AP.030.070 – RUNNING DOCUMENT TOLERANCE

Purpose	• To define Document Tolerance. • To run Document Tolerance.
Description	Document tolerances are allowable percentages or amounts by which related procurement documents can differ. Institutions can set dollar tolerances between pre-encumbrances and encumbrances, and also between encumbrances and expenses. If the allowable percentage or amount is exceeded, the system creates a document tolerance exception. Consider this scenario for example: • 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. In the event you encounter document tolerance exceptions, refer to business process AP.050.020 – View and Correct Document Tolerance Exceptions. If users have a valid document tolerance status and the voucher requires matching, refer to business process AP.030.010 – Running Matching (Batch Process) or AP.050.010 – Using the Match Workbench. Users can run the BOR_AP_DUE query to see the Budget Checking status, Match status, and Document Tolerance status on a voucher. Vouchers requiring matching will only be available for payment when their status is "Matched."

Security Role	**BOR_AP_MATCH_PRC**
Dependencies/ Constraints	- Users cannot post or pay a voucher if its document tolerance status is not valid. - A valid Document tolerance status is a prerequisite for matching.
Additional Information	None

Procedure

Below are step by step instructions on how to run Document Tolerance (Doc Tol).

Step	Action
1.	Click the **NavBar** icon**.**
2.	Click the **Menu** icon.
3.	Click the **Accounts Payable** link.
4.	Click the **Batch Processes** link.
5.	Click the **Vouchers** link.
6.	Click the **Document Tolerance** link.
7.	Click the **Add a New Value** tab.
8.	Click in the **Run Control ID** field.
9.	Enter the **Run Control ID** field (Example: "**DOC_TOL**")
10.	Click the **Add** button.
11.	Click in the **Description** field.
12.	Enter "**Document Tolerance**" in the **Description** field.
13.	Click the **Process Frequency** list.
14.	Click the **Always Process** list item.
15.	Click the **Document Type** list.
16.	Select either **Voucher** or **Purchase Order** list item. **Do not leave blank.**
17.	Click the **Run Option** list.
18.	Click the **Business Unit** list item.
19.	In the **Business Unit** section, enter **Business Unit**.
20.	Click the **Save** button.
21.	Click the **Run** button.
22.	Click the **OK** button.
23.	Click the **Process Monitor** link to verify that Document Tolerance runs to Success.