

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



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Finding Invoices in OMNI

Procedure

Scenario:

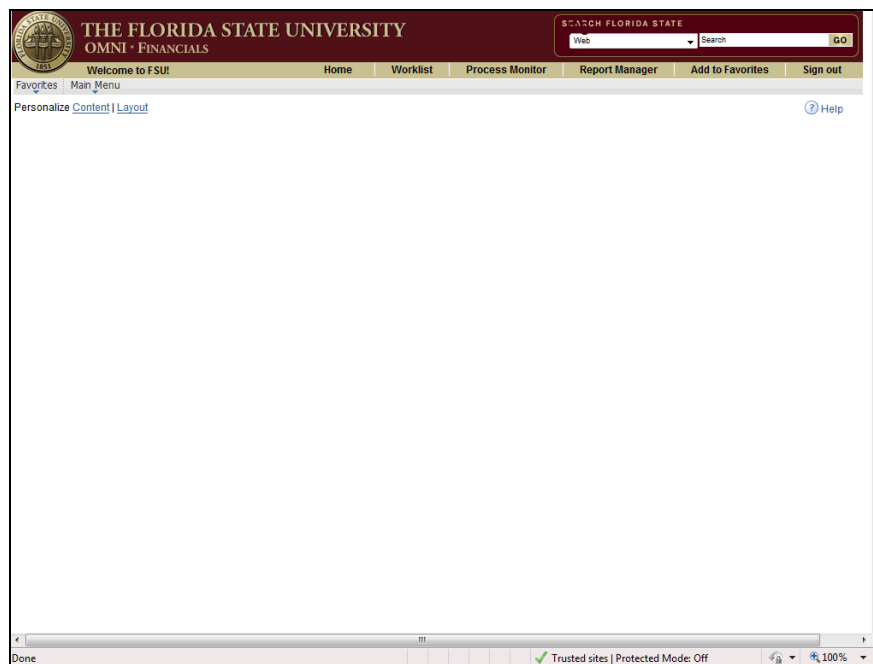
In this topic, you will learn the steps to find invoices in OMNI.

Key Information:

Department ID

PO Number

Estimated Length: 5 Minutes

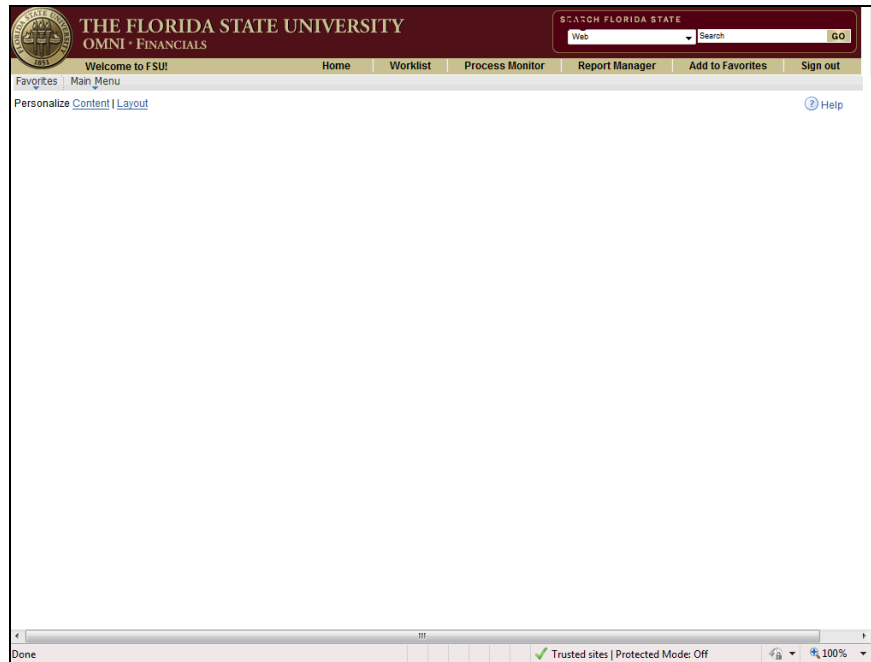


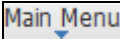
Step	Action
1.	Navigate to OMNI Financials (http://omni.fsu.edu/).

