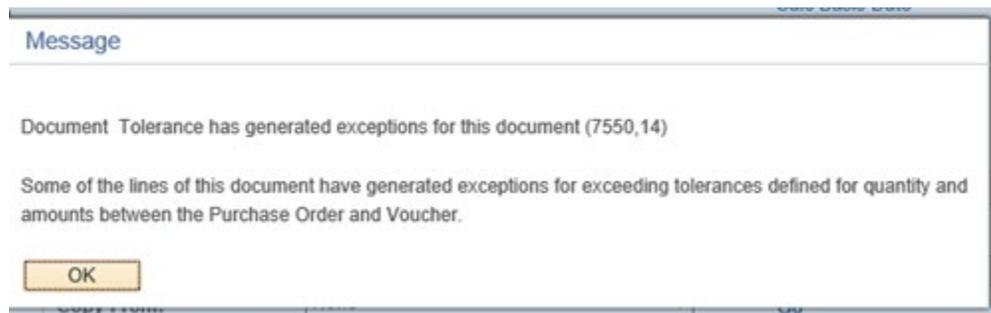


How to Identify and Resolve Doc Tol Errors

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:



[Favorites](#) ▾ | [Main Menu](#) ▾ > [Accounts Payable](#) ▾ > [Vouchers](#) ▾ > [Add/Update](#) ▾ > [Regular Entry](#)

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[Summary](#) | [Invoice Information](#) | [UHS Data Line](#) | [Payments](#) | [Voucher Attributes](#) | [Documents](#) | [Approval Log](#) | [Error Summary](#)

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:		Pay Terms:	Net 30
Vendor Name:	NANOSCIENCE INSTRUMENTS INC 10008 South 51st Street Ste 110 Phoenix, AZ 85044-5223	Voucher Source:	Online
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
Doc Tol Status:	Exceptions	Modified By:	0912159
Budget Status:	Not Chk'd	ERS Type:	Not Applicable
Budget Misc Status:	Valid	Close Status:	Open
*View Related	<input type="text" value="Payment Inquiry"/> ▾		

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[Summary](#) | [Invoice Information](#) | [UHS Data Line](#) | [Payments](#) | [Voucher Attributes](#) | [Documents](#) | [Approval Log](#) | [Error Summary](#)

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.

Document Tolerance Exceptions

PO Encumbrance
Over liquidated amount

Business Unit: 00730 Document Type: Voucher ID: 02030854

Source line Find | View 1 First 1-2 of 2 Last

Line: 1 Sched: Distrib: 1

Exceptions Find | View All First 1 of 1 Last

Rule ID: E100 Description: Document exceeds predecessor by more than allowable tolerance. Override

Details

Predecessor Business Unit:	00730	Defined Tolerance Amount:	1000.00
Pred Doc ID:	0000046334	Defined Tolerance Percentage:	10.00
Pred Line Nbr:	1	Calculated Doc Tol Amt Amount:	124950.00
Pred Sched Nbr:	1	Calculated Doc Tol Percent Amt:	136345.00
Pred Distln Num:	1	Source Doc Monetary Amt:	62470.00
Pred Doc Amt:	123950.00	Source Doc Converted Amt:	62470.00
Life-to-Date Liquidated Amt:	185430.00	Predecessor GL Base Currency:	USD
		Transaction Currency:	USD

Line: 2 Sched: Distrib: 1

Exceptions Find | View All First 1 of 1 Last

Rule ID: E100 Description: Document exceeds predecessor by more than allowable tolerance. Override

Details

Predecessor Business Unit:	00730	Defined Tolerance Amount:	1000.00
Pred Doc ID:	0000046334	Defined Tolerance Percentage:	10.00
Pred Line Nbr:	2	Calculated Doc Tol Amt Amount:	1990.00
Pred Sched Nbr:	1	Calculated Doc Tol Percent Amt:	1089.00
Pred Distln Num:	1	Source Doc Monetary Amt:	
Pred Doc Amt:	990.00	Source Doc Converted Amt:	
Life-to-Date Liquidated Amt:	1980.00	Predecessor GL Base Currency:	USD
		Transaction Currency:	USD

