

Sorter Page Exception Codes Quick Reference Table

The table below shows the various exception codes that appear on the **AP Sorter** page. For detailed steps for each exception category, see the corresponding sections.

 Please ensure ALL fields are filled in on the **Sorter** page and check for duplicate vouchers before re-assigning to Team 1.

Exception Code	Exception Category	Brief Description	Processor Steps	Agency Submitted Invoice	Supplier Submitted Invoice	Comments
						Please resubmit the invoice with the QSS Standard
03	Valid PO Not Listed	PO missing on invoice (submitted by supplier)	Assign to Team 1	Agency Sorter	Assign to ECM as RTS	A valid Purchase Order is required to process payment, and must be identified on the invoice. If you do not have this information please contact the state agency you are conducting business with. [Initials][MMDDYY]
03	Valid PO Not Listed	PO missing on invoice (submitted by agency)	Assign to Team 1	Agency Sorter	Assign to ECM as RTS	A valid Purchase Order is required, and must be identified on an acceptable Accounts Payable form or return from your agency sorter to OSS with processing instructions, or resubmit the transaction. [Initials][MMDDYY]
03	Valid PO Not Listed	PO cut off (submitted by supplier)	Assign to Team 1	Agency Sorter	Assign to ECM as RTS	The Purchase Order number listed on the invoice is incomplete. Please resubmit the invoice with the complete PO number. If you do not have this information, contact the state agency you are conducting business with. [Initials][MMDDYY]
03	Valid PO Not Listed	PO cut off (submitted by agency)	Assign to Team 1	Agency Sorter	Assign to ECM as RTS	The Purchase Order number listed on the invoice is incomplete/truncated. Please resubmit the invoice with the complete Purchase Order number or supply a PPF with PO information with the invoice as one attachment. [Initials][MMDDYY]
						The invoice(s) have been processed for payment and
						invoice submissions. [Initials][MMDDYY]
89	Sensitive Data	Invoice needs to have sensitive data redacted	Assign to Team 1	Assign to ECM as RTA	Assign to ECM as RTA	The attached invoice is improper in accordance with O.R.C. § 149.43. The invoice contains personal information and must be redacted prior to re-submission. [Initials]