



OMNI Financials

Viewing Invoices in Hummingbird

Overview:

Understanding the Viewing Invoices in Hummingbird Process

This tutorial outlines the steps to view invoices in Hummingbird DM, the University's storage database for all invoices and receipts. All invoices and receipts are scanned into Hummingbird by central office staff. [Click here to access Hummingbird.](#)

Each Hummingbird user must have a unique log-in and password. To request access for Hummingbird, please complete the [Hummingbird Access Request Form](#). Read the confidentiality agreement before logging in. By logging in you are accepting the terms and conditions stated.

If you are experiencing difficulty accessing Hummingbird, follow these instructions:

- Open Internet Explorer
- Go to Tools> Internet Options> Advanced (tab)
- Scroll down and verify "Java (Sun)" is installed and checked to enable. If not, [download Java here.](#)
- Click OK

If you continue to experience issues with Hummingbird, please contact Raynell King at rking@admin.fsu.edu.

NOTE: In order to view items in Hummingbird, add this website as a trusted site and turn off any pop-up blockers you may utilize.

Procedure

Scenario:

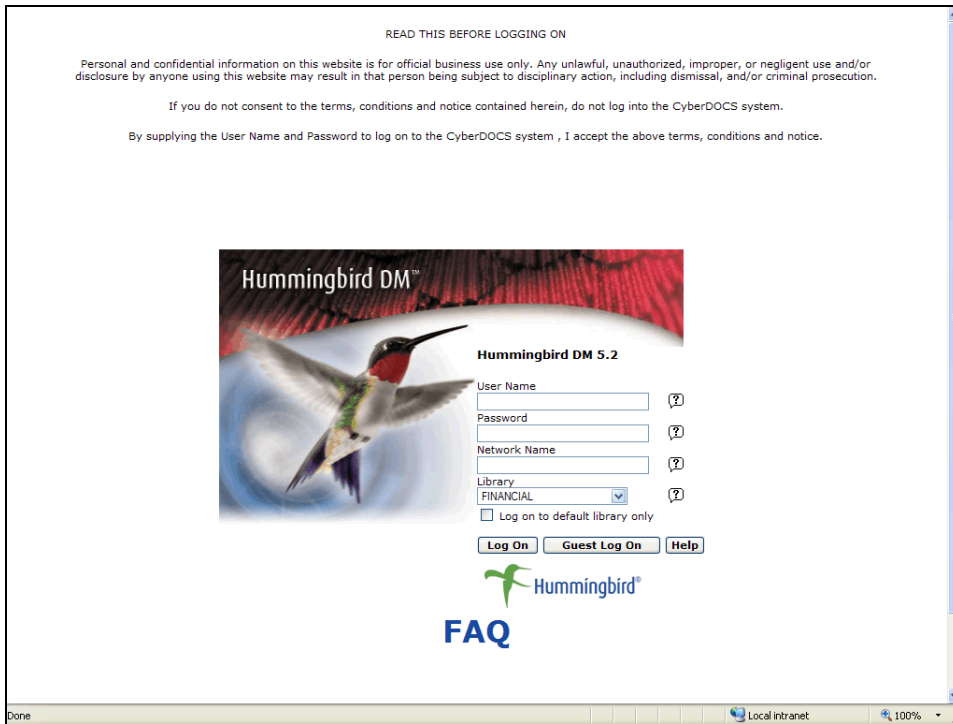
In this topic, you will learn how to view invoices in Hummingbird.



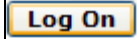
Key Information:

