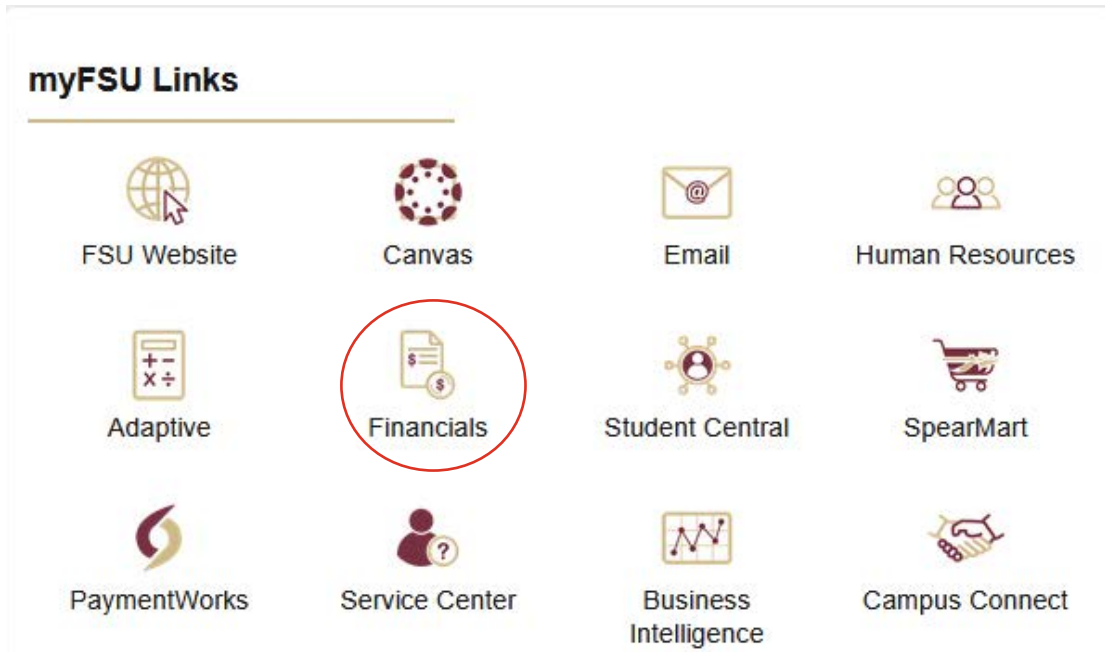


How to Check Payment Status of an Invoice

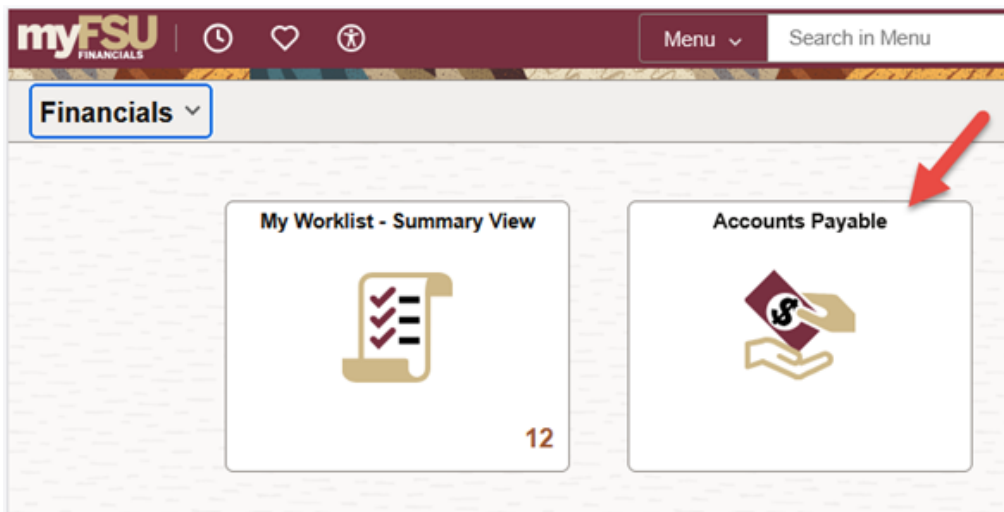
This guide will help you determine the payment status of invoices in OMNI.

Steps to Find an Invoice

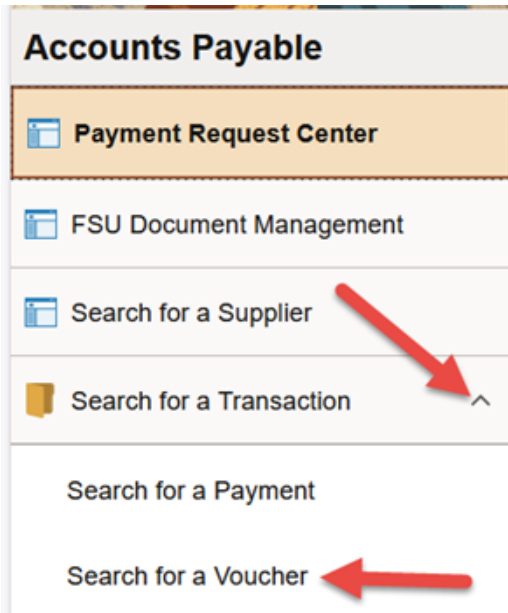
1. Log into my FSU and click the **Financials** icon under MyFSU Links.



