How to Identify and Resolve Doc Tol Errors

Budget Errors:

After budget checking your PO voucher, you might come across the following error message or one similar to it, or even have Exceptions linked in the Voucher Summary tab at the bottom-left side next to Doc Tol Status:

	0010 0000 0010
Message	
Document Tolerance has generated exceptions for this document (7550,14)	
Some of the lines of this document have generated exceptions for exceeding t amounts between the Purchase Order and Voucher.	tolerances defined for quantity and
ОК	

IN IN ANOL				
Summary Invoice Inform	nation UHS Data Line Payments	Voucher Attributes Do	cuments Approval Log Error Summary	New Window
Business Unit:	00730	Invoice Date:	07/28/2021	
Voucher ID:	02030854	Invoice No:	02114684	
Voucher Style:	Regular	Invoice Total:	62,470,00 USD	
Contract ID:			035	
Vendor Name:	NANOSCIENCE INSTRUMENTS INC	Pay Terms:	Net 30	
	10008 South 51st Street Ste 110	Voucher Source:	Online	
	Phoenix, AZ 85044-5223	Voucher Source.	Onine	
Entry Status:	Postable	Origin:	ONL	
Match Status:	No Match	Created:	08/10/2021	
Approval Status:	Pending	Created By:	0912159	
Post Status:	Unposted	Modified:	08/10/2021	
		Modified By:	0912159	
Doc Tol Status:	Exceptions	ERS Type:	Not Applicable	
Budget Status:	Not Chk'd	Close Status:	Open	
Budget Misc Status:	Valid			
View Related	Payment Inquiry	×		
Save Return to Se	earch 🔄 Notify 📿 Refresh		Add Display	

You will first want to select exceptions, where you will be sent to the Document Tolerance Exceptions page where the Business Unit, Document Type, and Voucher ID Number will be located. You will be able to View All to see the lines of your PO voucher. Example follows.

SEINAN	ICE						
SFIMA	ILE						
				PO Encumbrance			
ocument	Tole	rance Ex	ceptions	ver liquidated amount	1		
usiness Unit	: 0073	30 1	Document Type: Vouche	r ID:	02030854		
ource line		-		Find View 1	First 3 1-2 of 2 2 Last		
Line:		Sched:	Distrib:	1			
Exceptions		Jenear	L'INTER	Find View All	First 3 1 of 1 D Last		
	1000000	-					
Rule ID:	E100	Descriptio	n: Document exceeds	predecessor by more than allowable to	lerance.		
Details					C Overnine		
Predecess	or Busir	ness Unit:	00730	Defined Tolerance Amount:	1000.00		
Pred Doc I	D:		0000046334	Defined Tolerance Percentage:	10.00		
Pred Line	Nbr:		1	Calculated Doc Tol Amt Amoun	124950.00		
Pred Sched Nbr:			1	Calculated Doc Tol Percent Am	t: 136345.00		
Pred Distlr	n Num:		1	Source Doc Monetary Amt:	62470.00		
Pred Doc /	Amt:		123950.00	Source Doc Converted Amt:	62470.00		
Life-to-Dat	le Liquid	lated Arnt:	185430.00	Predecessor GL Base Currency	USD		
				Transaction Currency:	USD		
		1.1.1.1					
		0					
Line:	2	Sched:	Distrib:	1			
xceptions				Find View All	First 🚯 1 of 1 🛞 Last		
Rule ID:	E100	Descriptio	1: Document exceeds	predecessor by more than allowable to	lerance.		
		10			Override		
Details							
Predecess	or Busin	ness Unit:	00730	Defined Tolerance Amount:	1000.00		
Pred Doc I	D:		0000046334	Defined Tolerance Percentage:	10.00		
Pred Line	Nbr:		2	Calculated Doc Tol Amt Amoun	it: 1990.0		
Pred Sche	d Nbr:		1	Calculated Doc Tol Percent Am	t: 1089.00		
Pred Distin	n Num:		1	Source Doc Monetary Amt:			
Pred Doc A	Amt:		990.00	Source Doc Converted Amt:			
Life-to-Dat	le Liquid	lated Amt:	1980.00	Predecessor GL Base Currency	USD		

After reviewing your exceptions, you will next want to check the PO Status Report.

