

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 "01-Incorrect/Invalid PO."

Work Group	Exception Category
TEAM 1	01-Incorrect/Invalid PO.

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

Save Unlock Images

11. Enter **OSS Comments** indicating "Incorrect/Invalid PO. Returned invoice to vendor. (first initial. last name/date [MM/DD/YY])."

Basic Data	Comments	Additional Data
OSS Comments		
<input checked="" type="checkbox"/>	1	Incorrect/Invalid PO. Returned invoice to vendor. (first initial. last name/date [MM/DD/YY]).
<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	Incorrect/Invalid PO. Returned invoice to vendor. (first initial. last name/date [MM/DD/YY]).
<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.

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.

- 1. Click **E-mail** in toolbar.



- 11. Attach invoice image previously saved to desktop.
- 12. Enter agency's email address in the **To** field.
- 13. Enter **Subject** "Invoice Returned - Action Required <INSERT VENDOR NAME>."
- 14. 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.

Dear <AGENCY>

The attached invoice(s) is/are being returned to <VENDOR> for correction or because additional information is needed to process your invoice(s). Please see the attached Invoice Return document that outlines the reason(s) we were unable to process your invoice. The vendor has been instructed to resubmit a new invoice(s) to OSS promptly.

If you have any questions, please contact Ohio Shared Services at 1.877.OHIOSS1 (1.877.644.6771) or by email at OhioSharedServices@ohio.gov.

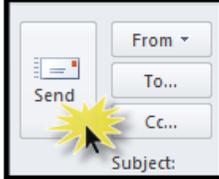
Sincerely,

Ohio Shared Services, Accounts Payable Department

Ohio Shared Services
Tel: 1.877.OHIOSS1 (1.877.644.6771)
Fax: 614.485.1039
4310 E. Fifth Ave
Columbus, OH 43219
ohiosharedservices.ohio.gov

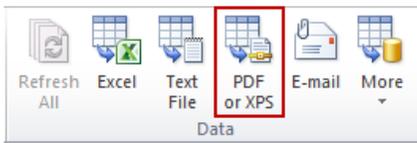
Ohio Shared Services
Service First
a division of OBM

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



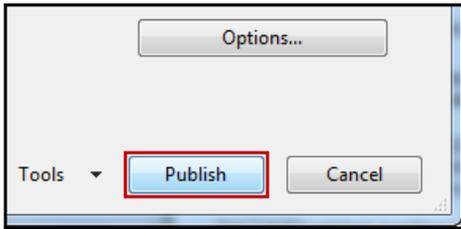
The **Invoice Return Notification** screen will return.

18. Click **PDF or XPS** on toolbar.

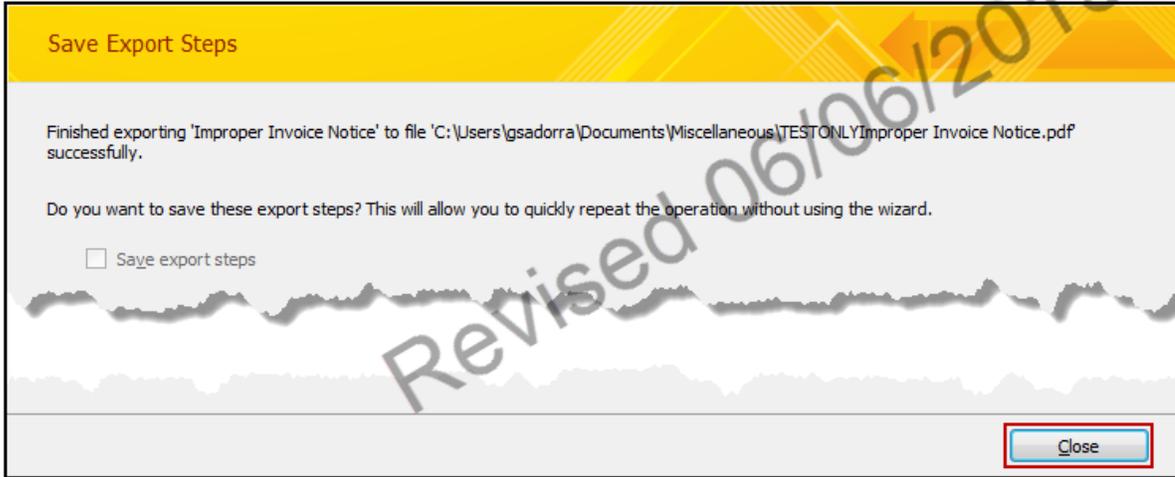


19. Save PDF form to desktop.

20. Click **Publish**.



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



22. Print original invoice previously saved to desktop.

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

24. Mail the 2 documents back to the vendor.