Hummingbird User Name and Password
Invoice/PO/Voucher #



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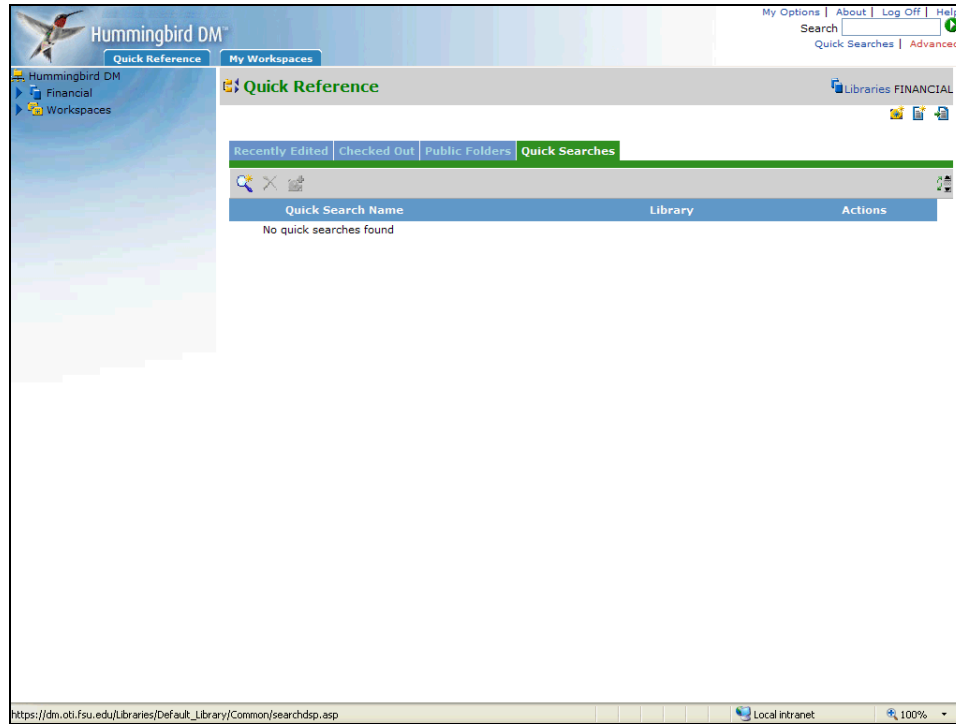



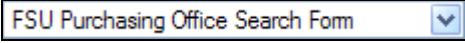
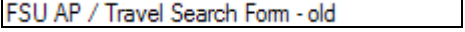

Step	Action
1.	<p>Enter your User Name and Password, then select a Library. Click the Library list.</p> <p>To request access to Hummingbird, fill out Hummingbird Access Request Form.</p> 
2.	<p>Select the desired library from the list.</p> <p>For the purpose of this example, click the FINANCIAL list item.</p> 
3.	<p>Click the Log On button.</p> <p>To request access to Hummingbird, fill out Hummingbird Access Request Form</p> 
4.	<p>If you are experiencing difficulty accessing Hummingbird, follow this procedure to verify Java is installed:</p> <ol style="list-style-type: none"> 1. Open Internet Explorer 2. Go to Tools> Internet Options> Advanced (tab) 3. Scroll down and verify "Java (Sun)" is installed and checkbox is checked to enable. If not, download Java here. 4. Click OK <p>If you continue to experience issues with Hummingbird, please contact Raynell King at rking@admin.fsu.edu.</p>