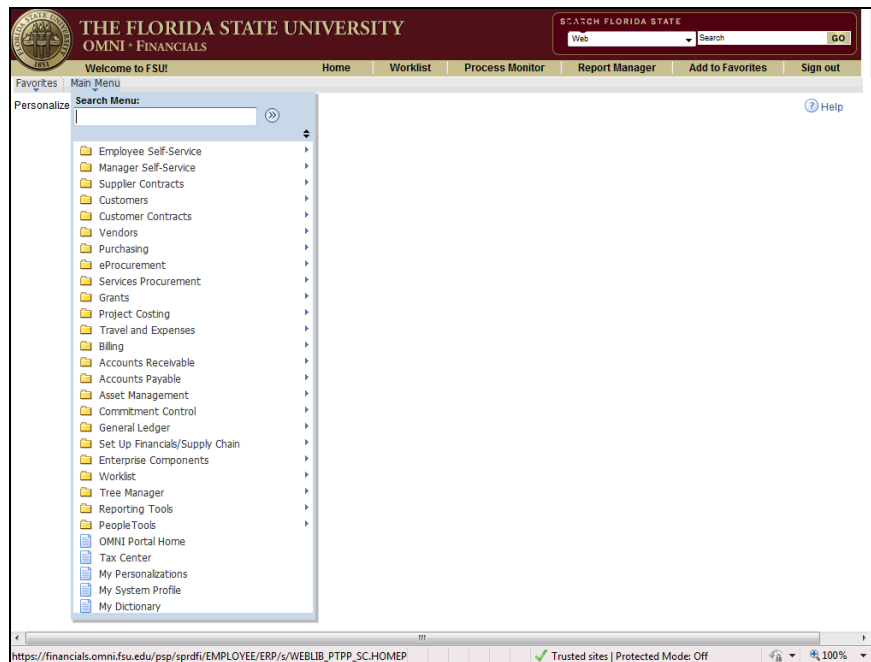


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Step	Action
2.	Click the Main Menu button. 






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Step	Action
3.	Click the Accounts Payable menu.  Accounts Payable



Step	Action
4.	Click the FSU Document Management link. 



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SEARCH FLORIDA STATE

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. <div><div>begins with</div></div>

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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: contains
Processor: not =
Invoice Status: <
Invoice Date: <
Vendor ID: >
Short Vendor Name: between
Department: begins with
Image Date: =


☐ Case Sensitive

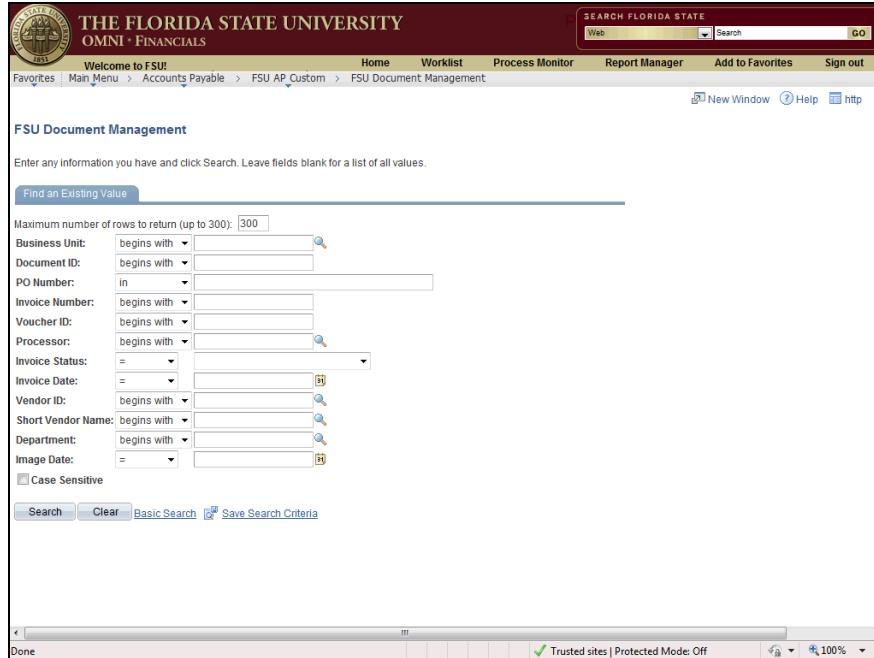
Search Clear Basic Search Save Search Criteria



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Step	Action
6.	Click the in list item. 



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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: 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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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.

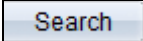
Find an Existing Value

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

Business Unit: begins with
Document ID: begins with
PO Number: in 0000000035,0000000051
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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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: in 0000000035,0000000051
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

Trusted sites | Protected Mode: Off



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

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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: in 0000000035,0000000061
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 Trusted sites | Protected Mode: Off 100%

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



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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. <div><input type="text"/></div>

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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

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

Complete
Credit
Delete
Hold
HoldR
NEW
NewE
NewR
PCARD
Refund



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

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

Favourites | 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 Data Search Criteria

Complete
Credit
Delete
Hold
HoldR
NEW
NewE
NewR
PCARD
Refund

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Step	Action
13.	<p>Invoice Status Descriptions</p> <p><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).



