

Exception Code

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 "05-Vendor not in OAKS."

Work Group	Exception Category
TEAM 1	

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

Save Unlock Images

11. Enter **OSS Comments** indicating "Vendor not in OAKS. Returned invoice to vendor. (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	
<input checked="" type="checkbox"/>	Select All	<input type="checkbox"/> 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	
<input checked="" type="checkbox"/>	Select All	<input type="checkbox"/> 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.

Update the Invoice Return Tracker

Return invoice submitted to OSS via mail

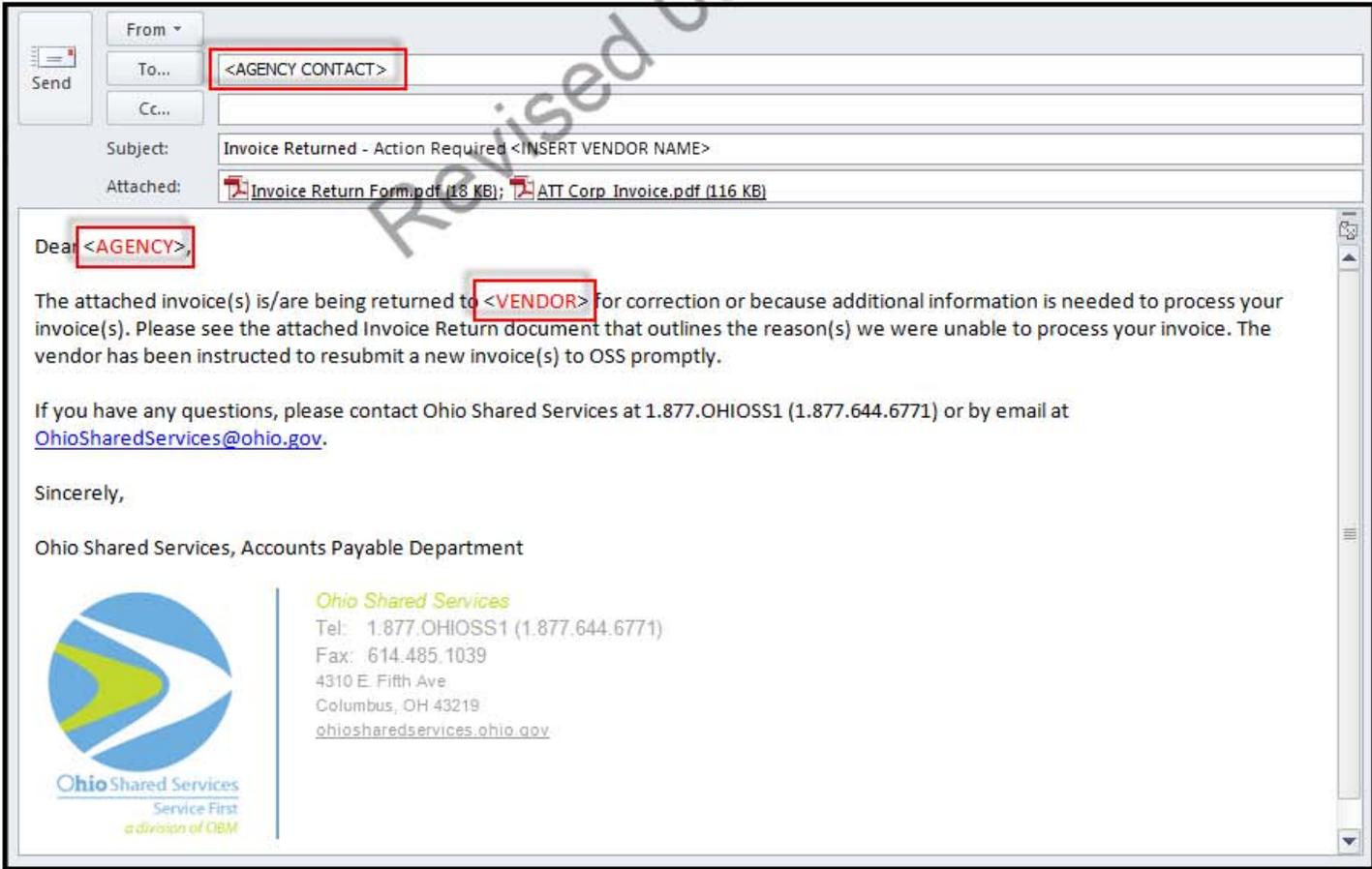
Follow the steps below to return the invoice to the agency via email (using the "OSS Invoice Returns" email account) and return the invoice to the vendor via mail.

