

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:

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Home Worklist Process Monitor Report Manager Add to Favorites Sign out

Favorites Main Menu Accounts Payable Payments Payment Request Payment Request Approval

New Window Help

Payment Request Approval

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

Find an Existing Value

Search Criteria

Search by: Request ID =

Search Advanced Search

Select the Request ID:

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New Window Help

Payment Request Approval

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

Find an Existing Value

Search Criteria

Search by: Request ID =

Search Advanced Search

Search Results

Request ID	Business Unit	Entered Datetime	Invoice Number	Invoice Date	Supplier ID	Supplier Name	Description	Gross Invoice Amount	Transaction Currency	Request Status
0000015977	FSU01	07/03/2017 7:46AM	MEM17-18	07/03/2017	000009096	ASSN FOR WOMEN IN SCIENCE MAGAZINE	AWIS Membership Dues for 2017-18	3000	USD	Pending
0000015978	FSU01	07/03/2017 7:50AM	6813	07/03/2017	0000054067	SOUTHERN ASSOCIATION OF COLLEGES AND	Southern Association of Colleges & Schools	17860	USD	Pending
0000015979	FSU01	07/03/2017 8:06AM	136274	07/03/2017	000005283	TALLAHASSEE CHAMBER OF COMMERCE	Greater Tallahassee Chamber of Commerce dues	9995	USD	Pending
0000015980	FSU01	07/03/2017 8:38AM	MEM0004210	07/03/2017	0000010242	AMER COUNCIL ON EDUCATION	Membership Dues 17-18	23848	USD	Pending
0000015981	FSU01	07/03/2017 11:14AM	070317	07/03/2017	0000063919	SODEXO OPERATIONS LLC	Mealplan June 18 - June 30, 2017	610017.43	USD	Pending
0000015982	FSU01	07/03/2017 12:06PM	070317B	07/03/2017	0000007644	FOLLETT HIGHER EDUCATION GROUP	Financial Aid June 2017	5032.92	USD	Pending
0000015987	FSU01	07/03/2017 2:36PM	SACS 0226	07/03/2017	0000007410	COUNCIL OF HIGHER EDUCATION ACCREDITATIO	Membership Dues	6000	USD	Pending
0000016021	FSU01	07/05/2017 8:33AM	2017-0704	07/05/2017	0000004352	LEON COUNTY RESEARCH AND DEVELOPMENT	July 2017 Rent Invoice	3625	USD	Pending
0000016055	FSU01	07/05/2017 9:12AM	25927	07/05/2017	111111111	FLORIDA STATE UNIVERSITY	Expenses For 2017 NHMFL Summer School	2264.76	USD	Pending
0000016065	FSU01	07/05/2017 9:16AM	270 VSP	07/05/2017	0000002961	UNIV OF FLORIDA	Support For RF Second Annual RF Coil Workshop	4000	USD	Pending
0000016067	FSU01	07/05/2017 9:25AM	14286,14307	07/05/2017	0000003436	LEON COUNTY SCHOOL BOARD	Bus Transportation For NHMFL Summer Camps	859	USD	Pending

Select the + Box as shown below to insert Sponsored Research into work flow:

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Home Worklist Process Monitor Report Manager Add to Favorites Sign o

Favorites Main Menu Accounts Payable Payments Payment Request Payment Request Approval

New Window Help Personalize Page

Payment Request

Business Unit FSU01 Invoice Number MEM17-18 Entered By Susan Alexander
Request ID 0000015977 Invoice Date 07/03/2017 Entered Datetime 07/03/2017 7:46AM

Payment Request Details

Transaction Currency USD Supplier ID 0000009086 Comments
Total Amount 3000.00 Description AWIS Membership Dues for 2017-18
Supplier Name ASSN FOR WOMEN IN SCIENCE MAGAZINE Attachments (2)
*Handling REGULAR PAYMENTS Edit Payment Request
Message Payment Message

Line Details

Line	Quantity	Unit Price	Item ID	Amount	Description	SpeedChart Key	Details
1				3000.00			Details

Personalize Find First 1 of 1 Last

FSU Dept Level1 Approvers

REQUEST_ID=0000015977:Approved Start New Path

FSU Final AP Dept Approver

REQUEST_ID=0000015977:Pending Start New Path

FSU Final AP Dept Approver

Pending

Multiple Approvers FSU_PR_AP_DEF_USERS

Approve Deny Pushback Add Comments Hold

Select the search tool:

https://fiqna.omni.fsu.edu/psc/sqnafi2_5/EMPLOYE...

Start new approval path

Choose an approver or reviewer to insert

User ID: 🔍

Insert as: Approver Reviewer

Insert Cancel

Select the appropriate Sponsored Research staff members name from drop down:

User ID	Name
AAGASHE	Amod Agashe
AAKINS	Anitra Akins
AASKEW	Andrew Askew
AAUBREY	Andree Aubrey
AAWANG	An-I Wang
ABACOTAYLOR	Amy Baco-Taylor
ABARBU	Adrian Barbu
ABARRETT	Anne Barrett
ABLAY	Allen Blay
ABOROVSKY	Arielle Borovsky
ACJOHNSON	Andrew Johnson
ACLARKE	Allan Clarke
ACOLDIRON	Anne Coldiron
ACRUME	Allison Crume
ACUNKLE	Arthur Cunkle
ADARABI	Abbas Darabi
ADD04	Andrea Durham
ADEGIORGI	Andrea Degiorqi

Select Insert as shown below:

Start new approval path

Choose an approver or reviewer to insert

User ID: AAGASHE Amod Agashe

Insert as: Approver Reviewer

Insert Cancel

Select Approve to move the workflow to Sponsored Research:

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Favorites > Main Menu > Accounts Payable > Payments > Payment Request > Payment Request Approval New Window | Help | Personalize Page

Payment Request

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	Supplier Name ASSN FOR WOMEN IN SCIENCE MAGAZINE	Edit Payment Request
	*Handling REGULAR PAYMENTS	Payment Message
	Message	

Line Details Personalize | Find | 1 of 1 | Last

Line	Quantity	Unit Price	Item ID	Amount	Description	SpeedChart Key	Details
1				3000.00			Details

FSU Dept Level1 Approvers
▶ REQUEST_ID=0000015977:Approved [Start New Path](#)

FSU Final AP Dept Approver
▼ REQUEST_ID=0000015977:Pending [Start New Path](#)

FSU Final AP Dept Approver

Pending

Multiple Approvers
FSU_PR_AP_DEF_USERS [+](#)

[Approve](#) [Deny](#) [Pushback](#) [Add Comments](#) [Hold](#)