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

University of Houston PO Status Detail Report										
Business Unit: 00730							Run Date: 08/11/2021			
PO ID: 0000046334							Run Time: 10:09:28 AM			
PO Status: Dispatched										
Acct	Req ID	Req 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 Ln Status: Open CC: 00730/2170/H0107/D0272/NA Bud Ref: BP2021										
58601	0000050513	1		0000044291	NANOSCIENCE INSTRUMENTS INC	Approved		-123,950.00	0.00	0.00
58601	0000050513	1		0000044291	NANOSCIENCE INSTRUMENTS INC	Approved		123,950.00	0.00	0.00
58601	0000050513	1		0000044291	NANOSCIENCE INSTRUMENTS INC	Approved		123,950.00	0.00	0.00
58601	0000050513	1		0000044291	NANOSCIENCE INSTRUMENTS INC	Approved		-123,950.00	0.00	0.00
58601	0000050513	1		0000044291	NANOSCIENCE INSTRUMENTS INC			0.00	123,950.00	0.00
58601	0000050513	1	02007423	0000044291	NANOSCIENCE INSTRUMENTS INC			0.00	-61,480.00	0.00
58601		02007423	021014391	0000044291	NANOSCIENCE INSTRUMENTS INC			0.00	0.00	61,480.00
58601	0000050513	1	02029591	021014391	0000044291	NANOSCIENCE INSTRUMENTS INC		0.00	0.00	0.00
58601		02029591		0000044291	NANOSCIENCE INSTRUMENTS 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 Ln Status: Open CC: 00730/2170/H0107/D0272/NA Bud Ref: BP2021										
58601	0000050513	6		0000044291	NANOSCIENCE INSTRUMENTS INC	Approved		-990.00	0.00	0.00
58601	0000050513	6		0000044291	NANOSCIENCE INSTRUMENTS INC	Approved		990.00	0.00	0.00
58601	0000050513	6		0000044291	NANOSCIENCE INSTRUMENTS INC	Approved		990.00	0.00	0.00
58601	0000050513	6		0000044291	NANOSCIENCE INSTRUMENTS INC	Approved		-990.00	0.00	0.00
58601	0000050513	6		0000044291	NANOSCIENCE INSTRUMENTS INC			0.00	990.00	0.00
58601	0000050513	6	02007423	0000044291	NANOSCIENCE INSTRUMENTS INC			0.00	-990.00	0.00
58601		02007423	021014391	0000044291	NANOSCIENCE INSTRUMENTS INC			0.00	0.00	990.00
58601	0000050513	6	02029591	021014391	0000044291	NANOSCIENCE INSTRUMENTS INC		0.00	0.00	0.00
58601		02029591		0000044291	NANOSCIENCE INSTRUMENTS 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](#) | [Main Menu](#) > [Purchasing](#) > [Purchase Orders](#) > [Review PO Information](#) > [Purchase Orders](#) | [Home](#) | [Sign Out](#)

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[Form](#) | [Documents](#)

Purchase Order Inquiry

Purchase Order

Business Unit: 00730 | **PO Status:** Dispatched
PO ID: 0000046334 | **Budget Status:** Valid

Header

PO Date: 04/10/2021 | **Doc Tol Status:** Valid
Vendor Name: NANOSCIENC-001 | **Backorder Status:** Not Backordered
Vendor ID: 0000044291 | [Vendor Details](#) | **Receipt Status:** Not Recvd
Buyer: CARPENTER,ANTHONY B. | **Hold From Further Processing**

PO Reference: B.

Amount Summary

Merchandise:	124,940.00
Freight/Tax/Misc.:	0.00
Total:	124,940.00 USD
Encumbrance Balance:	62,970.00

[Header Details](#) All RTV | [Document Status](#)
[Header Comments...](#) Matching
[Change Order](#) Activity Summary

Lines | [Personalize](#) | [Find](#) | [View All](#) | [Print](#) | [Refresh](#) | 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
2		Shipping & Handling	49043	1.0000	EA	990.00 USD	Approved

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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.

