

## Document Tolerance Exceptions

Accounts Payable Updated As Of: May 1, 2017

Core-CT Financials 9.2



# Guide to Resolving Document Tolerance Exceptions

**\*\* PLEASE DO NOT USE THIS GUIDE TO RESOLVE PCARD  
DOCUMENT TOLERANCE EXCEPTIONS – Review Jobaid ‘PCard  
Enhancements’ on the Core-CT Website or log a ticket\*\***

Document Tolerance Checking (FS\_DOC\_TOL) is a new process in the Voucher Life Cycle for PO vouchers. It will be processed by BATCH after the voucher is approved, and before Budget Check. If there are exceptions they will need to be corrected before it will process through Budget Check.

The Document Tolerance Checking process checks for differences between purchase order distribution lines and vouchers distribution lines. It validates that the dollar amount on a voucher distribution line does not differ from the associated PO/Receipt distribution line.

There will be certain instances that an exception will have to be over-ridden. This could be for an adjustment voucher or a voucher with a decimal rounding issue. If there is a voucher that needs to be over-ridden or if you need more information on how to resolved the exception log a footprints ticket.

### List of possible Document Tolerance Exceptions:

- S300: Prior Document is on hold

- S400: Source Document is not approved
- S500: PO is in Roll-Over State
- E100: Document exceeds predecessor by more than allowable tolerance
- E200: Prior Document distribution line has been closed
- E300: Prior Document distribution line has been canceled
- E400: Prior Document distribution line has been finalize

**To Begin Resolving:**

1. Navigate to AP WorkCenter:
2. Click on Document Tolerance Exceptions
3. Select the 'Exceptions' Link for the Voucher

The screenshot shows the Core-CT Accounts Payable WorkCenter interface. The breadcrumb trail is: Favorites > Main Menu > Core-CT Financials > Accounts Payable > Accounts Payable WorkCenter. The page title is 'Document Tolerance Exceptions'. The left sidebar shows a tree view with 'Document Tolerance Exceptions (16)' highlighted in a red box. The main content area displays a 'Voucher List' table with columns: Business Unit, Voucher, Number Of Errors, Exceptions, Supplier, and Short Supplier Name. A red arrow points to the 'Exceptions' link in the 'Exceptions' column of the first row.

Business Unit	Voucher	Number Of Errors	Exceptions	Supplier	Short Supplier Name
DAGM1	00037619	1	<a href="#">Exceptions</a>	0000010011	060861702F-001
DASM1	00076905	1	<a href="#">Exceptions</a>	0000010256	330988967F-001
DCJM1	00067157	1	<a href="#">Exceptions</a>	0000010082	340253240F-001
DCJM1	00067158	3	<a href="#">Exceptions</a>	0000010082	340253240F-001
DCJM1	00067160	1	<a href="#">Exceptions</a>	0000010082	340253240F-001

4. Please Note there can be more than one line in exception. Be Sure to 'View All'.

Example: The Pred Doc Amt is the amount on the Purchase Order. The Life to Date Liquidated Amout is 838.56. This PO is overexpended. Funds will have to be added to the PO or the voucher will have to be brought down to match PO.

**Document Tolerance Exceptions**

Business Unit DPHM1 Document Type: Voucher ID: 00126803

Source line: Find View All First 1 of 2 Last

Line	Sched	Distrib
69		1

Exceptions: Find View All First 1 of 1 Last

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

Details

Predecessor Business Unit	DPHM1	Defined Tolerance Amount	
Pred Doc ID	0000059217	Defined Tolerance Percentage	
Pred Line Nbr	1	Calculated Doc Tol Amt Amount	788.56
Pred Sched Nbr	1	Calculated Doc Tol Percent Amt	788.56
Pred Distn Num	1	Source Doc Monetary Amt	788.56
Pred Doc Amt	788.56	Source Doc Converted Amt	788.56
Life-to-Date Liquidated Amt	838.56	Predecessor GL Base Currency	USD
		Transaction Currency	USD

Buttons: Save Return to Search Notify