				PO Status Detail Re	port					
Business Unit: 00730 PO ID: 0000044 PO Status: Dispatci	3334 ied								Run Date: Run Time:	08/11/2021 10:09:28 AM
Acct Req ID Req Lin	Voucher ID	Invoice ID	Vendor ID	Vendor Name		Req Status	Finalize PO	Pre-Encum	Encumbered	Expended
PO Ln: 1 Sched Ln:	1 Distrib Ln;	1 Distrib L	n Status: Op	en CC: 00730/2170/H0107/	D0272/N	A Bud Ref	: BP2021			
58601 0000050513 1			0000044291	NANOSCIENCE INSTRUME	ITS INC	Approved		-123,950.00	0.00	0.00
58601 0000050513 1		1	0000044291	NANOSCIENCE INSTRUMEN	ITS INC	Approved		123,950.00	0.00	0.00
58601 0000050513 1			0000044291	NANOSCIENCE INSTRUMEN	ITS INC	Approved		123,950.00	0.00	0.00
58601 0000050513 1			0000044291	NANOSCIENCE INSTRUMEN	ITS INC	Approved		-123,950.00	0.00	0.00
58601 0000050513 1			0000044291	NANOSCIENCE INSTRUMEN	ITS INC			0.00	123,950.00	0.00
58601 0000050513 1	02007423		0000044291	NANOSCIENCE INSTRUMEN	ITS INC			0.00	-61,480.00	0.00
58601	02007423	021014391	0000044291	NANOSCIENCE INSTRUMEN	ITS INC			0.00	0.00	61,480.00
58601 0000050513 1	02029591	021014391	0000044291	NANOSCIENCE INSTRUMEN	ITS INC			0.00	0.00	0.00
58601	02029591		0000044291	NANOSCIENCE INSTRUMEN	ITS INC			0.00	0.00	0.00
							SubTotal	0.00	62,470.00	61,480.00
PO Ln: 2 Sched Ln:	1 Distrib Ln:	1 Distrib L	n Status: Op	en CC: 00730/2170/H0107/	D0272/N	A Bud Ref	: BP2021			
58601 0000050513 6	,		0000044291	NANOSCIENCE INSTRUMEN	ITS INC	Approved		-990.00	0.00	0.00
58601 0000050513 6			0000044291	NANOSCIENCE INSTRUMEN	ITS INC	Approved		990.00	0.00	0.00
58601 0000050513 6			0000044291	NANOSCIENCE INSTRUMEN	ITS INC	Approved		990.00	0.00	0.00
58601 0000050513 6			0000044291	NANOSCIENCE INSTRUMEN	ITS INC	Approved		-990.00	0.00	0.00
58601 0000050513 6		1	0000044291	NANOSCIENCE INSTRUMEN	ITS INC			0.00	990.00	0.00
58601 0000050513 6	02007423		0000044291	NANOSCIENCE INSTRUMEN	ITS INC			0.00	-990.00	0.00
58601	02007423	021014391	0000044291	NANOSCIENCE INSTRUMEN	ITS INC			0.00	0.00	990.00
58601 0000050513 6	02029591	021014391	0000044291	NANOSCIENCE INSTRUMEN	ITS INC			0.00	0.00	0.00
58601	02029591		0000044291	NANOSCIENCE INSTRUME	ITS INC			0.00	0.00	0.00
							SubTotal:	0.00	0.00	990.00
							Grand Total:	0.00	62,470.00	62,470.00

If the PO Status report shows that everything is as it should be, your next step is to look up the Purchase Order and select the Document Status link in the middle of the PO information. Example follows.

Favorites *	• N	lain Menu	▼ > Pure	thasing 🔻 🗲 Purchase Orde	rs 🔻 > Revie	w PO Information	• >	Purchase Orders		🟫 Home	e Siç	gn Out
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Form	Docur	nents						New	Window	Help Pers	sonalize Pa	ige 📰
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Purch	nase (Order										
Busines PO ID:	is Unit:		00730 0000046334					PO Status: Budget Status		Dispatc Valid	hed	
Thea	der											
PO Date Vendor Vendor	e: Name: ID:		04/10/2021 NANOSCIENC 0000044291	-001 Vendor Details				Doc Tol Status: Backorder Statu Receipt Status:	us:	Valid Not I Not I	l Backordere Recvd	d
Buyer:			CARPENTER, B.	ANTHONY		1		Hold From F	urther Pr	ocessing		
PO Ref	erence:				-			Amount Summ	nary			
Header I Header O Change	Details Commei Order	nts	All RTV Matching Activity Sum	Docum mary D	ent Statusj			Freight/Tax/Mis Total: Encumbrance E	c.: Balance:		124,940. 0 124,940.	.00 .00 .00 USD 62,9020
Lines							F	ersonalize Find	View All	D 🗊	First 🚯	1-2 of 2
Line		Item ID		Item Description	Category	PO Qty	UOM	Merchandise Amount		Status		
1				TF-1186099 Phenom XL G2 large	49043	1.0000	EA	123,950.00	USD	Approved	ø	
2				Shipping & Handling	49043	1.0000	EA	990.00	USD	Approved	P	
Form Do	urn to Se cument:	earch	E Notify									, R