Document Status

Business Unit:	00730	PO ID:	0000046334
Document Date:	04/10/2021	Status:	Dispatched
Currency:	USD	Document Type:	Purchase Order
Buyer:	CARPENTER,ANTHONY B.	Merchandise Amt:	124,940.00
		Budget Status:	Valid

Associated Document								Personalize	Find	View All			First	1-4 of 5	Last	
SetID	Business Unit	Document Type	DOC ID	Status	Document Date	Vendor ID	Location									
	00730	Requisition	0000050513	Approved	02/25/2021											
	00730	Voucher	02030854	Unposted	07/28/2021	0000044291 	V									
	00730	Voucher	02007423	Posted	04/12/2021	0000044291 	V									
	00730	Voucher	02029591	Unposted	07/28/2021	0000044291 	V									

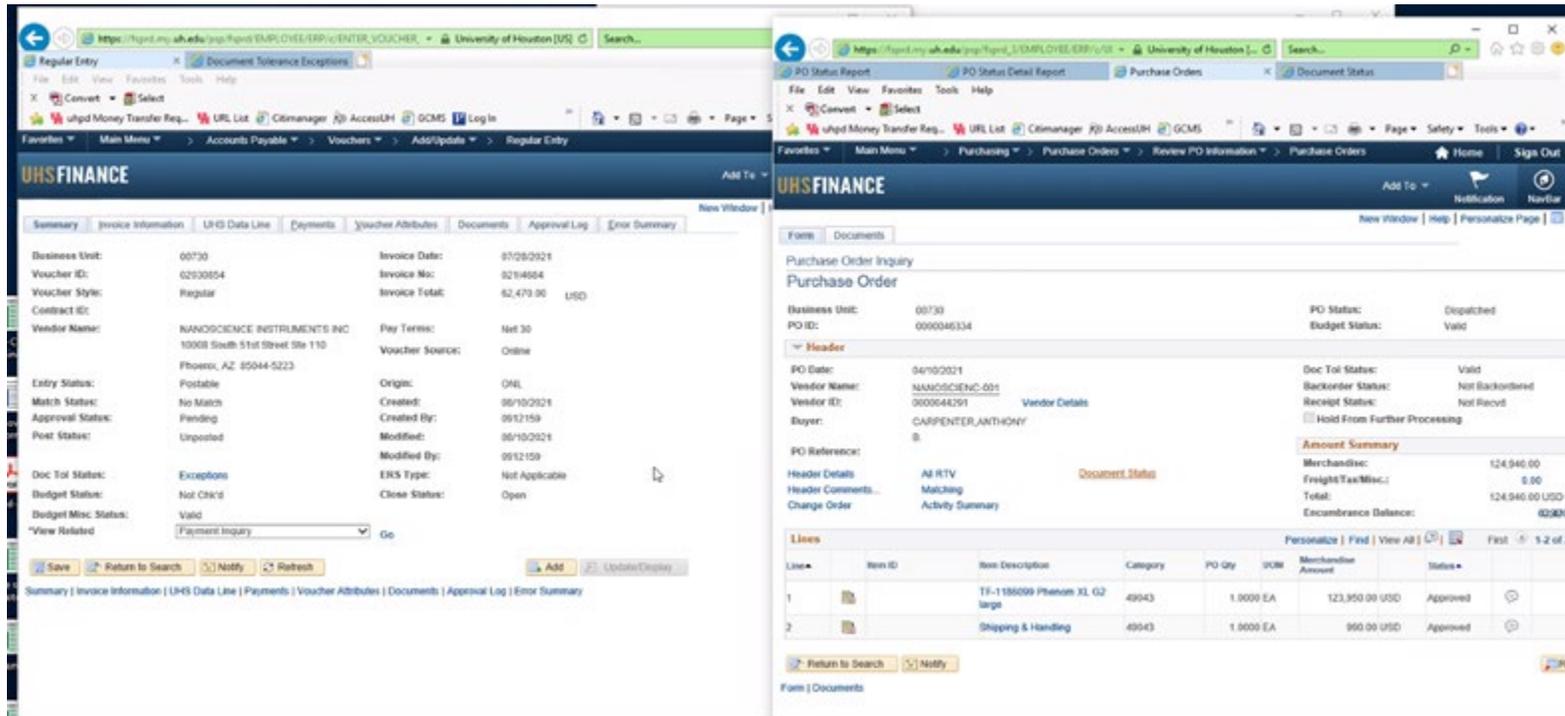
[Return to Search](#)

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.



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 ap@uh.edu with your Doc Tol Errors.