

Finding Invoices in OMNI
Created on 2/6/2013 10:42:00 AM



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Finding Invoices in OMNI..... 1



Finding Invoices in OMNI

Procedure

Scenario:

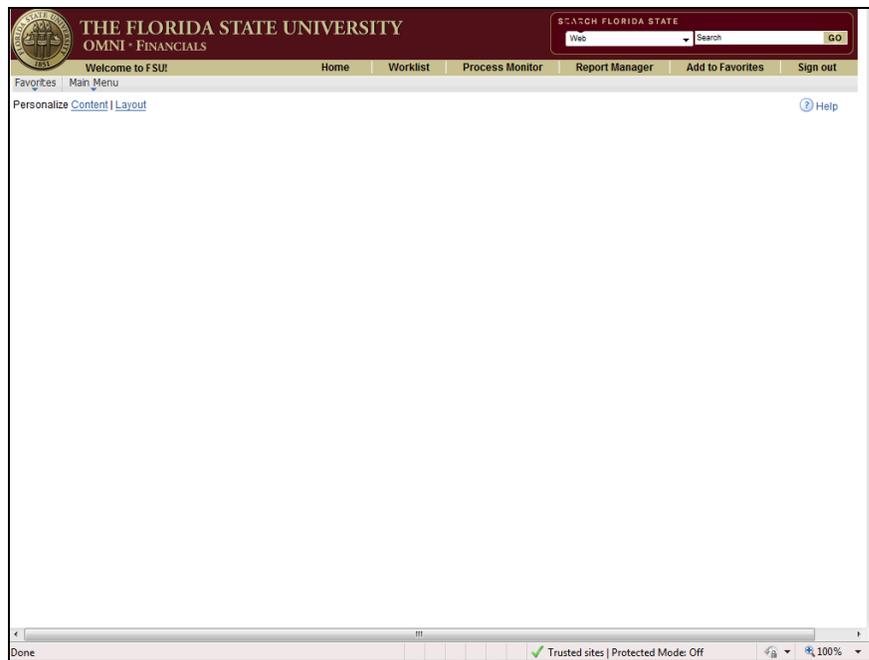
In this topic, you will learn the steps to find invoices in OMNI.

Key Information:

Department ID

PO Number

Estimated Length: 5 Minutes

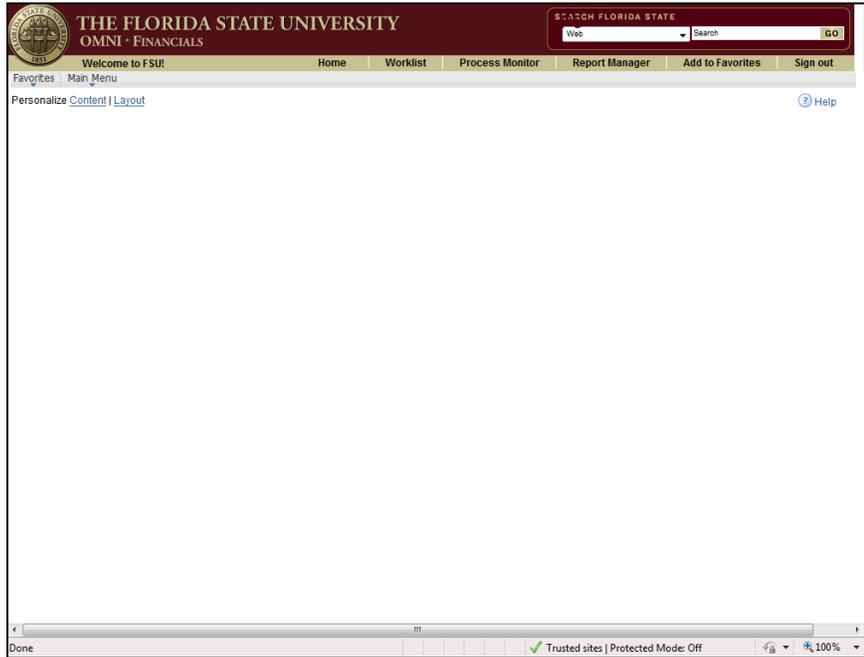


Step	Action
1.	Navigate to OMNI Financials (http://omni.fsu.edu/).