In the Document Status, you will want to View All. In the Document Status, you will be able to see the Requisition, Posted, and Unposted Voucher Numbers attached to this specific PO. Example follows.

nor	MANUL						New W	Notificatio
Docur	ment Stat	us					New W	indow Help Persona
Busines	is Unit:	00730		PO	ID:	0000046334		
Docume	ent Date:	04/10/2	2021	Sta	tus:	Dispatched		
Currenc	:y:	USD		Doe	cument Type:	Purchase Ord	er	
Buyer:		CARPI	ENTER, ANTHON	YB. Mer	chandise Amt:	124,940.00		
				Bu	iget Status:	Valid		
Assoc	iated Docum	ent			Personalize	Find View All 🗇	First 🔞	1-4 of 5 🕑 Last
Docun	nents Rela	ted Info						
SettID	Business Unit	Document Type	ent Type DOC ID Stat		Document Date	Vendor ID	Location	
	00730	Requisition	0000050513	Approved	02/25/2021			
	00730	Voucher	02030854	Unposted	07/28/2021	0000044291 🗾	v	1
	00730	Voucher	02007423	Posted	04/12/2021	0000044291 📕	v	
	00730	Voucher	02029591	Unposted	07/28/2021	0000044291 🐙	v	
A Dah	rn to Search							

In the Document Status, you will review the listed Document Type, Doc ID, Status, and Document Date. If there are more than one unposted vouchers, you will want to look at the voucher you were not initially budget checking where you received the error. The reason why, is that Doc Tol Errors are driven by 100% of vouchers created against the PO, whether they're posted or not or even budget checked or not.

Unposted and/or un-budget checked vouchers will flag the Doc Tol.

In this example, the older voucher 02029591 is unposted which was either abandoned without being deleted or forgotten about. Both Voucher 02030854 which is being budget checked and the Abandoned/Forgotten Voucher 02029591 are trying to do the same thing and take the same

amount from what is budgeted. Because they are the same dollar amount, the same PO number, they both wouldn't be able to be processed without one being deleted first.

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Summary protice Infor	mation UHS Data Line _Dayments _ y	outher Athlades Doca	aments Apprival Log	Enor Dummary	Form	Documen	8				New Was	low Help Per	sonalize Page
Business Unit: Voucher ID: Voucher Strie: Centract ID: Vender Name: Entry Status:	00730 0350054 Regular NAMOSIENCE INSTRUMENTS INC 10003 South 5141 Street Ste 110 Phoence, A2: 85044-9223 Postable To team	Invoice Date: Invoice No: Invoice Total: Pay Terms: Voucher Source: Origin:	07/28/3921 921/4584 62,479.90 USD Net 30 Ordine ONL		Purchase Purchase PoliD: Thead Poliber Vendor 1	e Oeder ase Or Unit: fer Kame:	Inquiry der 00730 00000467 04/10/202 NAMODEC	134 1 1040-001			PO Status: Eudget Status: Doc Toi Status: Backerber Status: Backerber Status:	Dispatr Valid Valid Nati	ted f Backerdered
Approval Status: Post Status:	Pending Unposted	Created By: Modified:	0012150 00/10/2021		Duyer: PO Rate	nence:	CARPENT B	ER, ANTHONY			Hold From Further Amount Summary	Processing	NO. TO
Doc Tol Status: Budget Status: Budget Misc Status:	Exceptions Not Clarid Valid	ERS Type: Close Status:	Not Applicable Open	D	Header Dr Header Cr Change 0	etaits omments. Inder	All RTV Matchiny Activity 1	9 Summary	errent Status		Merchandise: FreightTas/Misc.; Total: Encumbrance Dalanc	*:	124,940,00 6,00 124,940,00 US 609
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Budget date out of bounds: Check the accounting date. If the new accounting period hasn't been opened, use the currently open period. Budget date out of bounds: If the Budget Reference is for a prior YR (usually between new FY), use the BR in the PO If you are still experiencing issues, please reach out to <u>ap@uh.edu</u> with your Doc Tol Errors.