FLORIDA STATE
UNIVERSITY

Accounts Payable

Year-End Review

AP Topics

- Before Year End
  - Invoices
  - Voucher Exceptions
  - Force Receipts
  - Document Management

- New Fiscal Year 2024
  - Payment Requests

Invoices

- Send to Invoices@admin.fsu.edu
- Invoices must include valid FSU PO numbers
  - Invoices without the PO # are rejected from being scanned into OnBase
- Create a receipt in OMNI once the item(s) have arrived and been properly inspected.

Voucher Exceptions

- **Budget Exceptions**
  - Insufficient budget or no budget exists

FSU_CTRL_AP_VCHR_BCM_ERRORS

- **Match Exceptions**
  - Missing Receipt
  - Amount(s) on the voucher do not match PO
  - Duplicate Invoice # and payment amount

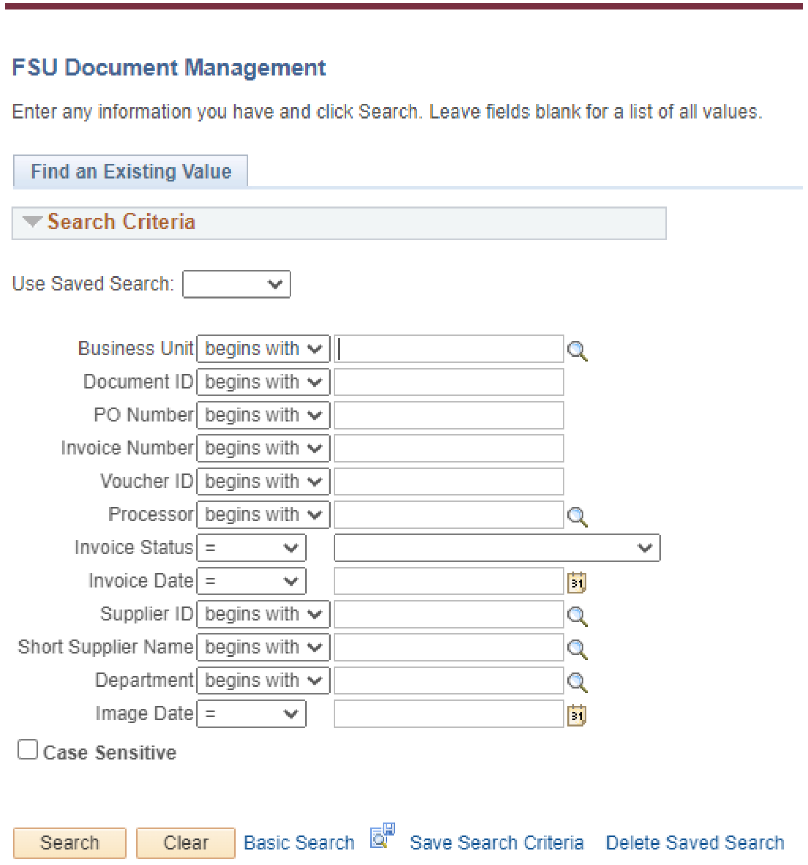
FSU_CTRL_AP_MATCH_EXCEPTION_SQ

Force Receipts

- All items under $1K will be forced after 10 days of receiving the invoice in OnBase if the department has not done so already.
- Due to the large volume, departments will no longer receive email reminders.
- If the department has not received the items or there are issues with the item(s), please contact accountspayable@fsu.edu.

Document Management

- Accounts Payable cannot process an invoice on a closed PO.
- Review POs with receipts without Vouchers.
- Check Document Management for invoice(s).
- Request an invoice from the supplier



FSU Document Management

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

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 =

☐ Case Sensitive

Find an Existing Value
Search Criteria
Use Saved Search:
Search
Clear
Basic Search
Save Search Criteria
Delete Saved Search

Payment Request (eprf) Criteria

- Departments will be able to enter payment requests (ePRF) in OMNI in the new Fiscal Year, starting

July 5th through August 31st

for invoices referencing closed POs due to year-end.

Payment Request (eprf) Criteria

Payment Request Must Include:

- PO #
- Receipt #
- Invoice must Match the PO
- Sufficient Funds

Payment Requests not meeting these criteria will be denied and the department will need to work with Procurement Services to obtain a new PO.

Year-End Calendar

- Year-End Calendar | Controller's Office (fsu.edu)