

# How To Find an Invoice in OMNI using FSU Document Management

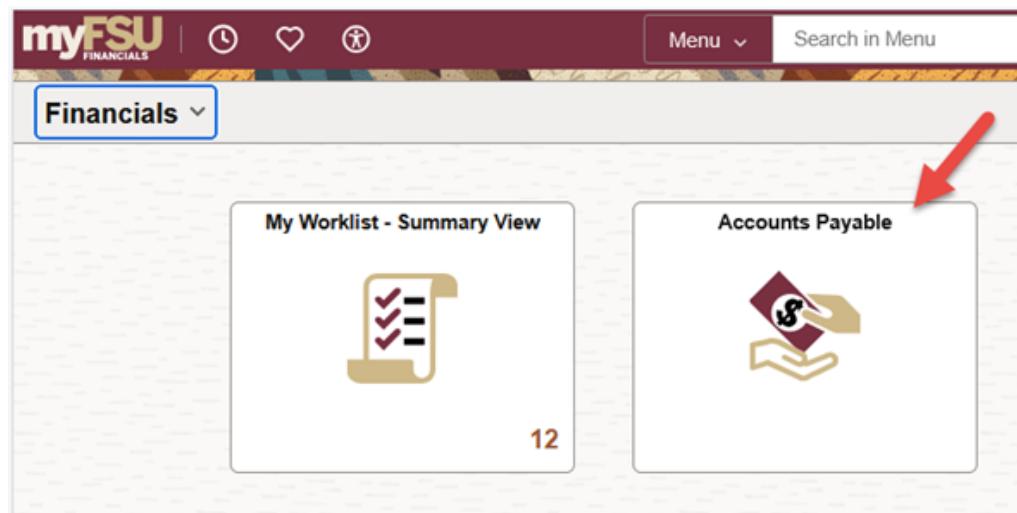
Need an invoice but don't know where to look? This guide will help you find your invoices in OMNI using the FSU Document Management Tool

## Steps to Find an Invoice

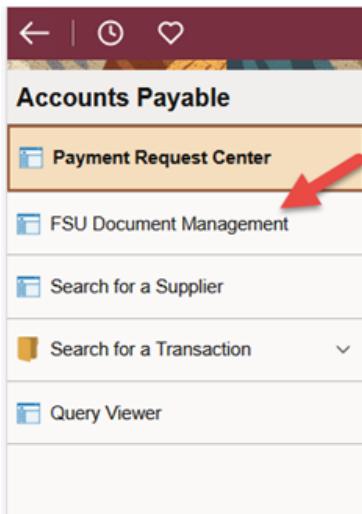
1. Log into my FSU and click the **Financials** icon under MyFSU Links.



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**.

**FSU Document Management**

**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

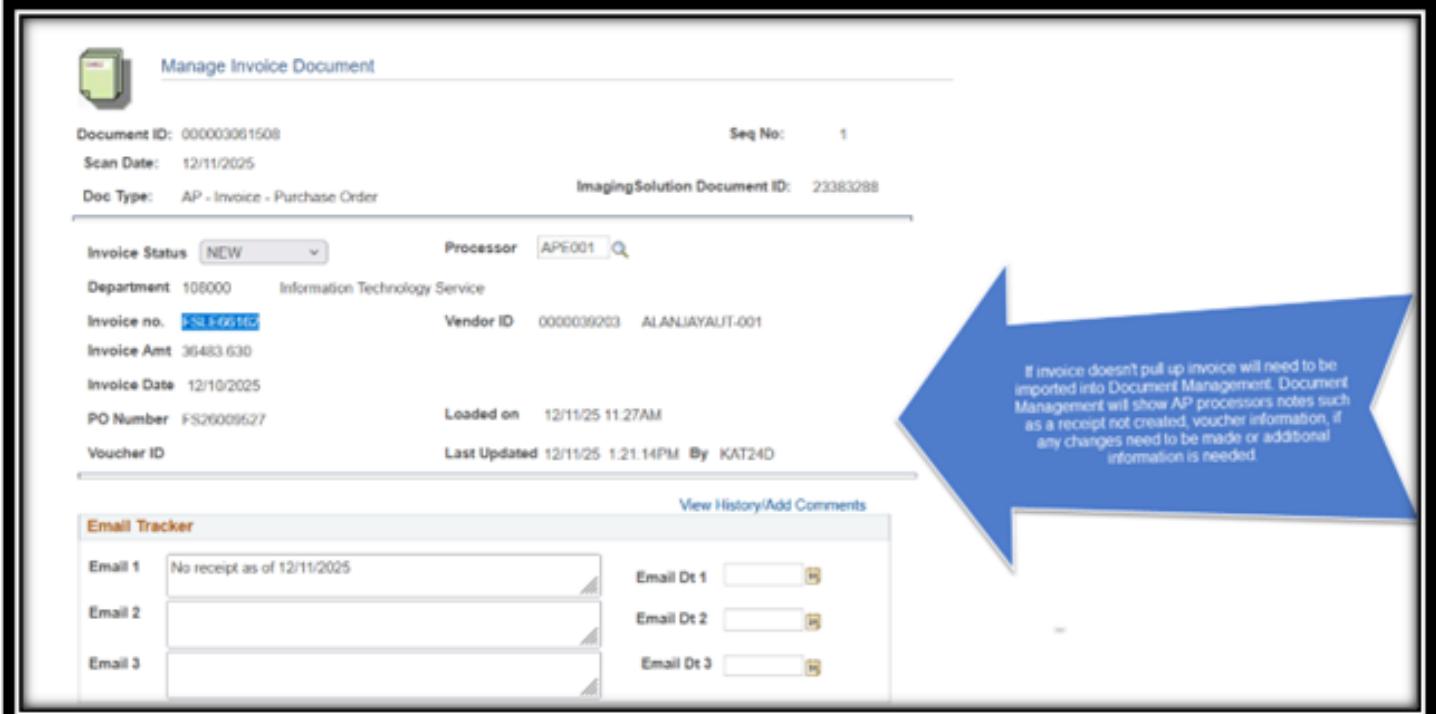
Business Unit: begins with | Document ID: begins with | PO Number: begins with | Invoice Number: begins with | Voucher ID: begins with | Processor: begins with | Invoice Status: = | Invoice Date: = | Supplier ID: begins with | Short Supplier Name: begins with | Department: begins with | Image Date: =

Enter corresponding information into the appropriate fields, Purchase Order #, Invoice #, Supplier/Vendor ID # and then click Search.

Case Sensitive

Search | 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.



The screenshot shows the 'Manage Invoice Document' interface. At the top, it displays the document ID (000003061508), scan date (12/11/2025), sequence number (Seq No: 1), and imaging solution document ID (23383288). The document type is listed as 'AP - Invoice - Purchase Order'. Below this, the invoice status is set to 'NEW', and the processor is 'APF001'. The invoice details include the department (108000, Information Technology Service), invoice number (FSU-166162), vendor ID (0000030203, ALANJAYALUT-001), invoice amount (36483.60), invoice date (12/10/2025), PO number (FS26009627), and voucher ID. The invoice was loaded on 12/11/25 at 11:27AM and last updated on 12/11/25 at 1:21:14PM by KAT24D. The 'Email Tracker' section shows three entries: Email 1 (No receipt as of 12/11/2025), Email 2 (empty), and Email 3 (empty). To the right of the 'Email Dt' fields are three small blue square icons with white arrows pointing right. A large blue arrow points from the note on the right towards the 'Email Dt' fields. The note reads: '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.'