PO.050.010 - Overriding Document Tolerance Error on PO

Purpose	• To override a document tolerance error on a PO.
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 Document Tolerance Checking process will produce one of three possible values: • **Valid** – The Purchase Order has passed document tolerance checking. • **Not Chk'd** – The Purchase Order requires document tolerance checking. If any amount, quantities, or Chartfields are later modified, the system resets the Document Tolerance status to Not Chk'd. • **Error** – Exceptions are generated for the Purchase Order during the Document Tolerance Checking process. These exceptions can be overridden on the Document Tolerance Exceptions – Doc to Exception page.
Security Role	**BOR_PO_MAINTAIN**
Dependencies/ Constraints	None
Additional Information	None

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Procedure

Below are step by step instructions on how to override Doc Tol Error on a PO.

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.	Verify the correct business unit displays in the **Business Unit** field.
8.	Select "**Purchase Order**" from the **Document Type** dropdown menu.
9.	Enter the purchase order number in the **ID** field.
10.	Click the **Search** button. The system navigates to the Document Tolerance Exceptions page. ***Note****: This page can also be accessed via the Add/Update POs page by clicking on the **Error** link next to the **Document Status** field.*
11.	Review the **Rule ID**. Rule ID displays the rule ID and description of the match rule that produced the exception.
12.	Review the **Defined Tolerance Amount** and **Defined Tolerance Percentage.** These values show the tolerance amount defined for the business unit.
13.	Click the **Override** checkbox.
14.	Click the **Save** button.