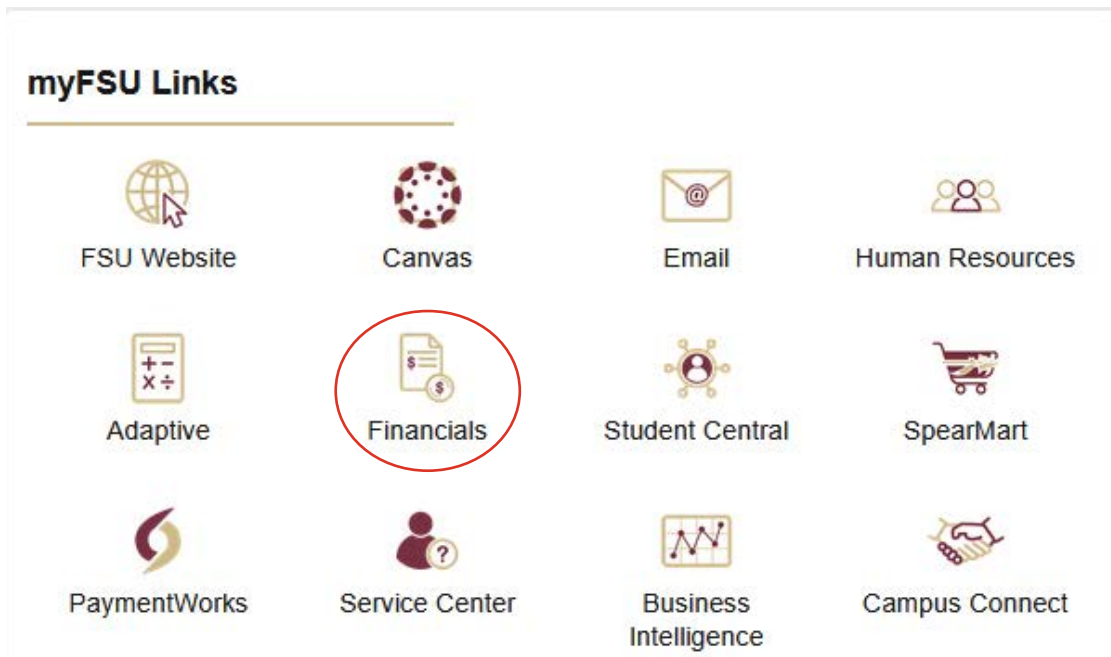


How To Find an Invoice in OMNI using FSU Document Management

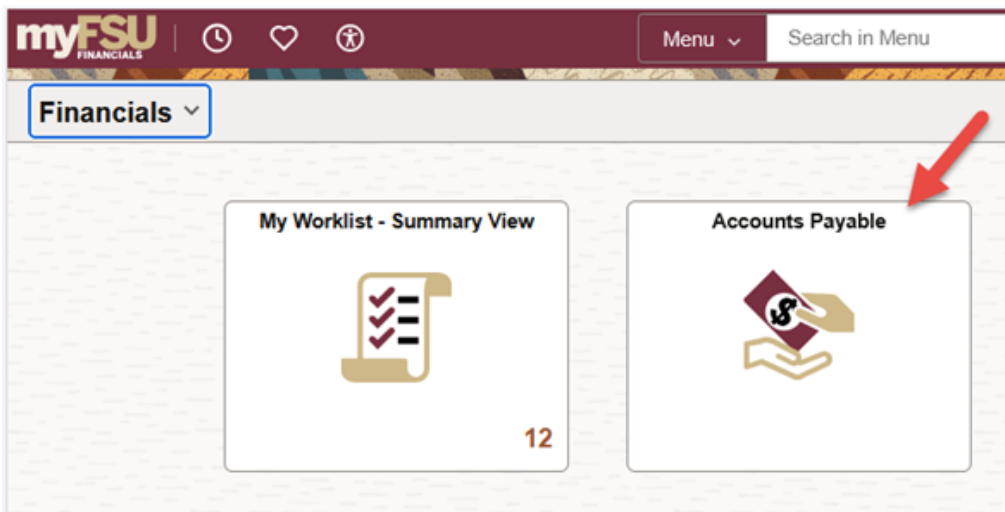
Need an invoice but don't know where to look? This guide will help you find your invoices in OMNI using the FSU Document Management Tool

Steps to Find an Invoice

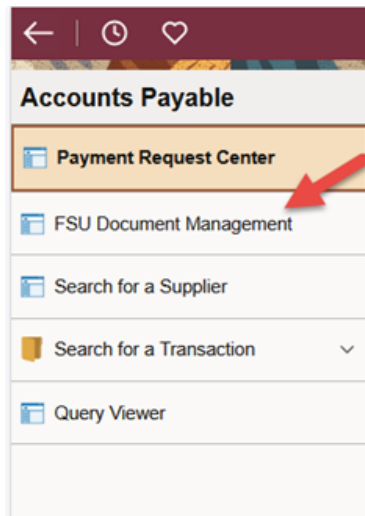
1. Log into my FSU and click the **Financials** icon under MyFSU Links.



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




3. Click on **FSU Document Management**.



4. Enter the PO Number, Invoice Number, and the Supplier ID in the corresponding fields. Then, click **Search**.

A screenshot of the 'FSU Document Management' search interface. The page title is 'FSU Document Management'. Below it is a section 'Find an Existing Value' with a sub-section 'Search Criteria'. A note says: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are two search history sections: 'Recent Searches' and 'Saved Searches', both with a dropdown menu 'Choose from recent/saved searches' and an edit icon. The search criteria section contains several fields, each with a 'begins with' dropdown and a search icon: Business Unit, Document ID, PO Number, Invoice Number, Voucher ID, Processor, Invoice Status, Invoice Date, Supplier ID, Short Supplier Name, Department, and Image Date. The 'PO Number', 'Invoice Number', and 'Supplier ID' fields are highlighted with red boxes. A green box on the right contains the text: 'Enter corresponding information into the appropriate fields, Purchase Order #, Invoice #, Supplier/Vendor ID # and then click Search.' At the bottom, there is a 'Show fewer options' link, a 'Case Sensitive' checkbox, and two buttons: 'Search' (highlighted with a red arrow) and 'Clear'.

5. The invoice will appear on the screen. If the invoice doesn't appear, it means the document needs to be imported into FSU Document Management. For uploaded invoices, Document Management will show AP processor notes such as any changes that need to be made or if additional information is needed.



Manage Invoice Document

Document ID: 000003061508 Seq No: 1

Scan Date: 12/11/2025

Doc Type: AP - Invoice - Purchase Order ImagingSolution Document ID: 23383288

Invoice Status: NEW Processor: AP001

Department: 108000 Information Technology Service

Invoice no: 1521426162 Vendor ID: 0000039203 ALANJAYAUT-001

Invoice Amt: 36483.630

Invoice Date: 12/10/2025

PO Number: FS26009627 Loaded on: 12/11/25 11:27AM

Voucher ID: Last Updated: 12/11/25 1:21:14PM By: KAT24D

[View History/Add Comments](#)

Email Tracker

Email 1	No receipt as of 12/11/2025	Email Dt 1	<input type="text"/>
Email 2		Email Dt 2	<input type="text"/>
Email 3		Email Dt 3	<input type="text"/>

If invoice doesn't pull up invoice will need to be imported into Document Management. Document Management will show AP processors notes such as a receipt not created, voucher information, if any changes need to be made or additional information is needed.