

## Update the AP Sorter page

 OAKS FIN > Accounts Payable > Batch Processes > Extracts and Loads > UDS Image Matching

1. Update the required fields in the **AP Sorter** page.
2. Click [search](#).
3. Click [checkbox](#) next to desired line on the **AP Sorter** page.
4. Click invoice [image](#).

 Use PDF image to confirm the information below in OAKS FIN.

5. Update [Assigned To](#) with employee number.
6. Select [Sort Status](#) "Rejected."
8. Confirm [Exception Category](#) displays "12-Items Not Received/Services incomplete."
9. Confirm [Origin](#) is correctly populated based on the OSS participating agency approver.
10. Confirm [Supplier ID](#) is correctly populated based on the invoice image.
11. Confirm [Invoice Number](#) is correctly populated with the supplier's invoice number as it appears on the invoice image (including leading zeros and/or special characters).  
 For assistance in determining the invoice number, refer to the "[Determining the Invoice Number](#)" process.
12. Click [Comments](#) tab.
13. Enter **OSS Standard Comments** in the [OSS Comments](#) field based on the standards found in the [Sorter Page Exception Codes Quick Reference Table](#) topic.
14. Click [Save](#).
15. Save invoice image to desktop as "first three letters of supplier name\_mm/dd/yyyy."

After updating the AP Sorter page in OAKS FIN, complete the following steps in the Invoice Return Tracker.