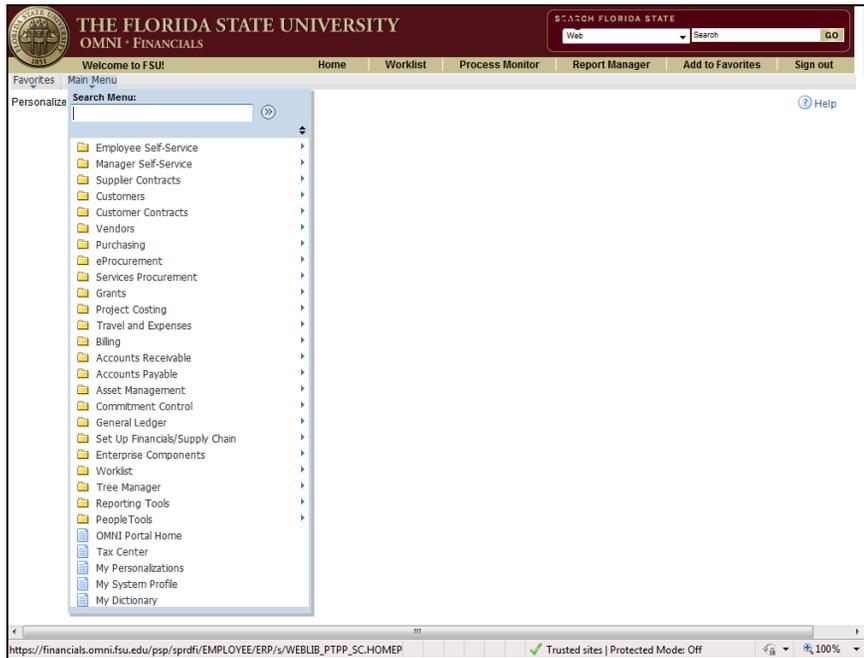


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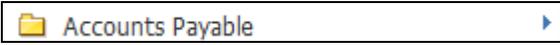
Step	Action
2.	Click the Main Menu button. 

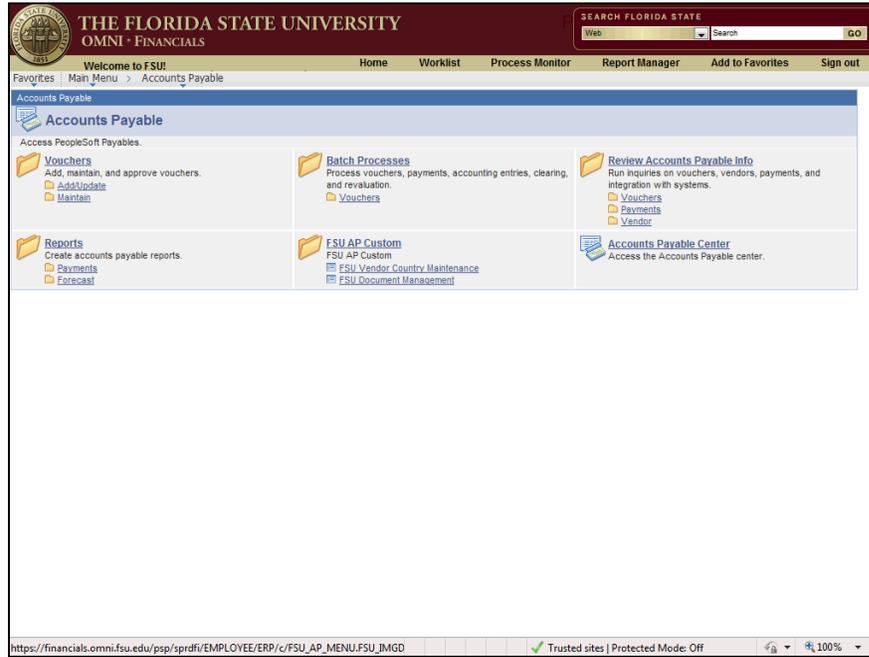




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Step	Action
3.	Click the Accounts Payable menu. 



Step	Action
4.	Click the FSU Document Management link. 



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THE FLORIDA STATE UNIVERSITY
OMNI - FINANCIALS

SEARCH FLORIDA STATE
Web Search GO

Welcome to FSU! Home Worklist Process Monitor Report Manager Add to Favorites Sign out

Favorites | Main Menu > Accounts Payable > FSU AP_Custom > FSU Document Management

New Window Help http

FSU Document Management

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

Find an Existing Value

Maximum number of rows to return (up to 300): 300

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: =
Vendor ID: begins with
Short Vendor Name: begins with
Department: begins with
Image Date: =

Case Sensitive

Search Clear Basic Search Save Search Criteria

Step	Action
5.	To search by specific Purchase Order numbers, click the PO Number list. 

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SEARCH FLORIDA STATE
Web Search GO

Welcome to FSU! Home Worklist Process Monitor Report Manager Add to Favorites Sign out

Favorites | Main Menu > Accounts Payable > FSU AP_Custom > FSU Document Management

New Window Help http

FSU Document Management

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

Find an Existing Value

Maximum number of rows to return (up to 300): 300

Business Unit: begins with
Document ID: begins with
PO Number: between
Invoice Number: begins with
Voucher ID: contains
Processor: =
Invoice Status: <=<
Invoice Date: >
Vendor ID: >=
Short Vendor Name: between
Department: begins with
Image Date: =

