

Exception Code 10: AR Open Item Not Found

IntraState Transfer Vouchers (ISTVs) occur when an agency makes a purchase from another agency. When vouchering an ISTV invoice, the invoice number must match the Item ID of the pending item created in OAKS AR by the selling agency. An **A/R Open Item not found** message will display in OAKS FIN when attempting to create an ISTV voucher that does not have a corresponding A/R item.

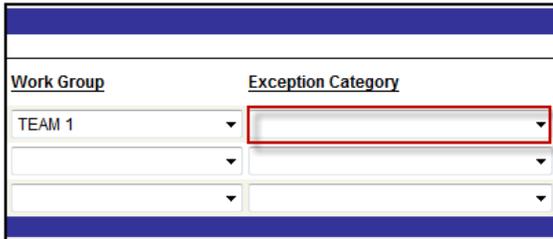
During the AP voucher creation process in OAKS FIN, if an "A/R Open Item ID not found" error is received, AP will assign the invoice to ECM as an exception code "10-AR Open Item Not Found" for return processing. ECM will return the invoice and the **Invoice Return Notification** to the selling agency (and copy the buying agency) in the same method the invoice was submitted to OSS.

Update the AP Sorter page

OAKS FIN > Accounts Payable > Batch Processes > Extracts and Loads > UDS Image Matching

1. Click **checkbox** next to desired line on the **AP Sorter** page.

6. Confirm **Exception Category** displays "10-AR Open Item Not Found."



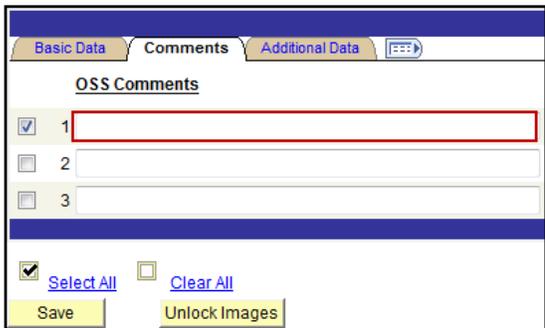
Work Group	Exception Category
TEAM 1	

7. Confirm **Origin** is correctly populated based on the OSS participating agency approver.



Origin

11. Enter **OSS Comments** indicating "AR Open Item Not Found. Returned invoice to selling agency. (first initial. last name/date [MM/DD/YY])."



Basic Data | Comments | Additional Data

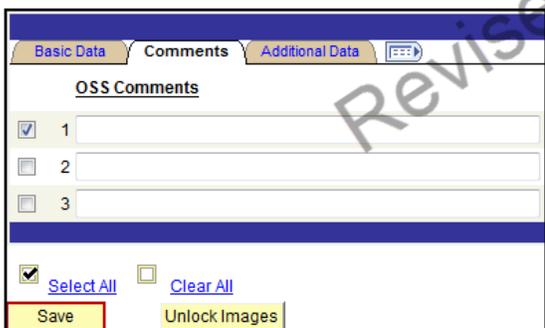
OSS Comments

<input checked="" type="checkbox"/>	1	
<input type="checkbox"/>	2	
<input type="checkbox"/>	3	

Select All Clear All

Save Unlock Images

12. Click **Save**.



Basic Data | Comments | Additional Data

OSS Comments

<input checked="" type="checkbox"/>	1	
<input type="checkbox"/>	2	
<input type="checkbox"/>	3	

Select All Clear All

Save Unlock Images

13. Save invoice image to desktop.

After updating the AP Sorter page in OAKS FIN, complete the following steps in the Invoice Return Tracker.