

## Working an Exception Code 22: Non-Participating Agency

If an invoice is received that belongs to a Non-Participating Agency of OSS, complete the steps below.

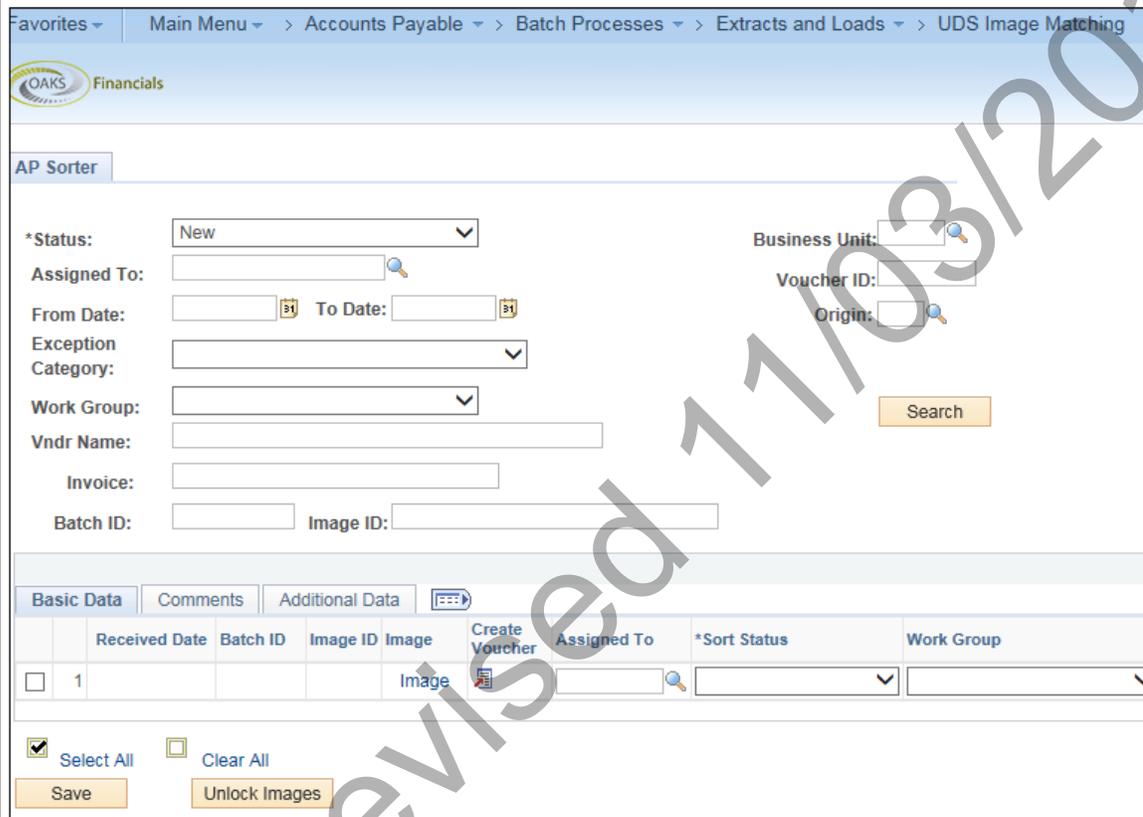
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### Assign Item to AP Team 1

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



	Received Date	Batch ID	Image ID	Image	Create Voucher	Assigned To	*Sort Status	Work Group
<input type="checkbox"/>	1			Image				

1. Click [checkbox](#) next to desired line.
2. Remove OAKS ID from [Assigned To](#).
3. Confirm [Sort Status](#) "Assigned."
4. Select [Work Group](#) "TEAM 1."
5. Select [Exception Category](#) "22-Non-Participating Agency".
6. Enter [BU](#) (Business Unit).
7. Enter [Origin](#) code.
8. Enter [Supplier ID](#).
9. Enter [Supplier Name](#).
10. Enter [Invoice Number](#).
11. Confirm [Invoice Dt](#).
12. Enter [PO Number](#).
13. Enter [Gross Amt](#).
14. Click [Comments](#) tab.
15. Enter [OSS Standard Comments](#) in the [OSS Comments](#) field based on the standards found in the [Sorter Page](#)

15. Enter **OSS Standard Comments** in the **OSS Comments** field based on the standards found in the **Sorter Page Exception Codes Quick Reference Table** topic.

16. Click **Save**.

Item will route to Team 1 for return processing. Team 1 completes the below actions to return item to sender for corrected information.

## Team 1: Exception Code 22 Processing Instructions

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

AP Sorter

\*Status:  Business Unit:

Assigned To:  Voucher ID:

From Date:  To Date:

Exception Category:

Work Group:

Vndr Name:

Invoice:

Batch ID:  Image ID:

Basic Data	Comments	Additional Data					
Received Date	Batch ID	Image ID	Image	Create Voucher	Assigned To	*Sort Status	Work Group
<input type="checkbox"/>	1		Image	<input type="button" value="Create Voucher"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Select All  Clear All

Team 1 routes the invoice to the ECM team for return processing.

1. Confirm **Sorter Page** is filled out completely.

If not, re-assign back to the original AP Associate for completion.

2. Select **Work Group** "ECM TEAM."

3. Click **Comments** tab.

4. Enter **OSS Comments** for ECM Team indicating "RTV", any additional comments and include your initials and the date (MM/DD/YY).

5. Click **Save**.