Case Sensitive

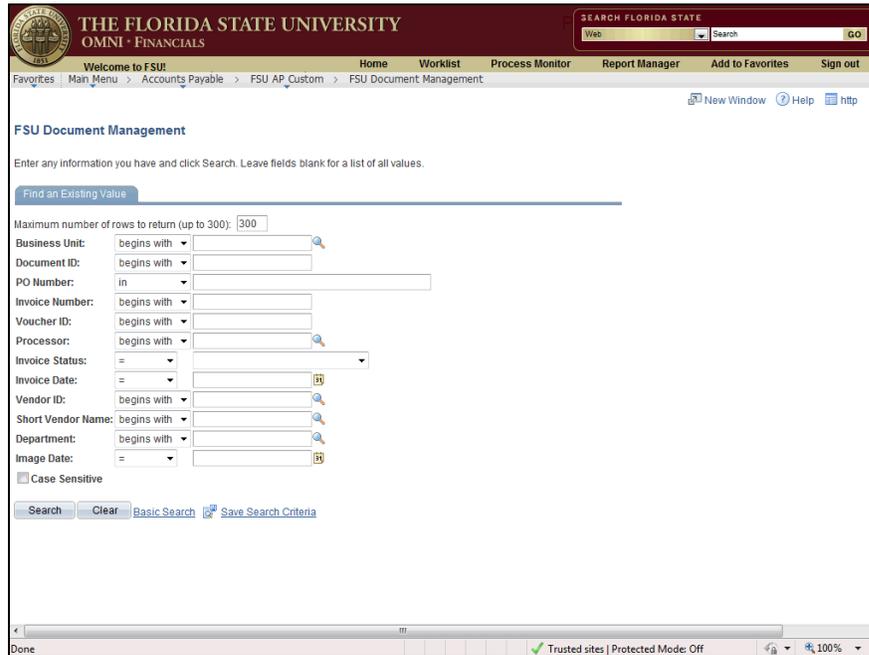
Search Clear Basic Search Save Search Criteria



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Step	Action
6.	Click the in list item. 



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Welcome to FSU! Home Worklist Process Monitor Report Manager Add to Favorites Sign out

Favorites | Main Menu > Accounts Payable > FSU AP_Custom > FSU Document Management

SEARCH FLORIDA STATE
Web Search GO

Find an Existing Value

Maximum number of rows to return (up to 300): 300

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

Case Sensitive

Search Clear Basic Search Save Search Criteria

Step	Action
7.	Enter the desired information into the PO Number field. You can search multiple POs by separating the data with commas. For the purpose of this example, you will search for two different POs. Enter " 000000035,000000061 ".



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Welcome to FSU! Home Worklist Process Monitor Report Manager Add to Favorites Sign out

FSU Document Management

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

Find an Existing Value

Maximum number of rows to return (up to 300): 300

Business Unit: begins with

Document ID: begins with

PO Number: in 0000000035,000000005

Invoice Number: begins with

Voucher ID: begins with

Processor: begins with

Invoice Status: =

Invoice Date: =

Vendor ID: begins with

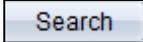
Short Vendor Name: begins with

Department: begins with

Image Date: =

Case Sensitive

Search Clear Basic Search Save Search Criteria

Step	Action
8.	Click the Search button. 

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Welcome to FSU! Home Worklist Process Monitor Report Manager Add to Favorites Sign out

FSU Document Management

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

Find an Existing Value

Maximum number of rows to return (up to 300): 300

Business Unit: begins with

Document ID: begins with

PO Number: in 0000000035,000000005

Invoice Number: begins with

Voucher ID: begins with

Processor: begins with

Invoice Status: =

Invoice Date: =

Vendor ID: begins with

Short Vendor Name: begins with

Department: begins with

Image Date: =

Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Results

View All First 1-13 of 13 Last

Business Unit	Document ID	Document Type	PO Number	Processor	Invoice Number	Invoice Status	Invoice Date	Voucher ID	Vendor ID	Short Vendor Name	Department	Image Date
FSU01	000000000894	INV_ENCUM	0000000035	APE003	201109	Complete	(blank)	(blank)	0000002938	QUALPATH-001	(blank)	08/17/2004

Done



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Step	Action
9.	Results for your search will be displayed below.

FSU Document Management

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

Find an Existing Value

Maximum number of rows to return (up to 300):

Business Unit: begins with

Document ID: begins with

PO Number: in

Invoice Number: begins with

Voucher ID: begins with

Processor: begins with

Invoice Status: =

Invoice Date: =

Vendor ID: begins with

Short Vendor Name: begins with

Department: begins with

Image Date: =

Case Sensitive

Search Results

View All First 1-13 of 13 Last

Business Unit	Document ID	Document Type	PO Number	Processor	Invoice Number	Invoice Status	Invoice Date	Voucher ID	Vendor ID	Short Vendor Name	Department	Image Date
FSU01	00000000894	INV_ENCUM	0000000035	APE003	201109	Complete	(blank)	(blank)	0000002938	QUALPATH-001	(blank)	08/17/2004

Step	Action
10.	Click the FSU Document Management link to start a new search.



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SEARCH FLORIDA STATE
Web Search GO

Welcome to FSU! Home Worklist Process Monitor Report Manager Add to Favorites Sign out

Favorites | Main Menu > Accounts Payable > FSU AP_Custom > FSU Document Management

New Window Help http

FSU Document Management

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

Find an Existing Value

Maximum number of rows to return (up to 300): 300

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: = []

Vendor ID: begins with []

Short Vendor Name: begins with []

Department: begins with []

Image Date: = []

Case Sensitive

Search Clear Basic Search Save Search Criteria

Step	Action
11.	To search by Purchase Orders that are ready to be <i>Received</i> , click the Invoice Status list. 

