Steps in Omni to be completed by ePRF Dept Project Approver:

Ad Hoc in Sponsored Research if cash advance is under $1,000.00

( Omni will automatically send cash advances over $1,000 to sponsored research for approval. )

Navigate to the Payment Request Approval:

Click search:

![Image of Payment Request Approval screen]

Select the Request ID:

![Image of Payment Request Approval screen with selected Request ID]
Select the + Box as shown below to insert Sponsored Research into work flow:

Select the search tool:

![Image of search tool interface]
Select the appropriate Sponsored Research staff members name from drop down:

![Search Result Image]

Select Insert as shown below:

![Insert Image]
Select Approve to move the workflow to Sponsored Research:

**Payment Request**

- **Business Unit**: FSU01
- **Invoice Number**: W3-14-16
- **Entered By**: Susan Alexander

**Payment Request Details**

- **Transaction Currency**: USD
- **Description**: ASSN FOR WOMEN IN SCIENCE MAGAZINE

**Line Details**

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<th>Unit Price</th>
<th>Item ID</th>
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**FSU Dept Level1 Approvers**

- REQUEST_ID=0000015977: Approved

**FSU Final AP Dept Approver**

- REQUEST_ID=0000015977: Pending

Options: Approve, Deny, Putback, Add Comments, Hold