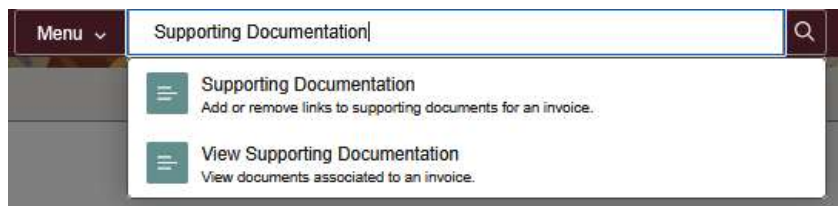


Attachments

You can attach supporting documents to a bill to provide backup documentation.

This **is for internal use only**; attachments will not be presented with printed invoices and cannot be viewed by external customers.



1. Search **Supporting Documentation** in the search bar of OMNI FI
2. Look up the bill under **AUX01** business unit by entering the invoice number and clicking "Search."

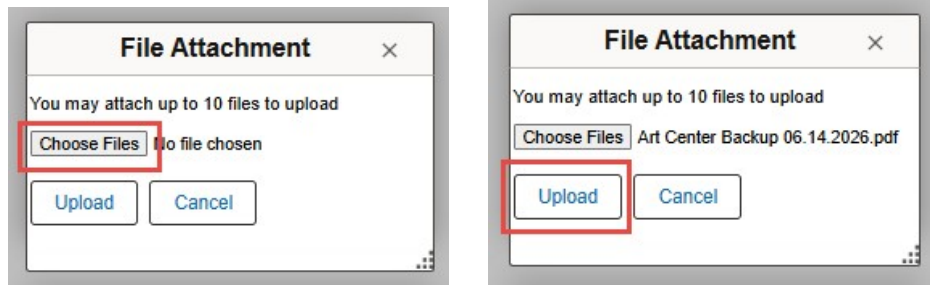
A screenshot of the 'Supporting Documentation' search form. The form has a title 'Supporting Documentation' and a subtitle 'Find an Existing Value'. Below the subtitle, there is a section 'Search Criteria' with the instruction 'Enter any information you have and click Search. Leave fields blank for a list of all values.' The form contains several input fields: 'Business Unit' (set to 'AUX01'), 'Invoice' (set to 'begins with'), 'Bill Status' (set to '='), 'Customer' (set to 'begins with'), 'Contract' (set to 'begins with'), and 'Template Invoice Flag' (set to '='). There are also 'Recent Searches' and 'Saved Searches' sections. At the bottom, there is a 'Search' button and a 'Clear' button. The 'Search' button is highlighted with a red box.

3. Select where the attachment applies by choosing the correct tab:
 - a. Header if it applies to the entire bill.
 - b. Line if it applies to one line on a multi-line bill.
4. Click "Add Attachment" after you have selected the "Header Documentation" or "Line Documentation" tab.

A screenshot of the 'Supporting Documentation' form. The form has a title 'Supporting Documentation' and two tabs: 'Header Documentation' and 'Line Documentation'. The 'Line Documentation' tab is selected and highlighted with a red box. Below the tabs, there is a section 'Invoice Documents' with a table. The table has columns: 'Attached File', 'Document Description', 'Internal Only', 'View', and an empty column. The first row of the table has a checkbox in the 'Internal Only' column that is checked. Below the table, there is a text box with the text 'Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.' Below the text box, there is a button 'Add Attachment' with a red arrow pointing to it. At the bottom, there are buttons: 'Save', 'Return to Search', 'Previous in List', 'Next in List', and 'Notify'.

Contact ctl-auxiliaryaccounting@fsu.edu for any questions.

5. In the "File Attachment" window, click "Choose Files," browse to the file, and select "Upload."



6. Confirm the file name appears in the Attached File column and enter a Document Description if needed and click "Save."

Supporting Documentation

Header Documentation | Line Documentation

Business Unit: AUX01 Invoice: AUX00227303

Invoice Documents

1-2 of 2

Documents | Additional Info

Attached File	Document Description	Internal Only	View
AUX01AUX00227303_0.pdf	Invoice Image	☐	View
Art_Center_Backup_06.14.2026.pdf		☒	View

Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

[Add Attachment](#)

[Save](#) [Return to Search](#) [Notify](#)

7. To verify the file is uploaded properly, click "View" to open the file in a new window. Your browser pop-up blocker must be disabled to view the file.

Supporting Documentation

Header Documentation | Line Documentation

Business Unit: AUX01 Invoice: AUX00227303

Invoice Documents

1-2 of 2

Documents | Additional Info

Attached File	Document Description	Internal Only	View
AUX01AUX00227303_0.pdf	Invoice Image	☐	View
Art_Center_Backup_06.14.2026.pdf		☒	View