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SEARCH FLORIDA STATE
Web Search GO

Welcome to FSU! Home Worklist Process Monitor Report Manager Add to Favorites Sign out

Favorites | Main Menu > Accounts Payable > FSU AP_Custom > FSU Document Management

New Window Help http

FSU Document Management

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

Find an Existing Value

Maximum number of rows to return (up to 300): 300

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: = []

Vendor ID: begins with []

Short Vendor Name: begins with []

Department: begins with []

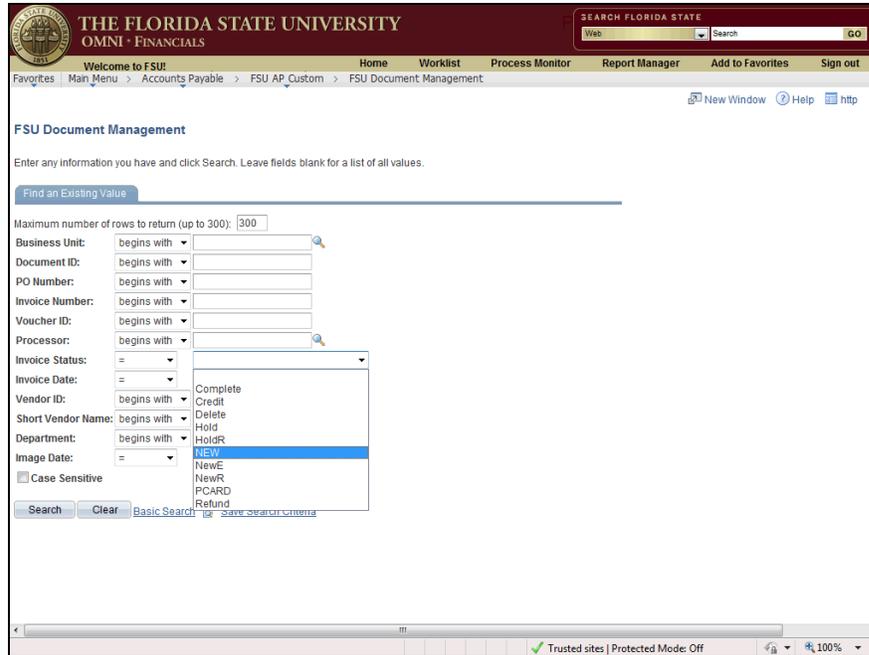
Image Date: = []

Case Sensitive

Search Clear Basic Search Save Search Criteria



Step	Action
12.	Click the NEW status list item. <i>Note:</i> There may be additional invoices listed under the 'HoldR' status pending to be received. 



The screenshot shows the 'FSU Document Management' search page. The page header includes 'THE FLORIDA STATE UNIVERSITY OMNI - FINANCIALS' and a search bar. The main content area has a search form with various filters. The 'Invoice Status' dropdown menu is open, showing a list of status options: Complete, Credit, Delete, Hold, HoldR, **NEW**, NewE, NewR, PCARD, and Refund. The 'NEW' status is highlighted in blue. Below the search form are 'Search' and 'Clear' buttons, and a note about 'Basic Search' and 'Date Operator Settings'.



Step	Action
13.	<p>Invoice Status Descriptions <i>Generally you will only search for New or HoldR items but a complete definition of the statuses are listed below.</i></p> <ul style="list-style-type: none">- Complete: A settled invoice with a voucher number associated with the invoice (if paid).- Credit: A vendor credit.- Delete: Invoice hard delete requested.- Hold: Invoice has been reviewed but requires additional information.- HoldR: Invoice is on Hold, awaiting a receipt by the department with no other outstanding issues.- New: Invoice awaiting receipt by department.- PCard: Invoice being paid on department's Purchasing Card.- Refund: An invoice/credit memo for which a refund is expected from the vendor (will change to Complete).

The screenshot shows the 'FSU Document Management' search page. At the top, there is a navigation bar with 'Welcome to FSU!' and links for Home, Worklist, Process Monitor, Report Manager, Add to Favorites, and Sign out. Below this is a search bar with 'Web' selected and a 'GO' button. The main content area is titled 'FSU Document Management' and includes a search instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There is a 'Find an Existing Value' button. A 'Maximum number of rows to return (up to 300):' field is set to '300'. The search criteria section includes fields for Business Unit, Document ID, PO Number, Invoice Number, Voucher ID, Processor, Invoice Status (set to 'NEW'), Invoice Date, Vendor ID, Short Vendor Name, Department, and Image Date. Each field has a dropdown menu and a search icon. A 'Case Sensitive' checkbox is also present. At the bottom, there are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. The browser status bar at the bottom indicates 'Trusted sites | Protected Mode: Off' and a zoom level of '100%'.



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Step	Action
14.	Enter your department ID into the Department field. For the purpose of this example, enter "029%" which will show all 'New' POs for department IDs that begin with 029.

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SEARCH FLORIDA STATE
Web Search GO

Welcome to FSU! Home Worklist Process Monitor Report Manager Add to Favorites Sign out
Favorites | Main Menu > Accounts Payable > FSU AP_Custom > FSU Document Management

FSU Document Management

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

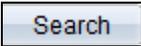
Find an Existing Value

Maximum number of rows to return (up to 300): 300

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: = NEW
Invoice Date: =
Vendor ID: begins with
Short Vendor Name: begins with
Department: begins with 029%
Image Date: =

Case Sensitive

Search Clear Basic Search Save Search Criteria

Step	Action
15.	Click the Search button. 