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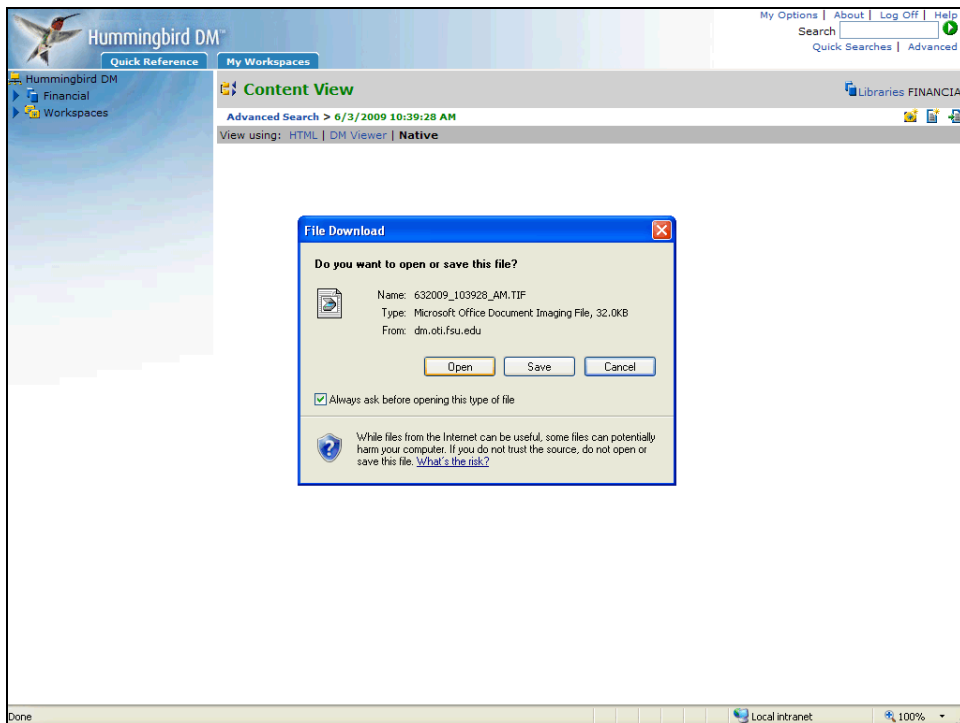
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Step	Action
5.	To begin a search for an invoice, click the Advanced link. 
6.	Click the Search Form Type: list. 
7.	Notice there are four distinct search forms available. Select the form you wish to use. For the purpose of this example, click the FSU AP / Travel Search Form - old list item. 
8.	Click the Switch Forms button. 
9.	Search by any field available on this form to identify the desired invoice.
10.	You may also want to use the Invoice Status drop-down menu to identify invoices which need to be received for your Department. To do this, enter your Dept ID then select either "New" or "Recycled" from the Invoice Status drop-down menu.



Step	Action
11.	<p>Notice there are multiple Invoice Statuses available for use:</p> <p>Completed – voucher processed in OMNI. Credit – credit issued by vendor not yet applied to an invoice. Deleted – the item was a duplicate invoice, not a invoice, or otherwise determined unnecessary for processing. New – not yet reviewed by a processor/auditor. Recycled – reviewed but needs additional information.</p>
12.	<p>Click the Search Results button (magnifying glass).</p> 
13.	<p>Review the list of returned results.</p> <p>To view an invoice, click the Preview of this item icon for the desired invoice.</p> 



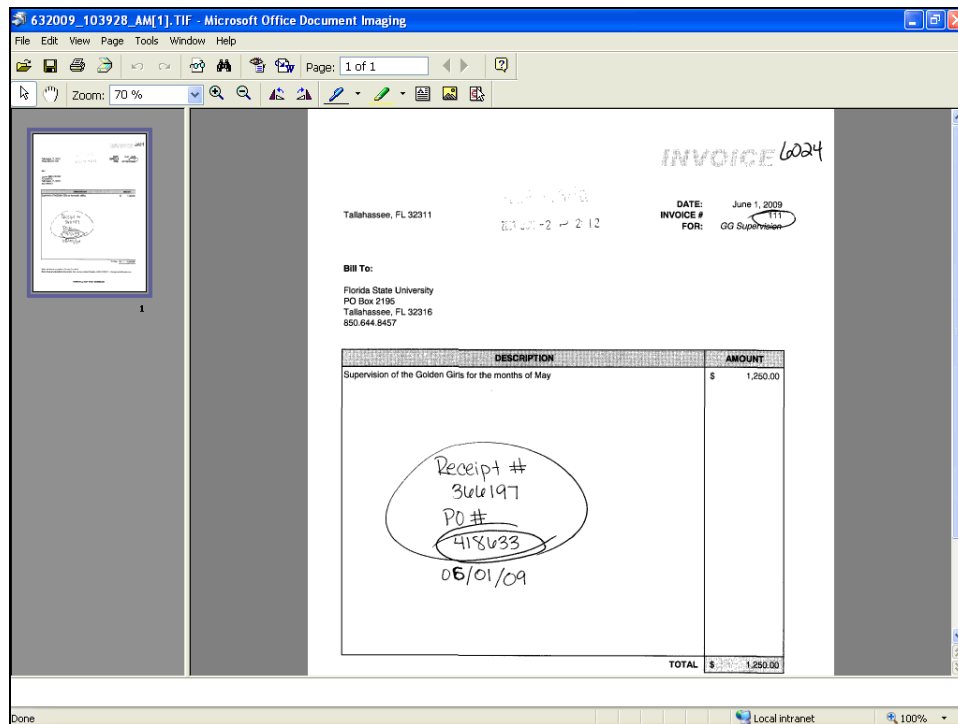
Step	Action
14.	<p>Click the Open button.</p> <p>NOTE: Pop-up blockers must be turned off to allow these windows to appear.</p> 




