

**COMMONWEALTH OF VIRGINIA
Department of Accounts
Exception Register**

- (1) The following entries appeared on the ACTR0401 Report, but did not belong to our agency.

Transaction ID						
Batch Agency	Batch Date	Batch Type	Batch No.	Amount	ACTR0401 Date	ACTR0401 Page

We have attached a copy of the ACTR0401 on which this entry appears. **(A copy of the ACTR0401 Report is required for DOA to take corrective action.)**

- (2) The following entries were submitted but have not appeared on our ACTR0401 Report.

Transaction ID						
Batch Agency	Batch Date	Batch Type	Batch No.	Voucher Number(s) missing (write "all" if entire batch)	DC Number (If applicable)	Voucher or DC Amounts

We have attached a copy of this batch header and the missing voucher(s) or DC(s). **(These copies are required for DOA to take corrective action.)**

NOTE: If you are the credit agency on an IAT, contact the charge agency to obtain the transaction ID.

- (3) Any request for correction not applicable to the first two categories listed above must be in writing and accompanied by **ALL** supporting documentation necessary for an adjustment. This request must be attached to this Exception Register.

NOTE: Please reference all attachments to the problems listed above.