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Search Results

Business Unit	Document ID	Document Type	PO Number	Processor	Invoice Number	Invoice Status	Invoice Date	Voucher ID	Vendor ID	Short Vendor Name	Department	Image Date
FSU01	000002109243	INV_ENCUM	0000814856	APE003	49838944	NEW	01/14/2013	(blank)	000000299	GOVCONNEN	029002	01/28/2013
FSU01	000002107749	INV_ENCUM	0000811914	APE003	126602275	NEW	01/14/2013	(blank)	0000024560	MOOREWALLA-001	029005	01/23/2013
FSU01	000002107440	INV_ENCUM	0000800720	APE002	TUVH6561	NEW	09/10/2012	(blank)	0000015415	AMBIRTRUST-002	029010	01/22/2013
FSU01	000002109243	INV_ENCUM	0000814856	APE003	49838944	NEW	01/14/2013	(blank)	000000299	GOVCONNEN	029002	01/28/2013

Step	Action
16.	Click the scrollbar to scroll down.

Search Results

Business Unit	Document ID	Document Type	PO Number	Processor	Invoice Number	Invoice Status	Invoice Date	Voucher ID	Vendor ID	Short Vendor Name	Department	Image Date
FSU01	000002109243	INV_ENCUM	0000814856	APE003	49838944	NEW	01/14/2013	(blank)	000000299	GOVCONNEN	029002	01/28/2013
FSU01	000002107749	INV_ENCUM	0000811914	APE003	126602275	NEW	01/14/2013	(blank)	0000024560	MOOREWALLA-001	029005	01/23/2013
FSU01	000002107440	INV_ENCUM	0000800720	APE002	TUVH6561	NEW	09/10/2012	(blank)	0000015415	AMBIRTRUST-002	029010	01/22/2013
FSU01	000002109243	INV_ENCUM	0000814856	APE003	49838944	NEW	01/14/2013	(blank)	000000299	GOVCONNEN	029002	01/28/2013
FSU01	000002109243	INV_ENCUM	0000814856	APE003	49838944	NEW	01/14/2013	(blank)	000000299	GOVCONNEN	029002	01/28/2013



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Step	Action
17.	Click the PO Number column header to sort by PO number. PO Number

The screenshot shows the OMNI Financials search interface. The search criteria are as follows:

- Maximum number of rows to return (up to 300): 300
- 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: = NEW
- Invoice Date: =
- Vendor ID: begins with
- Short Vendor Name: begins with
- Department: begins with 029%
- Image Date: =
- Case Sensitive:

The search results table is as follows:

Business Unit	Document ID	Document Type	PO Number	Processor	Invoice Number	Invoice Status	Invoice Date	Invoice Voucher ID	Vendor ID	Short Vendor Name	Department	Image Date
FSU01	000002107440	INV_ENCUM	0000800720	APE002	TVH6681	NEW	09/10/2012	(blank)	0000015415	AMBITRUST-002	029010	01/22/2013
FSU01	000002107749	INV_ENCUM	0000811914	APE003	126602275	NEW	01/14/2013	(blank)	0000024560	MOOREWALLA-001	029005	01/23/2013
FSU01	000002101896	INV_ENCUM	0000812457	PUR006	2082451	NEW	12/14/2012	(blank)	0000002172	SUPERBAGMF-001	029007	12/20/2012
FSU01	000002109243	INV_ENCUM	0000814856	APE003	49838944	NEW	01/14/2013	(blank)	0000000299	GOVCONNENIN	029002	01/28/2013

Step	Action
18.	For the purpose of this example, click the 0000800720 link. 0000800720



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Manage Invoice Document

Document ID: 000002107440 Seq No: 1
Scan Date: 01/22/2013
Doc Type: INV_ENCUM Imaging Solution Document ID: 9554949

Invoice Status: NEW Processor: APE002
Department: 029010 Non-Financial Aid Distribution
Invoice no.: TWH6681 Vendor ID: 0000015415 AMBIRTRUST-002
Invoice Amt: 3363.000
Invoice Date: 09/10/2012
PO Number: 0000800720 Loaded on: 01/22/13 3:26PM
Voucher ID: Last Updated: 01/31/13 2:31:42PM By: LMOORE

Email Tracker View History/Add Comments

Email 1	NEEDS NEW REMIT ADDRESS	Email Dt 1
Email 2		Email Dt 2
Email 3		Email Dt 3

Return to Search Previous in List Next in List Notify

Step	Action
19.	This screen displays all data related to the invoice and provides access to related documents.

