



Basic Entry of an ePRF

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

OMNI Financials Home Worklist

Favorites ▾ 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
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Recent Messages No Recent Mess

Create **Requests**

Request ID	Entered Datetime	Supplier ID	Supplier	Description
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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

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

Invoice Number 12345 *Invoice Date 04/21/2017

Entered By Laurel Carlson Entered Datetime 04/21/2017 3:16PM

Description membership

Gross Invoice Amount 100.00

Attachments (1)

Total Amount 100.00 *Currency USD

*Handling REGULAR PAYMENTS

Message

Notes/Comments

Exit Save for Later 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.

The screenshot shows the 'Payment Request' interface in the 'Summary Information' step. The breadcrumb trail is 'Favorites > Main Menu > Employee Self-Service > Payment Request Center'. The progress bar has four steps: 'Summary Information' (active), 'Supplier Information', 'Invoice Details', and 'Review and Submit'. Below the progress bar, the title is 'Summary Information - Step 1 of 4'. The form contains the following fields: '*Business Unit' (FSU01), 'Request ID' (0000014241), 'Invoice Number' (12345), '*Invoice Date' (04/21/2017), 'Entered By' (Laurel Carlson), and 'Entered Datetime' (04/21/2017 3:16PM). The 'Description' field contains 'membership'. The 'Gross Invoice Amount' is 100.00. The 'Total Amount' is 100.00 and '*Currency' is USD. The '*Handling' dropdown is set to 'SPECIAL HANDLING'. The 'Message' field contains 'Please call Melissa at 4-5021 for pick'. The 'Attachments (1)' link is visible. At the bottom right are 'Exit', 'Save for Later', and 'Next' buttons.

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

The screenshot shows the 'Payment Request' interface in the 'Supplier Information' step. The breadcrumb trail is 'Favorites > Main Menu > Employee Self-Service > Payment Request Center'. The progress bar has four steps: 'Summary Information', 'Supplier Information' (active), 'Invoice Details', and 'Review and Submit'. Below the progress bar, the title is 'Supplier Information - Step 2 of 4'. The form contains the following fields: 'Business Unit' (FSU01), 'Request ID', 'Invoice Number' (12345), 'Invoice Date' (04/21/2017), 'Entered By' (Laurel Carlson), and 'Entered Datetime' (04/21/2017 3:16PM). The 'Supplier Search' section has 'Country' (USA), 'Supplier ID', and 'Supplier Name' fields. A red arrow points to the 'Supplier ID' field. Another red arrow points to the 'Search' button. At the bottom right are 'Exit', 'Save for Later', 'Previous', and 'Next' buttons.

Click on Multiple

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

Supplier Search

Country USA
Supplier ID 111111111
Supplier Name
Search

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

Supplier ID	Name
111111111	FLORIDA STATE UNIVERSITY

Multiple

Exit | Save for Later | Previous | Next

Select the first option (because this is based on the supplier locations not remit addresses).

Supplier Details

SetID SHARE Supplier ID 111111111 Supplier Status Approved
Short Supplier Name FSU-001 Supplier Classification Supplier
In City Limit N HR Class
Additional Name Persistence Regular
Alternate Supp Name Open For Ordering Y
Address 00001 STUDENT FINANCIAL SERVICES Withholding Applicable N
Corporate Supplier 111111111 FLORIDA STATE UNIVERSITY Display VAT Flag N
Remit Supplier 111111111 FLORIDA STATE UNIVERSITY

Personalize | Find | First 1-4 of 4 Last

	Supplier Location	Address Line 1	City	State	Country
<input checked="" type="radio"/>	001	MC 2394	TALLAHASSEE	FL	USA
<input type="radio"/>	002	200 S DUVAL ST	TALLAHASSEE	FL	USA
<input type="radio"/>	003	UNIVERSITY LIBRARIES	TALLAHASSEE	FL	USA
<input type="radio"/>	004	FSU CENTER FOR ACADEMIC AND	TALLAHASSEE	FL	USA

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

Supplier Address

Supplier ID 111111111
Supplier Name: FLORIDA STATE UNIVERSITY
MC 2394
A1500 UNIVERSITY CENTER
TALLAHASSEE, FL 32306-2394

Remitting Address: 1  

Supplier Search

Exit Save for Later Previous Next

Then select your remit address.

