PO.060.040 – REVIEWING PURCHASE ORDER DOCUMENT TOLERANCE EXCEPTIONS

Purpose	To review the Document Tolerance exceptions/errors of a Purchase Order.
Description	The Document Tolerance Checking process validates that each distribution line amount differs by no more than a pre-defined percentage or fixed amount from the associated distribution line amount on its predecessor document, that is, between Requisitions and Purchase Orders and between Purchase Orders and Vouchers. The system runs the Document Tolerance process before budget checking when users click the Budget Check button, or users can run the process separately. Document tolerance checks the change in percentage or a fixed dollar amount between the purchase order and requisition at the ChartField distribution level. The system uses whichever value is lower (either the defined amount or defined percentage) to calculate the tolerance. If the amount of the source document exceeds the lower defined amount, the purchase order does not pass document tolerance checking and the system generates an exception.
Security Role	**BOR_PO_INQUIRY**
Dependencies/ Constraints	None
Additional Information	The Document Override Tolerance History page allows users to view the history of document tolerance overrides on a purchase order. For more information, see PO.050.010 – Overriding Document Tolerance Error on a PO.

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Procedure

Below are step by step instructions on how to review document tolerance exceptions/errors on a Purchase Order.

Step	Action
1.	Click the **NavBar** icon.
2.	Click the **Menu** icon.
3.	Click the **Purchasing** link.
4.	Click the **Purchase Orders** link.
5.	Click the **Review PO Information** link.
6.	Click the **Document Tolerance Exceptions** link.
7.	Search or enter the business unit in the **Business Unit** field.
8.	Click the **Document Type** dropdown.
9.	Select **Purchase Order.**
10.	Enter or search for the purchase order ID in the **ID** field. The system navigates to the Document Tolerance Exceptions page.
11.	Click the **View All** link at the Source line section to view details lines exceptions on this purchase order.
12.	Click the **View All** link at the Exceptions section to view all detail information for each line exception on this purchase order.
13.	Review the **Source Line** section to determine which Line, Schedule and Distribution were the exception exists.
14.	Review the **Exceptions** section for the following information: • **Rule ID:** displays the rule ID and description of the match rule that proceeded the exception/error. • **Description**: system message that describes the document tolerance exception/error.

Step	Action
15.	Review the **Details** section for the following information: • **Predecessor Doc ID** • **Predecessor Line Number** • **Predecessor Schedule Number** • **Predecessor Distribution Line Number** • **Predecessor Document Amount**: displays the amount of the predecessor document. • **Life-to-Date Liquidated Amount**: Displays the sum total of all source documents linked to the predecessor document. For example, if there are multiple purchase orders tied to the same requisition, the Document Tolerance process calculates the tolerance against the sum total of all of the purchase orders tied to this requisition rather than the amounts of the individual purchase orders. An individual purchase order may be within the tolerance, but if the sum total of the linked purchase orders exceeds the tolerance, the purchase order will not pass document tolerance checking. • **Defined Tolerance Amount:** The tolerance amount the business unit defined on the Document Tolerance page. • **Defined Tolerance Percentage**: The tolerance percentage the business unit defined on the Document Tolerance page. • **Calculated Document Amt Tolerance Amount**: Displays the amount of the source document, plus any defined tolerance amount. • **Calculated Document Tolerance Percent Amount**: Displays the amount of the source document, plus any defined tolerance percentage amount. • **Source Document Monetary Amount**: displays the amount of the source document. • **Source Document Converted Amount**: displays the converted amount of the source document (purchase order). The system converts the source document to the predecessor document GL business unit base currency to calculate the tolerance.