Manage Invoice Document

Document ID: 000002107440 Seq No: 1
Scan Date: 01/22/2013
Doc Type: INV_ENCUM Imaging Solution Document ID: 9554949

Invoice Status: NEW Processor: APE002
Department: 029010 Non-Financial Aid Distribution
Invoice no.: TWH6681 Vendor ID: 0000015415 AMBIRTRUST-002
Invoice Amt: 3363.000
Invoice Date: 09/10/2012
PO Number: 0000800720 Loaded on: 01/22/13 3:26PM
Voucher ID: Last Updated: 01/31/13 2:31:42PM By: LMOORE

Email Tracker View History/Add Comments

Email 1	NEEDS NEW REMIT ADDRESS	Email Dt 1
Email 2		Email Dt 2
Email 3		Email Dt 3

Return to Search Previous in List Next in List Notify



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Step	Action
20.	Click the Related Information object. Related Information

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SEARCH FLORIDA STATE
Web Search GO

Welcome to FSU: Home Worklist Process Monitor Report Manager Add to Favorites Sign out

Favorites | Main Menu > Accounts Payable > FSU AP_Custom > FSU Document Management

Manage Invoice Document [Related Information](#) [New Window](#) [Help](#) [Customize Page](#) [http](#)

[PO related docs](#)

Document ID: 000002107440 Seq No: 1
Scan Date: 01/22/2013
Doc Type: INV_ENCUM Imaging Solution Document ID: 9554949

Invoice Status: NEW Processor: APE002
Department: 029010 Non-Financial Aid Distribution
Invoice no.: TWH6681 Vendor ID: 0000015415 AMBIRTRUST-002
Invoice Amt: 3363.000
Invoice Date: 09/10/2012
PO Number: 0000800720 Loaded on: 01/22/13 3:26PM
Voucher ID: Last Updated: 01/31/13 2:31:42PM By: LMOORE

Email Tracker [View History/Add Comments](#)

Email 1	NEEDS NEW REMIT ADDRESS	Email Dt 1
Email 2		Email Dt 2
Email 3		Email Dt 3

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#)

javascript:window.top.ptrc.onService("https://docmgmt.its.fsu.edu/NolijWeb/public/rec") Trusted sites | Protected Mode: Off 100%

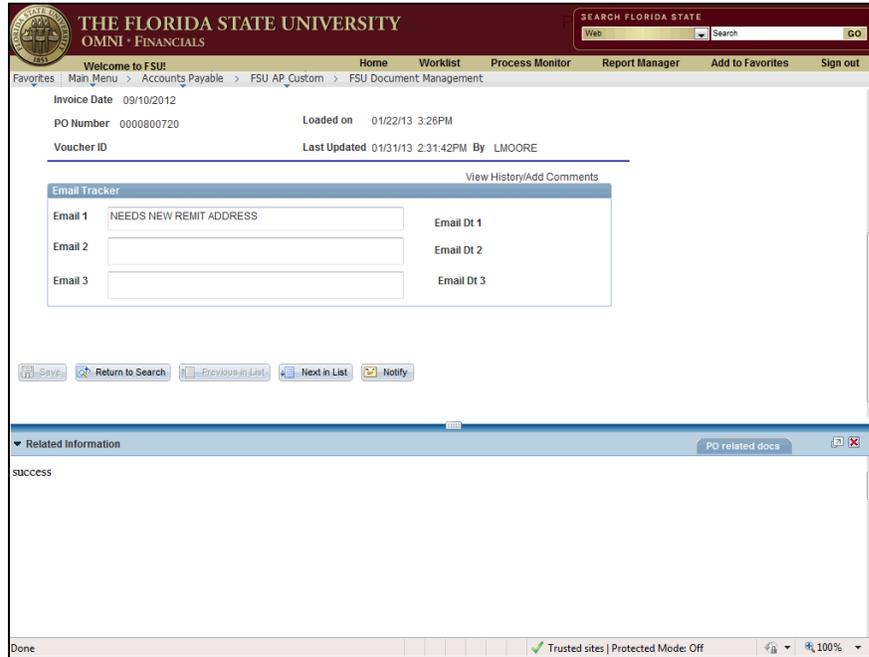
Step	Action
21.	Click the PO related docs link to review supporting documentation. PO related docs

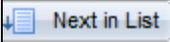


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Step	Action
23.	Click the scrollbar to scroll down.



Step	Action
24.	To review the next PO, click the Next in List button. 



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Manage Invoice Document

Document ID: 000002107749 Seq No: 1
Scan Date: 01/23/2013
Doc Type: INV_ENCUM Imaging Solution Document ID: 9558473

Invoice Status: NEW Processor: APE003
Department: 029005 Payroll Services
Invoice no.: 126602275 Vendor ID: 0000024560 MOOREWALLA-001
Invoice Amt: 1181.540
Invoice Date: 01/14/2013
PO Number: 0000811914 Loaded on: 01/23/13 11:32AM
Voucher ID: Last Updated: 01/23/13 11:32:02AM By: FSU_BATCH

Nolij Doc ID	Type	PO #	Invoice #	Invoice Date	Voucher #	Invoice Amount	Scan Date
9387527	PUR_ORDER	0000811914					11-20-2012 16:12
9558473	INV_ENCUM	0000811914	126602275	01-14-2013		1181.54	01-23-2013 10:43

Step	Action
25.	The next PO on the search result list is displayed.



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Step	Action
26.	Click the scrollbar to scroll down.

