

Working an Exception Code 23: Unable to Determine BU / Origin Codes

If an invoice is received that has no agency identifying information and unable to determine Business Unit or Origin, complete the steps below.

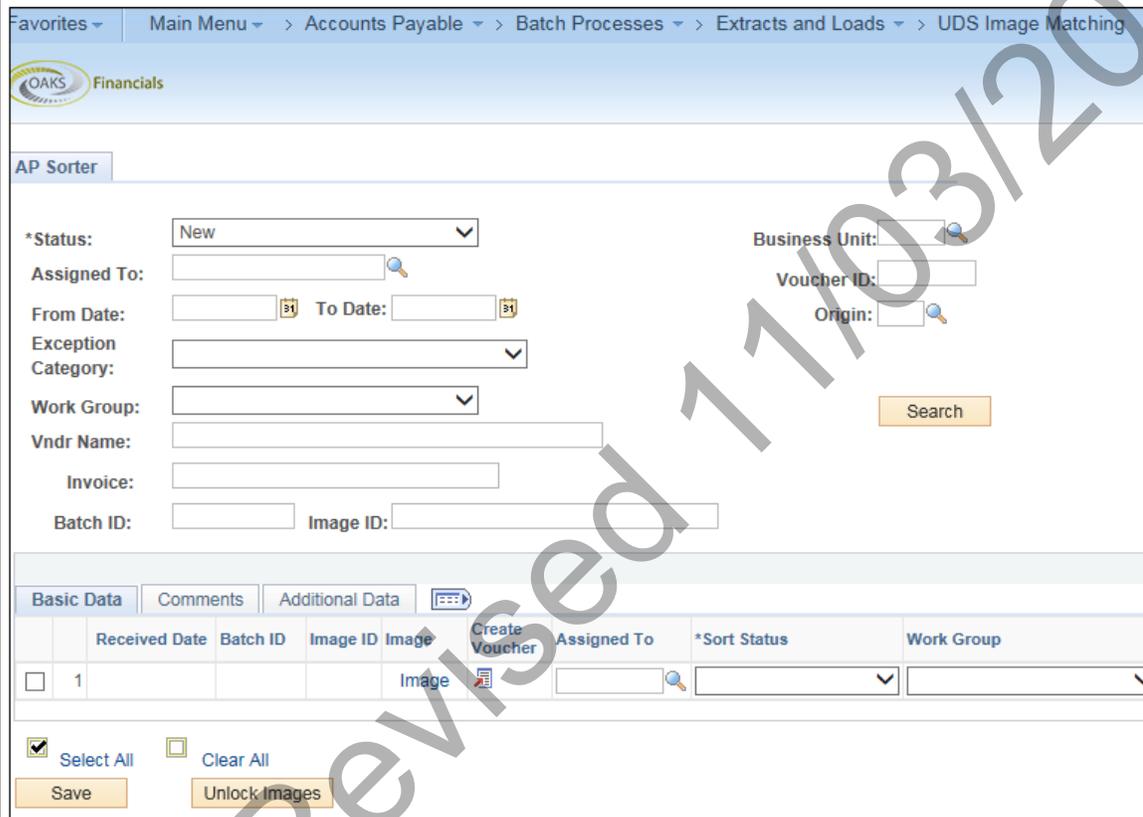
In this Topic [Hide](#)

[Assign Item to AP Team 1](#)

[Team 1: Exception Code 23 Processing Instructions](#)

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		<input type="text"/>	<input type="text"/>	<input type="text"/>

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](#) "23-Unable to Determine BU / Origin Code"
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

14. Click [Comments](#) tab.

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 23 Processing Instructions

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

Navigation: Favorites > Main Menu > Accounts Payable > Batch Processes > Extracts and Loads > UDS Image Matching

OAKS Financials

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				<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](#).