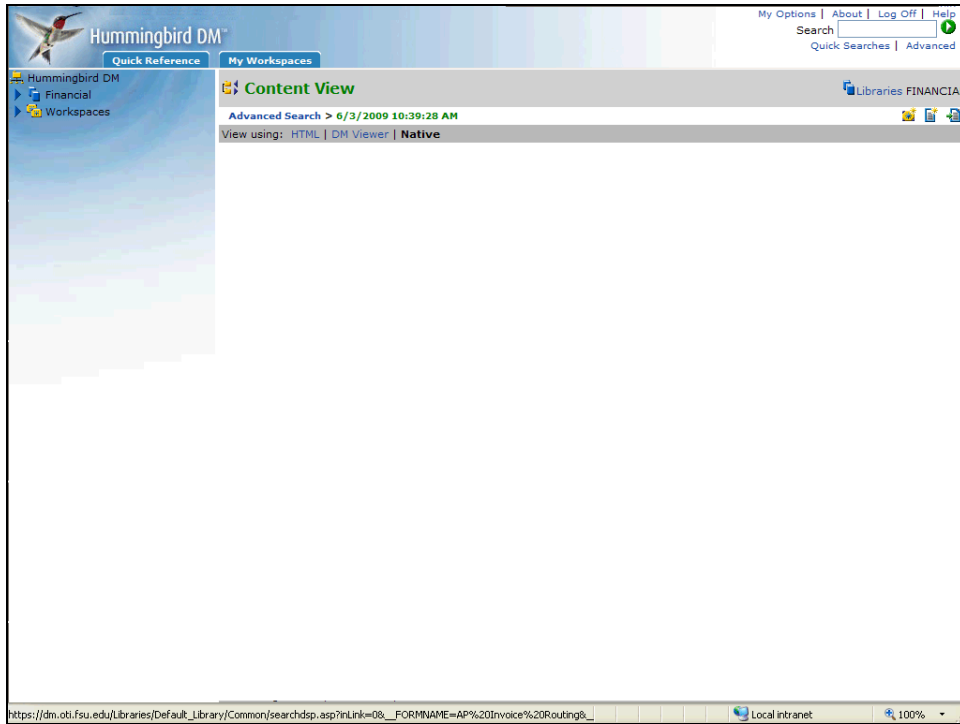
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Step	Action
15.	<p>Review, print, or save the invoice as needed using the icons above.</p> <p>Before receiving any items from this invoice in OMNI, verify all items have been physically received in your department and the invoice reflects the accurate information.</p> <p>For more information on how to receive items in OMNI, review the Processing a Receipt tutorial.</p>



Step	Action
16.	<p>Click the Close button to return to Hummingbird.</p> 



Step	Action
17.	To return to the search result page, click the Advanced Search link. Advanced Search
18.	Scroll down the page.
19.	NOTE: The message which appears at the bottom of the Search Results page indicates additional rows are available. To view the next page of data, scroll to the right, bottom corner of this page.
20.	Use the page number links below to navigate to another page of data in the bottom right corner of the page. For the purpose of this example, click the 2 link. 2
21.	Click the blue i button to see details associated with this invoice. 
22.	Review details below as needed, then click the Advanced Search link to return to the search results. Advanced Search > 6/3/2009 10:39:28 AM
23.	To begin another search, click the magnifying glass icon. Click the Log Off link. Log Off



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Step	Action
24.	Congratulations! You have completed this topic. End of Procedure.