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

Step	Action
15.	<p>Click the Search button.</p> <p>Search</p>



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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: 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

Search Results

View All First 1-4 of 4 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	000002109243	INV_ENCUM	0000814856	APE003	49838944	NEW	01/14/2013	(blank)	0000000299	GOVCONNEIN	029002	01/28/2013
FSU04	000003403740	INV_ENCUM	0000814856	APE003	42680202	NEW	01/14/2013	(blank)	0000024560	MOOREWALLA-001	029005	01/23/2013

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Step	Action
16.	Click the scrollbar to scroll down.

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Favorites | Main Menu > Accounts Payable > FSU AP_Custom > 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

Search Results

View All First 1-4 of 4 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	000002101896	INV_ENCUM	0000812457	PUR006	2082451	NEW	12/14/2012	(blank)	0000002172	SUPERBAGMF-001	029007	12/20/2012
FSU01	000002107440	INV_ENCUM	0000800720	APE002	TWH6561	NEW	09/10/2012	(blank)	0000015415	AMBIRTRUST-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	000002109243	INV_ENCUM	0000814856	APE003	49838944	NEW	01/14/2013	(blank)	0000000299	GOVCONNEIN	029002	01/28/2013

javascript:submitAction_win0(document.win0,'#(CSortCol3)'; Trusted sites | Protected Mode: Off



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

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Web Search GO

Welcome to FSU:
Favorites Main Menu > Accounts Payable > FSU AP Custom > 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

Search Results

View All First 1-4 of 4 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	000002107440	INV_ENCUM	0000800720	APE002	TVH6681	NEW	09/10/2012	(blank)	0000015415	AMBIRTRUST-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	GOVCONNEN	029002	01/28/2013

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



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

Related Information New Window Help Customize Page http

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

Save Return to Search Previous in List Next in List Notify

Done Trusted sites | Protected Mode: Off 100%

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

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Web Search GO

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

Related Information New Window Help Customize Page http

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

Save Return to Search Previous in List Next in List Notify

Done Trusted sites | Protected Mode: Off 100%



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

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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

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

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

[View History/Add Comments](#)

Email Tracker

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.ptcr.onService("https://docmgmt.its.fsu.edu/NolijWeb/public/rec" [Trusted sites](#) | Protected Mode: Off

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



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

Related Information New Window Help Customize Page http

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

Related Information PO related docs

success

Done Trusted sites | Protected Mode: Off 100%

Step	Action
22.	If there are related documents available such as Purchase Orders, Change Orders (if applicable) and Invoices they will be displayed in the Related Information pane on the bottom.

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

Related Information New Window Help Customize Page http

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

Related Information PO related docs

success

Done Trusted sites | Protected Mode: Off 100%

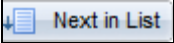


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Step	Action
23.	Click the scrollbar to scroll down.

The screenshot displays the OMNI Financials web application. At the top, there is a header with the Florida State University logo and the text 'THE FLORIDA STATE UNIVERSITY OMNI • FINANCIALS'. A search bar is located in the top right corner. Below the header, a navigation bar includes links for 'Home', 'Worklist', 'Process Monitor', 'Report Manager', 'Add to Favorites', and 'Sign out'. The main content area shows a 'Welcome to FSU!' message and a breadcrumb trail: 'Favorites > Main Menu > Accounts Payable > FSU AP Custom > FSU Document Management'. The primary data section displays invoice details: 'Invoice Date 09/10/2012', 'PO Number 0000800720', 'Loaded on 01/22/13 3:26PM', 'Voucher ID', and 'Last Updated 01/31/13 2:31:42PM By LMOORE'. Below this is an 'Email Tracker' section with a 'View History/Add Comments' link. It contains three rows of input fields for 'Email 1', 'Email 2', and 'Email 3', each with a corresponding 'Email Dt' field. The 'Email 1' field contains the text 'NEEDS NEW REMIT ADDRESS'. At the bottom of the main content area, there are buttons for 'Pay', 'Return to Search', 'Previous in List', 'Next in List', and 'Notify'. A 'Related Information' section at the bottom shows a 'success' message. The browser's status bar at the very bottom indicates 'Done' and 'Trusted sites | Protected Mode: Off'.