This assigned email account provides ECM Associates with a single source mailbox to retain email notices of returned invoices.

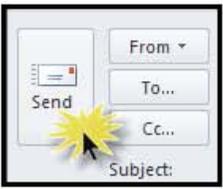
Click **Send** in toolbar.

- 12. Enter agency's email address in the **To** field.
- 13. Enter "vendor@ohio.gov" (i.e. Vendor Maintenance Team) in the **Cc** field.
- 14. Enter **Subject** "Invoice Returned - Action Required <INSERT VENDOR NAME>."
- 15. Paste "Invoice returned to agency" template into the body of the email.

See team captain or coach for a copy of the **invoice returned to agency** template.



- 16. Update the agency's name in the greeting of the email.
- 17. Update the vendor's name in the body of the email.
- 18. Click **Send**.



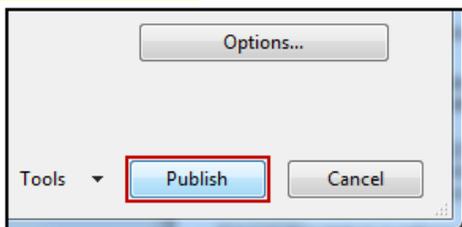
The **Invoice Return Notification** screen will return.

- 19. Click **PDF or XPS** on toolbar.

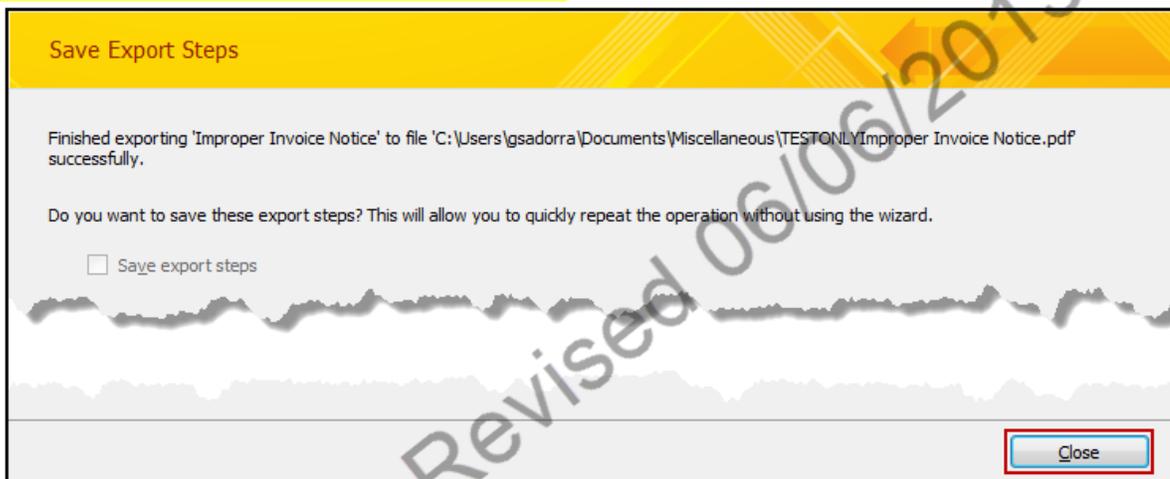


20. Save PDF form to desktop.

21. Click **Publish**.



22. Click **Close** on the **Save Export Steps** window.



23. Print original invoice previously saved to desktop.

24. Print completed **Invoice Return Notification** saved to desktop.

25. Mail the 2 documents back to the vendor.