Basic Entry of an ePRF

In OMNI Financials, go to Main Menu> Employee Self Service> Payment Request Center

Click Create

Enter the invoice number of the invoice you are paying and the invoice date.
Enter the description of what you are paying.
Enter the invoice amount and attach a copy of the invoice you are paying.
Enter Notes/Comments (not required)…click Next
If your payment request needs Special Handling, select Special Handling from the drop down box on page 1, enter your instructions in the Message box.

Enter the supplier ID number in the Supplier ID box, then click Search.
Click on Multiple

Select the first option (because this is based on the supplier locations not remit addresses).
Click on the search button next to the Remitting Address box.

Then select your remit address.
The remit address has been selected and you’re ready to move on to the next screen.

Click the Add Lines button to enter budget info and account code…
The budget information has been entered

Invoice Details - Step 3 of 4

Review payment request info…

Review and Submit - Step 4 of 4
At this point, if you see something that needs to be corrected, click Return, then click Previous to get back to the screen that needs the correction.

Click Submit to submit your Payment Request.