

AP.030.070 – RUNNING DOCUMENT TOLERANCE

Purpose	<ul style="list-style-type: none"> • To define Document Tolerance. • To run Document Tolerance.
Description	<p>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.</p> <p>Consider this scenario for example:</p> <ul style="list-style-type: none"> • 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% <p>When the voucher is document tolerance-checked, it will fail tolerance checking.</p> <p>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.</p> <p>In the event you encounter document tolerance exceptions, refer to business process AP.050.020 – View and Correct Document Tolerance Exceptions.</p> <p>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.</p> <p>Users can run the BOR_AP_DUE query to see the Budget Checking status, Match status, and Document Tolerance status on a voucher.</p> <p>Vouchers requiring matching will only be available for payment when their status is “Matched.”</p>

Security Role	BOR_AP_MATCH_PRC
Dependencies/ Constraints	<ul style="list-style-type: none"> • 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.