2. Click the Accounts Payable tab on the Financials page.



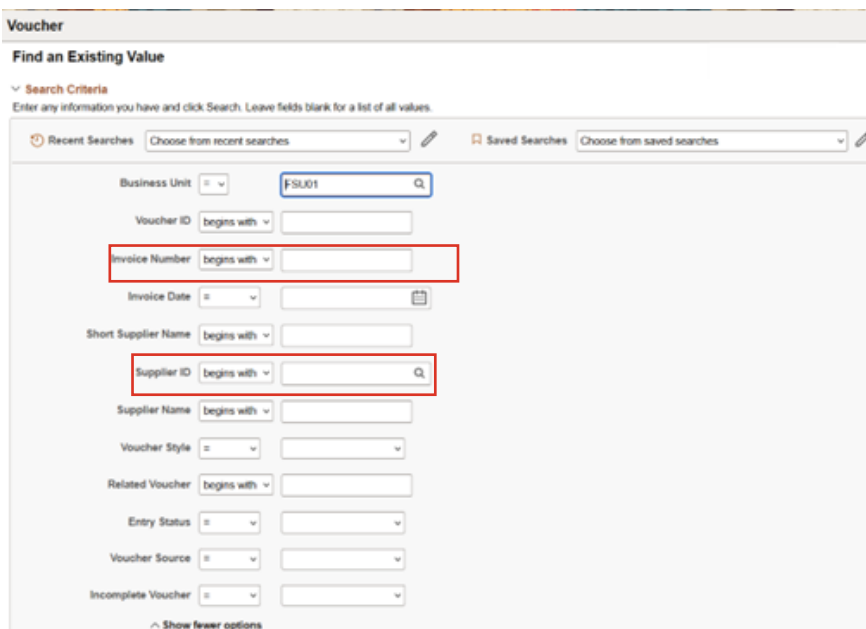
3. Click on the drop-down arrow on **Search for a Transaction**. Then, select **Search for a Voucher**.



Accounts Payable

- Payment Request Center**
- FSU Document Management**
- Search for a Supplier**
- Search for a Transaction** 
- Search for a Payment**
- Search for a Voucher**

4. Enter the Supplier ID number and Invoice Number into the corresponding fields. Click **Search**.



Voucher

Find an Existing Value

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

Recent Searches: Choose from recent searches  Saved Searches: Choose from saved searches 

Business Unit: 

Voucher ID: begins with

Invoice Number: begins with

Invoice Date: 

Short Supplier Name: begins with

Supplier ID: begins with 

Supplier Name: begins with

Voucher Style:

Related Voucher: begins with

Entry Status:

Voucher Source:

Incomplete Voucher:

 Show fewer options

5. After you click search above this screen will open on the summary tab. Click the Payments tab. On the payments screen you can see the date payment is scheduled, the remit address of the vendor, and the payment method chosen (check, EFT, etc.).

If the invoice has not yet been paid, a scheduled payment date will be on this tab along with the payment method. Reference information will be provided if this item has been paid.

Summary	Related Documents	Invoice Information	Payments	Voucher Attributes
Business Unit	FSU01	Invoice No	9766	
Voucher ID	02489532	Invoice Date	12/01/2025	
Voucher Style	Regular Voucher	*Pay Terms	925	NET 40
Total Amount	7,943.75	Schedule Payments		
Supplier Name	SOCIAL CATERING AND EVENTS LLC			

Payment Information

1 of 1

>

<

View All

Payment 1

*Remit to 0000062111

Gross Amount 7,943.75 USD

Scheduled Due 12/09/2025

Location 002

Discount 0.00 USD

Net Due 12/06/2025

*Address 2

Discount Due

Accounting Date 12/09/2025

SOCIAL CATERING AND EVENTS LLC

3425 BANNERMAN RD

STE 195 #234

TALLAHASSEE, FL 32312-7062

[Payment Inquiry](#)
[Express Payment](#)
[Payment Note\(9\)](#)
[Holiday/Currency](#)

Payment Options

*Bank WELLS

*Account CHCK

*Method EFT

Message Invoiced: 9766

Pay Group

*Handling REGULAR PAYMENTS

Hold Reason

*Netting Not Applicable

L/C ID

[Actions](#)

Supplier Bank Messages Layout

☐ Hold Payment
☐ Separate Payment

Message will appear on remittance advice.

Schedule Payment

*Action Schedule Payment

Payment Date 12/10/2025

Pay

Reference 00304373