

# How to Open an ePRF Cash Advance:

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

OMNI Financials Home Worklist

Main Menu > Employee Self-Service > Payment Request Center

### Payment Request Center

Request Summary From 01/21/2017 to 04/21/2017

Display	Status	Number of Requests
---------	--------	--------------------

Recent Messages No Recent Mess

Create

### Requests

Request ID	Entered Datetime	Supplier ID	Supplier	Description
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Click Save for Later and record the Payment Request ID number (without the zeros).  
Enter the Payment Request ID number as the **invoice number** with “-OPEN” at the end.  
Enter the invoice date.  
Enter the description: ex.- Cash Advance project 11344.  
Enter the cash advance amount and attach a copy of the approved Employee Cash Advance Form.  
Select Special Handling from the drop down box and enter the name and number of person picking up the check in the Message box.  
Enter Notes/Comments (not required)...click Next

### Payment Request

Summary Information Supplier Information Invoice Details Review and Submit

Exit Save for Later Next

#### Summary Information - Step 1 of 4

\*Business Unit FSU01  
Request ID 0000011930

Invoice Number 11930-OPEN  
\*Invoice Date 05/01/2017

Entered By Laurel Carlson  
Entered Datetime 05/01/2017 3:56PM

Description Cash advance - project 11344

Gross Invoice Amount 100.00

Attachments (1)

Total Amount 100.00 \*Currency USD

\*Handling SPECIAL HANDLING  
Message Call Lonigan at 4-4400 for pick up

Notes/Comments

Exit Save for Later Next

Enter the E supplier ID number in the Supplier ID box, then click Search. Select the employee and then click Next.

**Payment Request**

Summary Information   **Supplier Information**   Invoice Details   Review and Submit

Exit   Save for Later   Previous   Next

**Supplier Information - Step 2 of 4**

Business Unit FSU01   Invoice Number 11930-OPEN   Entered By Laurel Carlson  
Request ID 0000011930   Invoice Date 05/01/2017   Entered Datetime 05/01/2017 3:56PM

**Supplier Search**

Country USA        
Supplier Name

**Supplier list**   Personalize | Find | View All | First 1 of 1 Last

Supplier ID	Name	Address	City	State	Country
E8605	CHRISTOPHER J LONIGAN	FSU	TALLAHASSEE	FL	USA

Exit   Save for Later   Previous   Next

Click on the search button next to the Remitting Address box.

Favorites ▾   Main Menu ▾ > Employee Self-Service ▾ > Payment Request Center

**Payment Request**

Summary Information   **Supplier Information**   Invoice Details   Review and Submit

Exit   Save for Later   Previous   Next

**Supplier Information - Step 2 of 4**

Business Unit FSU01   Invoice Number 11930-OPEN   Entered By Kristina Roumelis  
Request ID 0000011930   Invoice Date 05/01/2017   Entered Datetime 05/14/2017 11:20AM

**Supplier Address**

Supplier ID E8605     
Supplier Name: CHRISTOPHER J LONIGAN  
FSU  
Psychology; A0322 PDB;MC 4301  
TALLAHASSEE FL 32306  
Remitting Address:

Exit   Save for Later   Previous   Next

Select your remitting address [if more than one remit address exists].

Information - Step 2 of 4

Business Unit  
Request ID

Supplier ID E  
Supplier Name: C

FSU  
Ps  
TA

Address: 1

### Look Up Remitting Address

SetID: SHARE  
Supplier ID: E8605

Address Sequence Number =

Address Type =

[Basic Lookup](#)

#### Search Results

View 100 First 1 of 1 Last

Address Sequence Number	Address Type	Description	Address Line 1	City	County	State	Country
1	Business	MAIN	FSU	TALLAHASSEE	(blank)	FL	USA

Once the remit address has been selected, click Next.

Favorites ▾ Main Menu ▾ > Employee Self-Service ▾ > Payment Request Center

## Payment Request

Summary Information **Supplier Information** Invoice Details Review and Submit

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### Supplier Information - Step 2 of 4

Business Unit FSU01 Invoice Number 11930-OPEN Entered By Kristina Roumelis  
Request ID 0000011930 Invoice Date 05/01/2017 Entered Datetime 06/14/2017 11:20AM

#### Supplier Address

Supplier ID: E8605  
Supplier Name: CHRISTOPHER J LONIGAN  
FSU  
Psychology; A0322 PDB;MC 4301  
TALLAHASSEE, FL 32306

Remitting Address:

|



Click the Add Lines button to enter budget info and account code

Favorites ▾ Main Menu ▾ > Employee Self-Service ▾ > Payment Request Center

### Payment Request

Summary Information    Supplier Information    **Invoice Details**    Review and Submit