Financials

Menu ▾ > Em

Supplier ID 111111111
Supplier Name: FLORIDA S
MC 2394
A1500 UNIV
TALLAHASS

ress: 1

Look Up Remitting Address

SetID SHARE
Supplier ID 111111111
Address Sequence Number =
Address Type =

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-25 of 25 Last

Address Sequence Number	Address Type	Description	Address Line 1	City	County	State	Country
1	Business	STUDENT FINANCIAL SERVICES	MC 2394	TALLAHASSEE	(blank)	FL	USA
2	Business	PANAMA CITY CAMPUS	OFFICE OF THE DEAN	PANAMA CITY	(blank)	FL	USA
3	Business	REMIT	ATTN GAVIN ROARK	TALLAHASSEE	(blank)	FL	USA
4	Business	ALTPAYEE-CHALLENGER LEARNING	200 S DUVAL ST	TALLAHASSEE	(blank)	FL	USA
5	Business	FSU HUMAN RESOURCES	FSU HUMAN RESOURCES	TALLAHASSEE	(blank)	FL	USA
6	Business	REMIT	CONTROLLERS OFFICE	TALLAHASSEE	(blank)	FL	USA
7	Business	FLORIDA BOARD OF GOVERNORS	FLORIDA BOARD OF GOVERNORS	TALLAHASSEE	(blank)	FL	USA
8	Business	REMIT	2200A UNIVERSITY CTR	TALLAHASSEE	(blank)	FL	USA
9	Business	REMIT	A1500 UNIVERSITY CTR	TALLAHASSEE	(blank)	FL	USA
10	Business	FSU COLLEGE OF MEDICINE	FSU COLLEGE OF MEDICINE	GAINESVILLE	(blank)	FL	USA
11	Business	THAGARD STUDENT HEALTH CTR	THAGARD STUDENT HEALTH CTR	TALLAHASSEE	(blank)	FL	USA
12	Business	REMIT	130 COLLEGIATE LOOP	TALLAHASSEE	(blank)	FL	USA
13	Business	REMIT	UNIVERSITY HOUSING	TALLAHASSEE	(blank)	FL	USA
14	Business	OFFICE OF UNIVERSITY RELATIONS	OFFICE OF UNIVERSITY RELATIONS	TALLAHASSEE	(blank)	FL	USA
15	Business	FSU CAPD	FSU CENTER FOR ACADEMIC AND	TALLAHASSEE	(blank)	FL	USA
16	Business	NHMFL FISCAL OFFICE	ATTN NHMFL FISCAL OFFICE/ CLYDE REA	TALLAHASSEE	(blank)	FL	USA
17	Business	REMIT	FSU-EHS	TALLAHASSEE	(blank)	FL	USA
18	Business	OFFICE OF RESEARCH	OFFICE OF RESEARCH	TALLAHASSEE	(blank)	FL	USA
19	Business	COLLEGE OF BUSINESS	ROVETTA BUSINESS ANNEX RM 314	TALLAHASSEE	(blank)	FL	USA
20	Business	UNIVERSITY LIBRARIES	UNIVERSITY LIBRARIES	TALLAHASSEE	LEON	FL	USA
21	Business	REMIT	VETERAN STUDENT CENTER	TALLAHASSEE	(blank)	FL	USA
22	Business	REMIT	FSU POSTAL SERVICES	TALLAHASSEE	(blank)	FL	USA
23	Business	SEMINOLE MARKETING	SEMINOLE MARKETING	TALLAHASSEE	(blank)	FL	USA
24	Business	TRANSPORTATION AND PARKING	TRANSPORTATION AND PARKING	TALLAHASSEE	LEON	FL	USA
25	Business	REMIT	MENTORING INSTITUTE	TALLAHASSEE	(blank)	FL	USA

The remit address has been selected and you're ready to move on to the next screen.

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

Supplier Address

Supplier ID 11111111 Supplier Search
Supplier Name: FLORIDA STATE UNIVERSITY
FSU CENTER FOR ACADEMIC AND PROFESSIONAL DEVELOPMENT
TALLAHASSEE, FL, 32306-1640
Remitting Address: 15

Exit Save for Later ◀ Previous Next ▶

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
Add Lines					
Gross Invoice Amount					100.00
Total Amount					100.00
					*Currency USD

Exit Save for Later ◀ Previous Next ▶

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

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	741966	

OK Cancel

The budget information has been entered

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
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

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

Review Page

Summary Information

Request ID		Request Status	New
Entered By	Laurel Carlson		
Entered Datetime	04/21/2017 3:16PM	Attachments (1)	
Business Unit	FSU01		
Invoice Number	12345		
Invoice Date	04/21/2017		
Description	membership		
Total Amount	100.00	USD	
Notes/Comments			

Supplier Information

Supplier ID	111111111
Supplier	FLORIDA STATE UNIVERSITY FSU CENTER FOR ACADEMIC AND PROFESSIONAL DEVELOPMENT TALLAHASSEE, FL, 32306-1640

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	
Total Amount	100.00 USD

[Return](#)

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.

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](#)