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



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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 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 PO related docs

Nolli 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

Done Trusted sites | Protected Mode: Off 100%

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

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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

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 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 PO related docs

Nolli 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

Done Trusted sites | Protected Mode: Off 100%



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Training Guide

Step	Action
26.	Click the scrollbar to scroll down.

The screenshot displays the OMNI Financials web application. The header includes the Florida State University logo and the text 'THE FLORIDA STATE UNIVERSITY OMNI • FINANCIALS'. A search bar is located in the top right corner. The main navigation bar contains links for 'Home', 'Worklist', 'Process Monitor', 'Report Manager', 'Add to Favorites', and 'Sign out'. Below the navigation bar, a breadcrumb trail shows the path: 'Favorites > Main Menu > Accounts Payable > FSU AP Custom > FSU Document Management'. The main content area is divided into two sections. The top section, titled 'Email Tracker', contains a table with columns for 'Email 1', 'Email Dt 1', 'Email 2', 'Email Dt 2', 'Email 3', and 'Email Dt 3'. The bottom section, titled 'Related Information', contains a table with columns for 'Nolij Doc ID', 'Type', 'PO #', 'Invoice #', 'Invoice Date', 'Voucher #', 'Invoice Amount', and 'Scan Date'. The table lists two documents: a 'PUR_ORDER' and an 'INV_ENCUM'. The status bar at the bottom indicates 'Done' and 'Trusted sites | Protected Mode: Off'.

Invoice Date	01/14/2013	Loaded on	01/23/13 11:32AM
PO Number	0000811914	Voucher ID	
		Last Updated	01/23/13 11:32:02AM By FSU_BATCH

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

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

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



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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

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

Save 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

https://docmgmt.fsu.edu/NolijWeb/public/apiLoginCheck.jsp?redir=.../documentvie Trusted sites | Protected Mode: Off

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

Nolij Web 6 DocumentViewer - Internet Explorer, optimized for Bing and MSN

https://docmgmt.fsu.edu/NolijWeb/documentviewer/?documentid=9397527

File Edit View Favorites Tools Help

Nolij Web 6 DocumentViewer

Print

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

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

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

DUPLICATE Purchase Order Date 11/20/2012 Revision 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
SUC42200
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



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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> 



https://docmgmt.its.fsu.edu/NolijWeb/handler/PrintFile?docId=9397527&pageCount=28&printAnno=fal - Internet Explorer, optimized

https://docmgmt.its.fsu.edu/NolijWeb/handler/PrintFile?docId=9397527&pageCount=28&printAn

File Edit Go To Favorites Help

https://docmgmt.its.fsu.edu/NolijWeb/handler/...

Purchase Order

DUPLICATE

Dispatch via Print

Purchase Order	Date	Revision	Page
0811914	11/20/2012		3

Payment Terms	Freight Terms	Ship Via
NET 30	DESTINATION, PREPAY FRT & ADD	BEST WAY

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

Ship To: CONTROLLER-ADMIN
SUCA2200
UNIV CTR BLDG A RM 2200
262 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
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Done

