

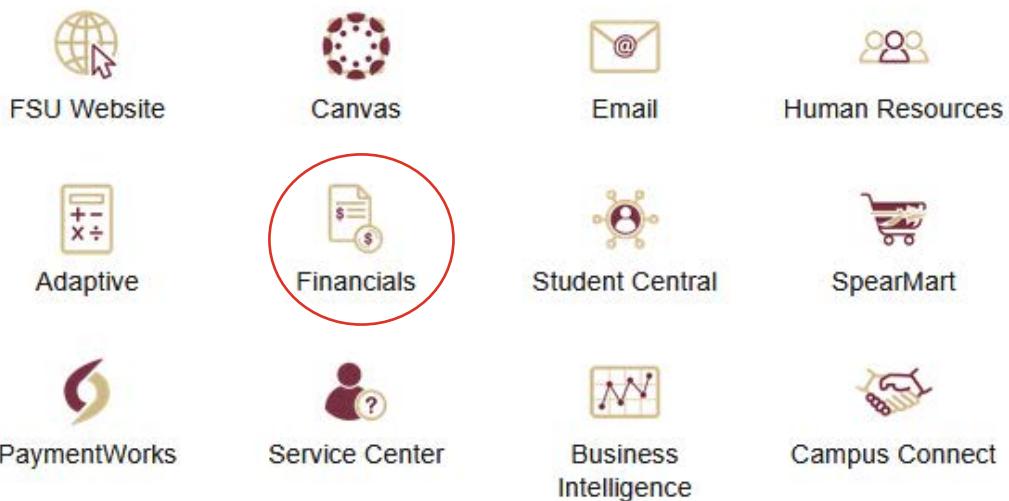
How to Check Payment Status of an Invoice

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.

myFSU Links



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

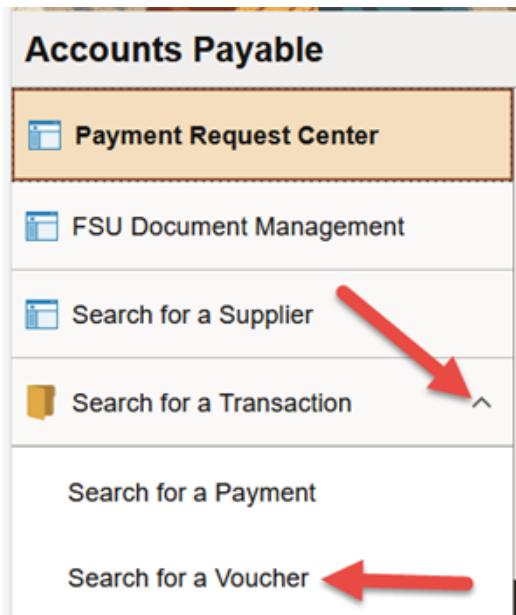
myFSU FINANCIALS | Menu Search in Menu

Financials ▼

My Worklist - Summary View 12

Accounts Payable

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



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

The image shows the 'Voucher' search criteria form. The 'Business Unit' field is set to 'FSU01'. The 'Invoice Number' and 'Supplier ID' fields are highlighted with red boxes. The 'Supplier ID' field has a value 'FSU01' entered into it. The 'Supplier Name' field is also highlighted with a red box. The 'Show fewer options' link is visible at the bottom.

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 02409532 Invoice Date 12/01/2025
 Voucher Style Regular Voucher
 Total Amount 7,943.75 *Pay Terms 025 NET 40
 Supplier Name SOCIAL CATERING AND EVENTS LLC

Payment Information

Payment 1

*Remit to 0000062111 Gross Amount 7,943.75 USD Scheduled Due 12/06/2025
 Location 002 Discount 0.00 USD Net Due 12/26/2025
 *Address 2
 SOCIAL CATERING AND EVENTS LLC
 3425 BANNERMAN RD
 STE. 105 #234
 TALLAHASSEE, FL 32312-7062

Payment Inquiry
 Express Payment
 Payment Note(s)
 Holiday/Currency

Discount Due
 Accounting Date 12/09/2025

Payment Options

*Bank WELLS Pay Group
 *Account CHCK *Handling REGULAR PAYMENTS
 *Method EFT Hold Reason
 EFT *Netting Not Applicable
 U/C ID
 Message Invoice# 9766

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