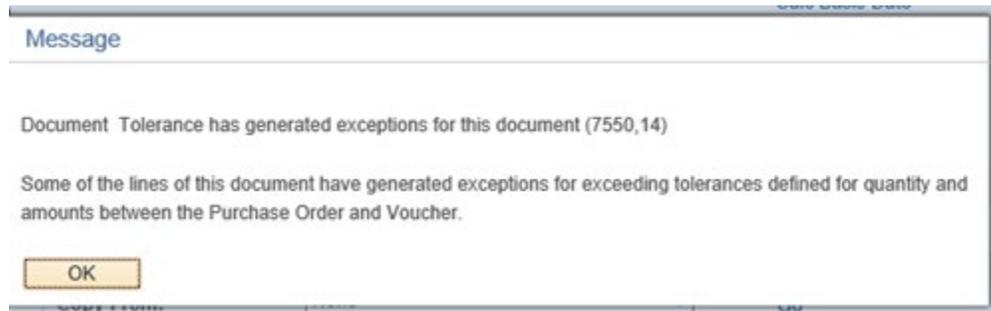


# How to Identify and Resolve Doc Tol Errors

## 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

**UHS FINANCE** Add To ▾

[New Window](#)

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:	<a href="#">Exceptions</a>			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"/> <input type="button" value="Go"/>						

[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
<b>PO Ln: 1 Sched Ln: 1 Distrib Ln: 1 Distrib Ln Status: Open CC: 00730/2170/H0107/D0272/NA Bud Ref: BP2021</b>										
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
<b>PO Ln: 2 Sched Ln: 1 Distrib Ln: 1 Distrib Ln Status: Open CC: 00730/2170/H0107/D0272/NA Bud Ref: BP2021</b>										
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
<b>Grand Total:</b>								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](#)

**UHSFINANCE** | [Add To](#) | [Notification](#) | [NavBar](#)

[New Window](#) | [Help](#) | [Personalize Page](#)

[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:**

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

**Amount Summary**

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

**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

[Return to Search](#) | [Notify](#)

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

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	

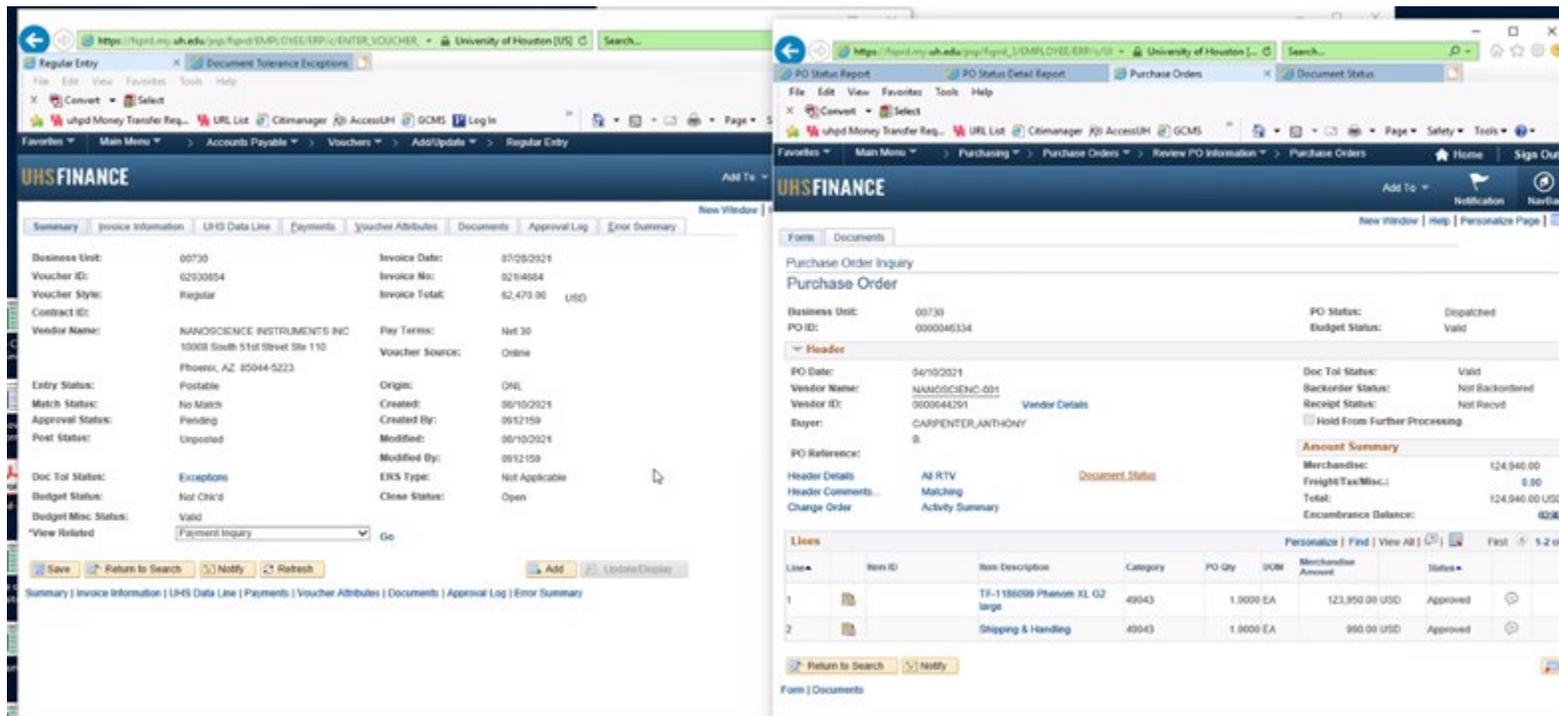
[Return to Search](#)

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](mailto:ap@uh.edu) with your Doc Tol Errors.