

## PO.050.010 - Overriding Document Tolerance Error on PO

<b>Purpose</b>	<ul style="list-style-type: none"> <li>To override a document tolerance error on a PO.</li> </ul>
<b>Description</b>	<p>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.</p> <p>The Document Tolerance Checking process will produce one of three possible values:</p> <ul style="list-style-type: none"> <li><b>Valid</b> – The Purchase Order has passed document tolerance checking.</li> <li><b>Not Chk'd</b> – 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.</li> <li><b>Error</b> – 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.</li> </ul>
<b>Security Role</b>	<b>BOR_PO_MAINTAIN</b>
<b>Dependencies/ Constraints</b>	None
<b>Additional Information</b>	None

## Procedure

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

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