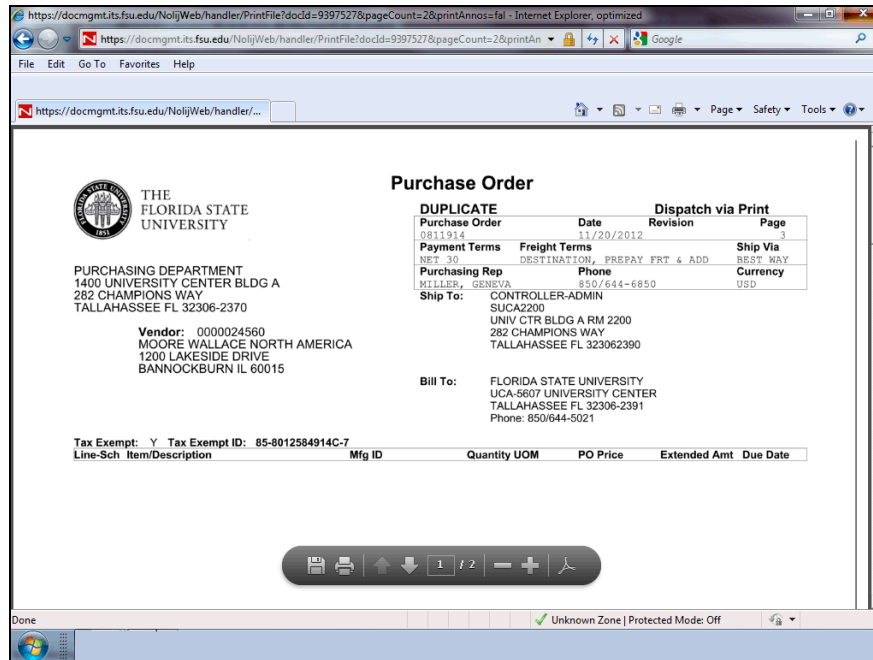
Unknown Zone | Protected Mode: Off


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> 

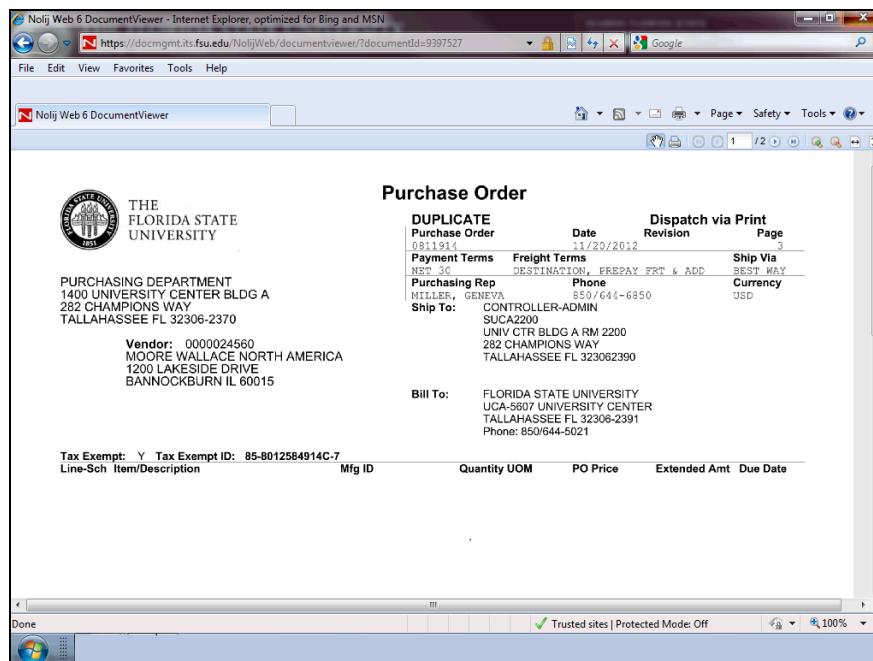


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Training Guide




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

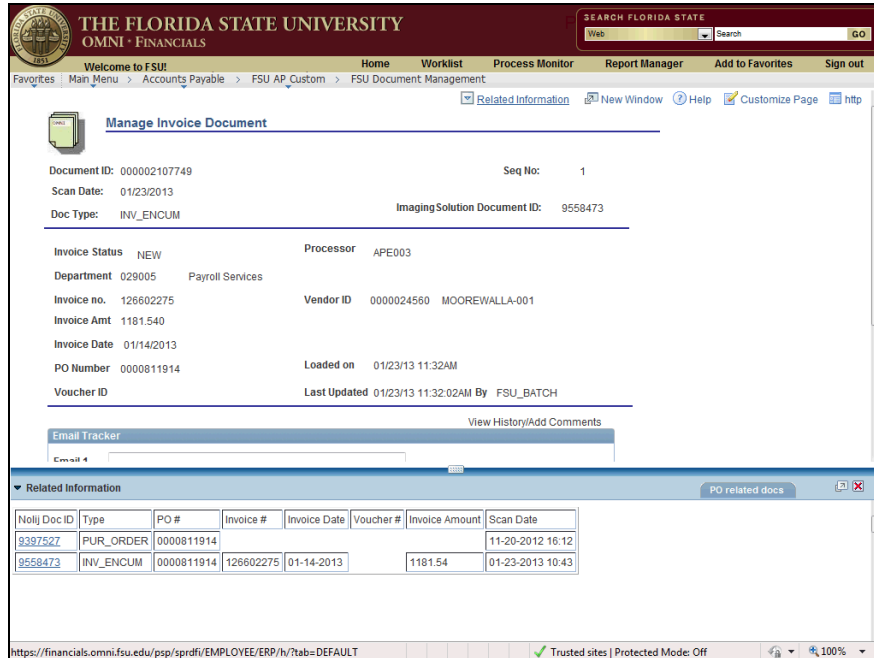




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Step	Action
32.	Click the Close button for the document preview window. 



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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

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: 1181.540
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 4

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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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

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 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

Email Tracker View History/Add Comments
Email 4

Related Information PO related docs

No/IJ 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

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

Step	Action
34.	Click the Home link. Home

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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

Personalize Content | Layout Help

Done Trusted sites | Protected Mode: Off 100%



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