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Effective: 09/13/2016

## 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.

		OSS by ECM				
<a href="#">14</a>	Year End Close	Only used at Year End Close per AP Coach Request	Assign to Team 1	N/A	N/A	"Message or direction will be given from AP Coaches during this time period."
<a href="#">15</a>	Other	 Only use if no applicable category is available, instructed to use in special circumstances, or combo exceptions, or instructed.				
<a href="#">15</a>	Other	Amount only check box needs checked	Assign to Team 1	Agency Sorter	Agency Sorter	Purchase Order (Insert PO #) was set up with the UOM as AMT, and the AMT only check box was not selected. Please close PO and create a new PO with the AMT only check box checked. [Initials] [MMDD\YY]
<a href="#">15</a>	Other	Decimal division by zero	Assign to Team 1	Agency Sorter	Agency Sorter	Purchase Order (Insert PO#) has quantities of zero matched to the PO and is causing an OAKS error. Please close this PO and Create a new PO. [Initials][MMDD\YY]
<a href="#">15</a>	Other	PO QTY changed to AMT	Assign to Team 1	Agency Sorter	Agency Sorter	Purchase Order (Insert PO#) was set up by QTY and subsequently changed to an AMT based PO. This is causing match exceptions in OAKS. Please close this PO and create a new PO. [Initials] [MMDD\YY]
<a href="#">15</a>	Other	Combo issue-Valid PO not listed and Remit to issue	Assign to Team 1	Agency Sorter	Agency Sorter	Please complete the included form(s) so the Remit to Address for your company can be updated in our system. Also a valid Purchase Order is required to process payment. [Initials] [MMDD\YY]

<a href="#"><u>15</u></a>	<b>Other</b>	ISTV created after upgrade	Assign to Team 1	Assign to ECM as RTA	Assign to ECM as RTA	OSS cannot process ISTVs that have been created after 9/7/2015. Please submit ISTV through the OAKS 9.2 ISTV process. [Initials] [MMDDYY]
<a href="#"><u>16</u></a>	<b>Improper Invoice</b>	Invoice # not populated	Assign to Team 1	Assign to ECM as RTA	Assign to ECM as RTA	OSS received the attached submitted invoice(s). The invoice number field on the attached invoice(s) is blank. Please resubmit invoice(s) with the invoice field.
<a href="#"><u>89</u></a>	<b>Sensitive Data</b>	Invoice needs to have sensitive data redacted	Assign to Team 1	Assign to ECM as RTA	Assign to ECM as RTA	is improper in accordance with O.R.C. § 149.43. The invoice contains personal information and must be redacted prior to re-submission. [Initials] [MMDDYY]

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