Exit    Save for Later    Previous    Next

**Invoice Details - Step 3 of 4**

Business Unit FSU01    Invoice Number 12345    Entered By Laurel Carlson  
Request ID    Invoice Date 04/21/2017    Entered Datetime 04/21/2017 3:16PM

Line	Description	Quantity	Unit	Unit Price	Line Amount
					0.000
				Gross Invoice Amount	100.00
				Total Amount	100.00 *Currency USD

Exit    Save for Later    Previous    Next

Only two account codes can be used:

Permanent Cash Advance: 168300

Temporary Cash Advance: 168400

Enter the Employee ID [without the E] in the Open Item Key box (9 Characters).

Select OK.

#### Add a New Line

Line	Description	Quantity	Unit	Unit Price	Line Amount
1					100.00

#### Accounting Details

Line	Quantity	Amount	*GL Business Unit	Department	Fund Code	Account	Open Item Key	PC Business Unit
+	1	100.00	FSU01	084000	140	168300	00000008605	

OK    Cancel

Once budget information has been entered select Next.

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### Payment Request

Summary Information    Supplier Information    **Invoice Details**    Review and Submit

Exit    Save for Later    < Previous    Next >

**Invoice Details - Step 3 of 4**

Business Unit FSU01    Invoice Number 12345    Entered By Laurel Carlson  
Request ID    Invoice Date 04/21/2017    Entered Datetime 04/21/2017 3:16PM

Line	Description	Quantity	Unit	Unit Price	Line Amount
1					100.00

Add Lines    Gross Invoice Amount 100.00

Total Amount 100.00 \*Currency USD

Exit    Save for Later    < Previous    Next >

Review payment request info...

Favorites ▾ Main Menu ▾ > Employee Self-Service ▾ > Payment Request Center

### Payment Request

Summary Information    Supplier Information    Invoice Details    **Review and Submit**

Exit    Save for Later    < Previous

**Review and Submit - Step 4 of 4**

Business Unit FSU01    Invoice Number 12345    Entered By Laurel Carlson  
Request ID    Invoice Date 04/21/2017    Entered Datetime 04/21/2017 3:16PM

Description membership  
Supplier FLORIDA STATE UNIVERSITY  
Total Amount 100.00 USD  
Request Status New

Click the "Review" button to review the detailed request.  
Click the "Submit" button to submit your request.

Review    Submit

Exit    Save for Later    < Previous

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.

Review Page

**Summary Information**

Request ID	000011930	Request Status	New
Entered By	Laurel Carlson		
Entered Datetime	05/01/2017 3:56PM	<a href="#">Attachments (1)</a>	
Business Unit	FSU01		
Invoice Number	11930-OPEN		
Invoice Date	05/01/2017		
Description	Cash advance - project 11344		
Total Amount	100.00	USD	
Notes/Comments	<input type="text"/>		

**Supplier Information**

Supplier ID	E8605
Supplier	CHRISTOPHER J LONIGAN FSU Psychology, A0322 PDB,MC 4301 TALLAHASSEE, FL 32306

**Invoice Details**

Line	Description	Quantity	Unit	Unit Price	Line Amount	SpeedChart Key
1					100.00	

**Accounting Details**

Line	Quantity	Amount	GL Business Unit	Department	Fund Code	PC Business Unit	Project	Activity
1		100.00	FSU01	084000	140			

Cost Sub-Total	100.00
Misc Charge Amount	
Freight Amount	
<b>Total Amount</b>	<b>100.00 USD</b>



Return

Click Submit to submit your Payment Request. Once submitted, if on a project, any expense over >\$1,000.00 will automatically route to Sponsored Research. If ePRF is <\$1,000.00 the ePRF will need to manually enter Sponsored Research into the approval workflow. This step will be completed by the Department Project Approver. See “How to Insert Sponsored Research as an Approver” job aid.

Favorites ▾ Main Menu ▾ > Employee Self-Service ▾ > Payment Request Center

### Payment Request

Summary Information    Supplier Information    Invoice Details    **Review and Submit**

Exit    Save for Later    < Previous

#### Review and Submit - Step 4 of 4

Business Unit	FSU01	Invoice Number	12345	Entered By	Laurel Carlson
Request ID		Invoice Date	04/21/2017	Entered Datetime	04/21/2017 3:16PM
Description	membership				
Supplier	FLORIDA STATE UNIVERSITY				
Total Amount	100.00	USD			
Request Status	New				

Click the "Review" button to review the detailed request.  
Click the "Submit" button to submit your request.

Review    **Submit**

Exit    Save for Later    < Previous