.	Click the **NavBar** icon.
2.	Click the **Menu** icon.
3.	Click the **Accounts Payable** link.
4.	Click the **Vouchers** link.
5.	Click the **Add/Update** link.
6.	Click the **Regular Entry** link.
7.	Click the **Add** button.
8.	Enter "**COOR8877**" in the **Invoice Number** field.
9.	Enter "**10/15/07**" in the **Invoice Date** field.
10.	Click the **Look up Vendor (Alt+5)** button.
11.	Enter "**DELL**" in the **Short Vendor Name** field.
12.	Click the **Look Up** button.
13.	Click an entry in the **Short Vendor Name** column.
14.	Enter "**5000**" in the **Total** field.
15.	Click the **Distribute by** list.
16.	Click the **Quantity** list item.
17.	Enter "**Dell Laptop Computer**" in the **Description** field.

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Step	Action
18.	Enter "**1**" in the **Quantity** field.
19.	Enter "**EA**" in the **UOM** field.
20.	Enter "**5000.00**" in the **Unit Price** field.
21.	Enter "**1**" in the **Quantity** field.
22.	Click the **Account** button.
23.	Enter "**84**" in the **Account** field.
24.	Click the **Look Up** button.
25.	Click an entry in the **Account** column.
26.	Enter "**10000**" in the **Fund** field.
27.	Enter "**1020050**" in the **Dept** field.
28.	Enter "**11100**" in the **Program** field.
29.	Enter "**11000**" in the **Class** field.
30.	Click the **Assets** tab.
31.	Click the **Asset** checkbox.
32.	Enter "**36000**" in the **Business Unit** field.
33.	Click the **Profile ID** button.
34.	Click an entry in the **Asset Profile ID** column.
35.	Click the **vertical** scrollbar.
36.	Click the **Save** button. Now that the voucher has been saved, it must be budget checked to be available for voucher posting and payment. Users will also need to run Document Tolerance Checking and Matching if applicable for the voucher prior to payment.
37.	- Asset information can be entered on the Voucher line. - It is not necessary for the asset to be part of a Purchase Order. - Several asset-specific fields can be populated on the Voucher line. - Asset information on vouchers can be sent to the Assets application.