Nollj Doc ID	Type	PO #	Invoice #	Invoice Date	Voucher #	Invoice Amount	Scan Date
9397527	PUR_ORDER	0000811914					11-20-2012 16:12
9558473	INV_ENCUM	0000811914	126602275	01-14-2013		1181.54	01-23-2013 10:43

Step	Action
27.	Adjust the size of the display pane by dragging down.



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SEARCH FLORIDA STATE
Web Search GO

Welcome to FSU! Home Worklist Process Monitor Report Manager Add to Favorites Sign out

Invoice no. 126602275 Vendor ID 0000024560 MOOREWALLA-001
 Invoice Amt 1181.540
 Invoice Date 01/14/2013
 PO Number 0000811914 Loaded on 01/23/13 11:32AM
 Voucher ID Last Updated 01/23/13 11:32:02AM By FSU_BATCH

Email Tracker View History/Add Comments

Email 1		Email Dt 1
Email 2		Email Dt 2
Email 3		Email Dt 3

Return to Search Previous in List Next in List Notify

Related Information PO related docs

Nolij Doc ID	Type	PO #	Invoice #	Invoice Date	Voucher #	Invoice Amount	Scan Date
9397527	PUR_ORDER	0000811914					11-20-2012 16:12
9558473	INV_ENCUM	0000811914	126602275	01-14-2013		1181.54	01-23-2013 10:43

Trusted sites | Protected Mode: Off

Step	Action
28.	<p>Related documents are hyperlinked.</p> <p>For the purpose of this example, click the 9397527 link.</p>

Purchase Order

THE FLORIDA STATE UNIVERSITY

PURCHASING DEPARTMENT
1400 UNIVERSITY CENTER BLDG A
282 CHAMPIONS WAY
TALLAHASSEE FL 32306-2370

Vendor: 0000024560
MOORE WALLACE NORTH AMERICA
1200 LAKESIDE DRIVE
BANNOCKBURN IL 60015

DUPLICATE Purchase Order Date 11/20/2012 Dispatch via Print
 0811914 Revision Page 3

Payment Terms Freight Terms Ship Via
 NET 30 DESTINATION, FREZAY FRT & ADD WEST WAY

Purchasing Rep Phone Currency
 MILLER, GENEVA 850/644-6850 USD

Ship To: CONTROLLER-ADMIN
 SUCA2200
 UNIV CTR BLDG A RM 2200
 282 CHAMPIONS WAY
 TALLAHASSEE FL 323062390

Bill To: FLORIDA STATE UNIVERSITY
 UCA-5607 UNIVERSITY CENTER
 TALLAHASSEE FL 32306-2391
 Phone: 850/644-5021

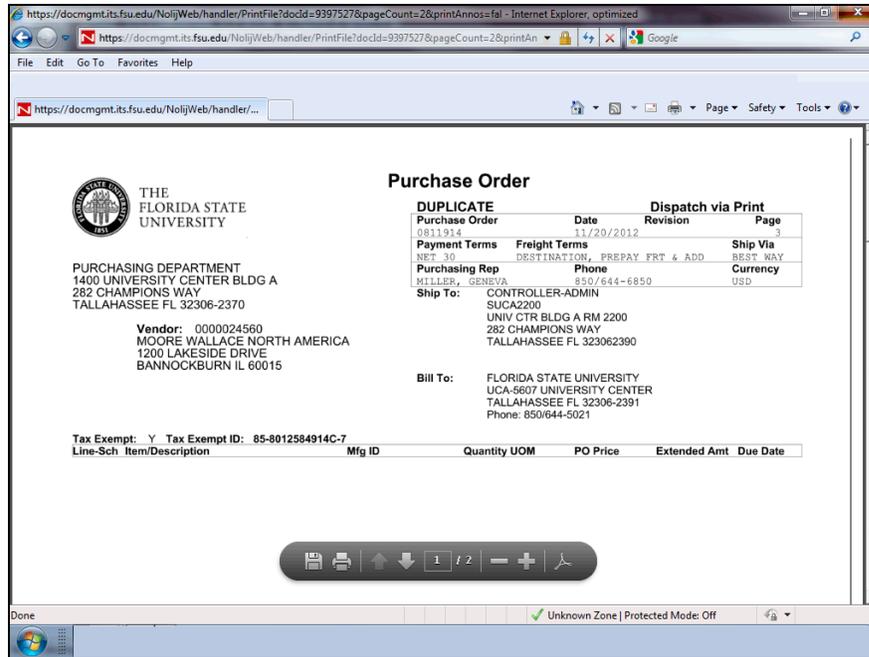
Tax Exempt: Y Tax Exempt ID: 85-8012584914C-7

Line-Sch	Item/Description	Mfg ID	Quantity	UOM	PO Price	Extended Amt	Due Date
----------	------------------	--------	----------	-----	----------	--------------	----------

Done Trusted sites | Protected Mode: Off



Step	Action
29.	<p>The document will open in a new window.</p> <p>To view the document as a PDF, click the Print button.</p> 



Step	Action
30.	<p>The PDF version will open in another new window.</p> <p>You can save or print the PDF by using these icons.</p> 



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THE FLORIDA STATE UNIVERSITY

