Searching for Documents in OMNI

Imaged documents can be viewed using the following navigations:

> OMNI > Financials 9.1 > Main Menu:

TO VIEW	NAVIGATE TO
Purchase Order, Change Orders and related Invoices	Purchasing > Purchase Orders > Review PO Information > Purchase Orders
	Purchasing > Purchase Orders > Review PO Information > Pactivity Summary
	Accounts Payable > FSU AP Custom > FSU Document Management
Paid Encumbered and Unencumbered Invoices	Accounts Payable > Vouchers > Add/Update > Regular Entry
Travel Documents to view or modify expense reports	Travel & Expenses > Travel & Expense Center > Expense Report > View
	Employee Self-Service > Travel & Expense Center > Expense Report > Modify
Travel Documents to approve expense reports	Manager Self-Service > Travel & Expense Center > approvals > Approve Transactions

To search for an invioce go to: OMNI > Financials 9.1 > Main Menu > Accounts Payable > FSU AP Custom > FSU Document Management

Enter the desired search criteria. Entering more data will narrow the search results.

FSU Document Management

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Maximum number of rows to return (up to 300): 300

Business Unit:	begins with	
Document ID:	begins with	
PO Number:	begins with	
Invoice Number:	begins with	
Voucher ID:	begins with	
Processor:	begins with	
Invoice Status:	=	
Invoice Date:	=	
Vendor ID:	begins with	
Short Vendor Name:	begins with	
Department:	begins with	
Image Date:	=	

☐ Case Sensitive

To search by multiple statuses:

- Change the Invoice Status drop down to "IN"

- Hold down the CTRL key and click on each desired status.

Search   Clear   Basic Search   Save Search Criteria

For search fields without a drop down box, several items can be searched at once by separating the data with commas:

PO Number:	in	0000701224,0000600998,0000719202

Click   Search

The search results are:

Each of the columns can be sorted by ascending or descending order by clicking on the column header. Click any hyperlink for the document to be viewed:

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When a document is selected, the Manage Invoice Document screen will appear. This screen is similar to the invoice data screen used in Hummingbird DM and displays all data related to the invoice, a list of and access to related documents, email notification details and access to the history/comments of the invoice:

See the list on the next page for Status definitions.

The new invoice statuses follow:

INVOICE STATUS	DESCRIPTION
Complete	Settled invoice. A voucher number is associated with the invoice if the invoice was paid.
Credit	Vendor credit. When Credit is processed, change the document status to Complete; a voucher number should be associated with the credit.
Delete	Invoice hard delete requested. Enter notes under "View History/Add Comments" indicating reason for the deletion, which will be reviewed by Administrators before invoice is removed from the system.
Hold	Replaces "Recycled" status used in Hummingbird. Invoice has been reviewed but requires additional information. Comments under "View History/Add Comments" should indicate why invoice has not been paid.
HoldR	Invoice is on Hold, awaiting a receipt by the department with no other outstanding issues.
NEW	Invoice received but not yet reviewed by the processor.
NewR	New invoice received and unused receipt on Purchase Order in OMNI. **Status created as foundation for future enhancement requests.**
NewE	New invoice received without available receipt in OMNI and email sent to department. **Status created as foundation for future enhancement request.**
PCARD	Invoice being paid on department's Purchasing Card. "View History/Add Comments" should indicate who provided the processor with this information and their contact phone number and email address.
Refund	Status used by Central Accounts Payable and denotes an invoice/ credit memo for which a refund is expected from the vendor. When Refund is received, document status will be changed to Complete.

