

## Appendix C: Sorter Page Comments

Listed below is a quick reference for the comments that should be entered by ECM in the **OSS Comments** field of the Sorter page when processing the AP invoice returns.

 Refer to the applicable Exception Code topic for specific instructions.

AP Exception Code	OSS Comments (to be entered by ECM)
01: Incorrect/Invalid PO	Incorrect/Invalid PO. Returned invoice to vendor. (first initial. last name/date [MM/DD/YY])
02: Insufficient PO Funds	Insufficient PO Funds. Returned invoice to vendor. (first initial. last name/date [MM/DD/YY])
03: PO Required	PO Required. Returned invoice to vendor. (first initial. last name/date [MM/DD/YY])
05: Vendor Not in OAKS	Vendor not in OAKS. Returned invoice to vendor. (first initial. last name/date [MM/DD/YY])
06: PO/Invoice Vendor Does Not Match	PO/Invoice Vendor Does Not Match. Returned invoice to vendor. (first initial. last name/date [MM/DD/YY])
07: Remit to Address Not in OAKS	Vendor's remit to address not in OAKS. Returned invoice to vendor. (first initial. last name/date [MM/DD/YY])
09: Bad Image or Missing Pages	Bad Image or Missing Pages. Returned invoice to vendor. (first initial. last name/date [MM/DD/YY])
10: AR Open Item Not Found	AR Open Item Not Found. Returned invoice to selling agency. (first initial. last name/date [MM/DD/YY])
12: Items Not Received/Services Incomplete	Items Not Received/Services Incomplete. Returned invoice to vendor. (first initial. last name/date [MM/DD/YY])
16: Improper Invoice/Form	Improper Invoice/Form. Returned invoice to vendor. (first initial. last name/date [MM/DD/YY])
89: Sensitive Data	Sensitive Data. Returned invoice to vendor. (first initial. last name/date [MM/DD/YY])
97: Math Error	Math Error. Returned invoice to vendor. (first initial. last name/date [MM/DD/YY])