PURCHASING DEPARTMENT
1400 UNIVERSITY CENTER BLDG A
282 CHAMPIONS WAY
TALLAHASSEE FL 32306-2370

Vendor: 0000024560
MOORE WALLACE NORTH AMERICA
1200 LAKESIDE DRIVE
BANNOCKBURN IL 60015

Tax Exempt: Y Tax Exempt ID: 85-8012584914C-7

Purchase Order

DUPLICATE		Date	Revision	Page
Purchase Order	0811914	11/20/2012		3
Payment Terms	NET 30	Freight Terms	DESTINATION, PREPAY FRT & ADD	Ship Via
Purchasing Rep	MILLER, GENEVA	Phone	850/644-6850	Currency
Ship To:	CONTROLLER-ADMIN SUCA2200 UNIV CTR BLDG A RM 2200 282 CHAMPIONS WAY TALLAHASSEE FL 323062390			
Bill To:	FLORIDA STATE UNIVERSITY UCA-5607 UNIVERSITY CENTER TALLAHASSEE FL 32306-2391 Phone: 850/644-5021			

Line-Sch Item/Description Mfg ID Quantity UOM PO Price Extended Amt Due Date

Step	Action
31.	Click the Close button for the PDF. 

THE FLORIDA STATE UNIVERSITY

PURCHASING DEPARTMENT
1400 UNIVERSITY CENTER BLDG A
282 CHAMPIONS WAY
TALLAHASSEE FL 32306-2370

Vendor: 0000024560
MOORE WALLACE NORTH AMERICA
1200 LAKESIDE DRIVE
BANNOCKBURN IL 60015

Tax Exempt: Y Tax Exempt ID: 85-8012584914C-7

Purchase Order

DUPLICATE		Date	Revision	Page
Purchase Order	0811914	11/20/2012		3
Payment Terms	NET 30	Freight Terms	DESTINATION, PREPAY FRT & ADD	Ship Via
Purchasing Rep	MILLER, GENEVA	Phone	850/644-6850	Currency
Ship To:	CONTROLLER-ADMIN SUCA2200 UNIV CTR BLDG A RM 2200 282 CHAMPIONS WAY TALLAHASSEE FL 323062390			
Bill To:	FLORIDA STATE UNIVERSITY UCA-5607 UNIVERSITY CENTER TALLAHASSEE FL 32306-2391 Phone: 850/644-5021			

Line-Sch Item/Description Mfg ID Quantity UOM PO Price Extended Amt Due Date



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Step	Action
32.	Click the Close button for the document preview window. 

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SEARCH FLORIDA STATE
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Welcome to FSU! Home Worklist Process Monitor Report Manager Add to Favorites Sign out

Favorites | Main Menu > Accounts Payable > FSU AP_Custom > FSU Document Management

Related Information New Window Help Customize Page http

Manage Invoice Document

Document ID: 000002107749 Seq No: 1
 Scan Date: 01/23/2013
 Doc Type: INV_ENCUM ImagingSolution Document ID: 9558473

Invoice Status: NEW Processor: APE003
 Department: 029005 Payroll Services
 Invoice no.: 126602275 Vendor ID: 0000024560 MOOREWALLA-001
 Invoice Amt: 1181.54
 Invoice Date: 01/14/2013
 PO Number: 0000811914 Loaded on: 01/23/13 11:32AM
 Voucher ID: Last Updated: 01/23/13 11:32:02AM By: FSU_BATCH

Email Tracker View History/Add Comments

Related Information PO related docs

Nolij Doc ID	Type	PO #	Invoice #	Invoice Date	Voucher #	Invoice Amount	Scan Date
9387527	PUR_ORDER	0000811914					11-20-2012 16:12
9558473	INV_ENCUM	0000811914	126602275	01-14-2013		1181.54	01-23-2013 10:43

https://financials.omni.fsu.edu/psp/sprdfi/EMPLOYEE/ERP/h?tab=DEFAULT Trusted sites | Protected Mode: Off 100%

Step	Action
33.	Once you have returned to OMNI, you can now receive this item by reviewing the Receiving Items Tutorials (http://pbooks.fsu.edu:25170/UPK/FI/RECV/Publishing%20Content/PlayerPackage/toc0.html).



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Manage Invoice Document

Document ID: 000002107749 Seq No: 1
 Scan Date: 01/23/2013
 Doc Type: INV_ENCUM Imaging Solution Document ID: 9558473

Invoice Status: NEW Processor: APE003
 Department: 029005 Payroll Services
 Invoice no.: 126602275 Vendor ID: 0000024560 MOOREWALLA-001
 Invoice Amt: 1181.540
 Invoice Date: 01/14/2013
 PO Number: 0000811914 Loaded on: 01/23/13 11:32AM
 Voucher ID: Last Updated: 01/23/13 11:32:02AM By FSU_BATCH

Related Information

No j Doc ID	Type	PO #	Invoice #	Invoice Date	Voucher #	Invoice Amount	Scan Date
9397527	PUR_ORDER	0000811914					11-20-2012 16:12
9558473	INV_ENCUM	0000811914	126602275	01-14-2013		1181.54	01-23-2013 10:43

Step	Action
34.	Click the Home link. Home

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Step	Action
35.	Congratulations! You have completed the topic. End of Procedure.