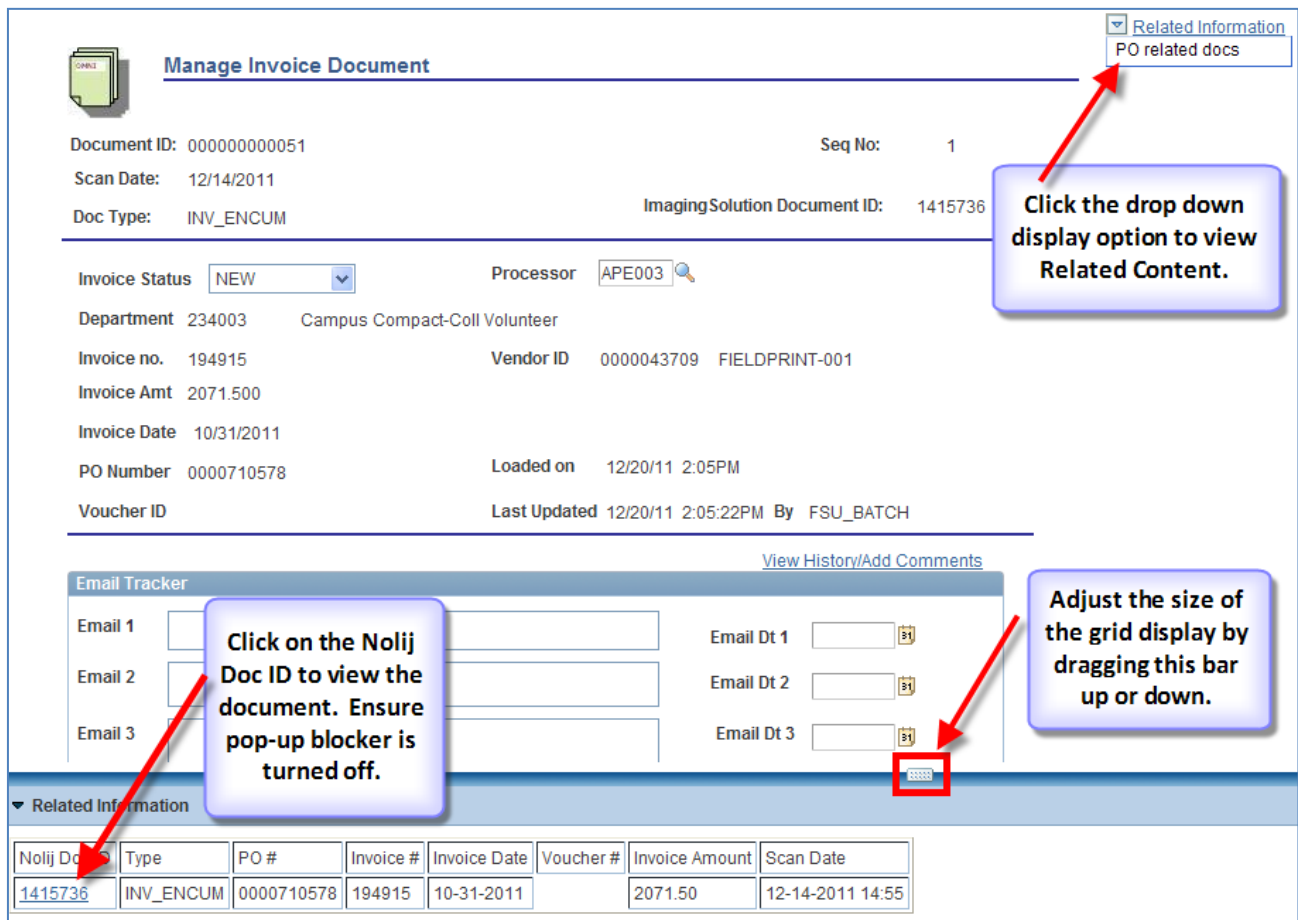New Processor codes – **PAY SPECIAL ATTENTION TO THE NEW CODE APE013**:

PROCESSOR	DESCRIPTION
APE013	New TROUBLESHOOTING queue. Move any invoices formally sent to APU006 to this queue as well as any invoice that has incorrect data associated with it (PO#, invoice number, etc.). This includes invoice numbers you plan to process a voucher on using a different invoice number. Include a comment as to the reason for the data change.
FND001	Move to this queue when invoices are to be paid through the FSU Foundation.
RF001	Move to this queue when invoices are to be paid through the FSU Research Foundation.

Related Information

All documents viewable in OMNI will display a ☑ Related Information link amongst the upper right hand hyperlink options. When the link is clicked, a drop down option will display. Click on the display option to reveal related information at the bottom of the screen.

The resulting display details the Purchase Order, Change Order (if relevant) and Invoices received and imaged for the Purchase Order. Once the Nolij Doc ID hyperlink has been clicked, a Nolij Web Document Viewer webpage will pop up with an image of the document. If several documents are assigned to the same Purchase Order number and are indexed separately, the grid will display all the documents with the scan date and timestamp. If new documents are listed, refresh by clicking PO related docs in the Related Information grid. The Related Information grid can be closed by clicking the red ☒.
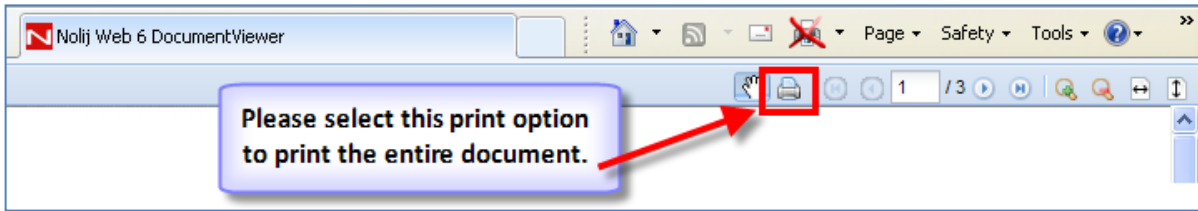
To print documents, select the viewer print option, not the web screen print option. If the image is compressed, refresh the page to restore.

Technical Problems

If you have problems viewing Purchase Order documents or accessing the Purchase Order inquiry pages, please submit a CRM ticket (help ticket) to Purchasing.

If you have problems accessing the FSU Document Management screen in OMNI, please submit a CRM ticket (help ticket) to Accounts Payable.

If you have problems viewing or printing Related Information documents in OMNI, please submit a CRM ticket (help ticket) to IT Services, subcategory Imaging.

For all other questions or problems, please email Accounts Payable at accountspayable@admin.fsu.edu.