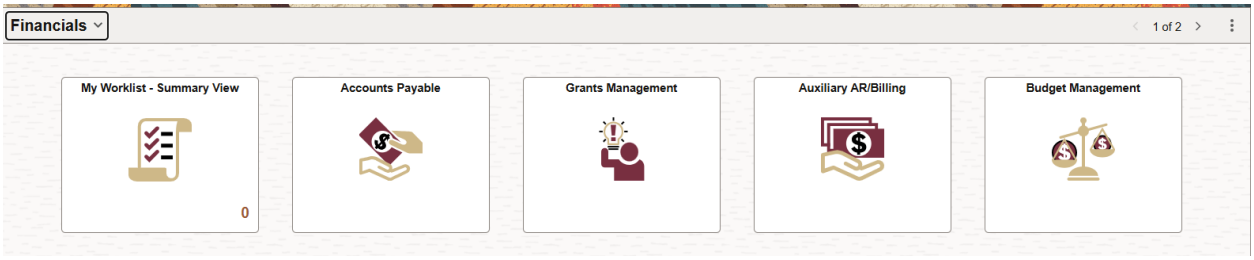
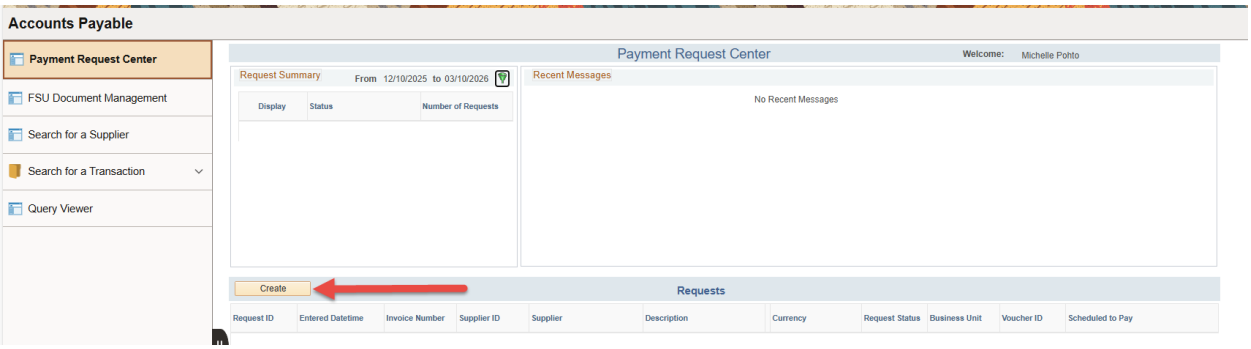
Basic Entry of an ePRF

I. Filling out ePRF Information

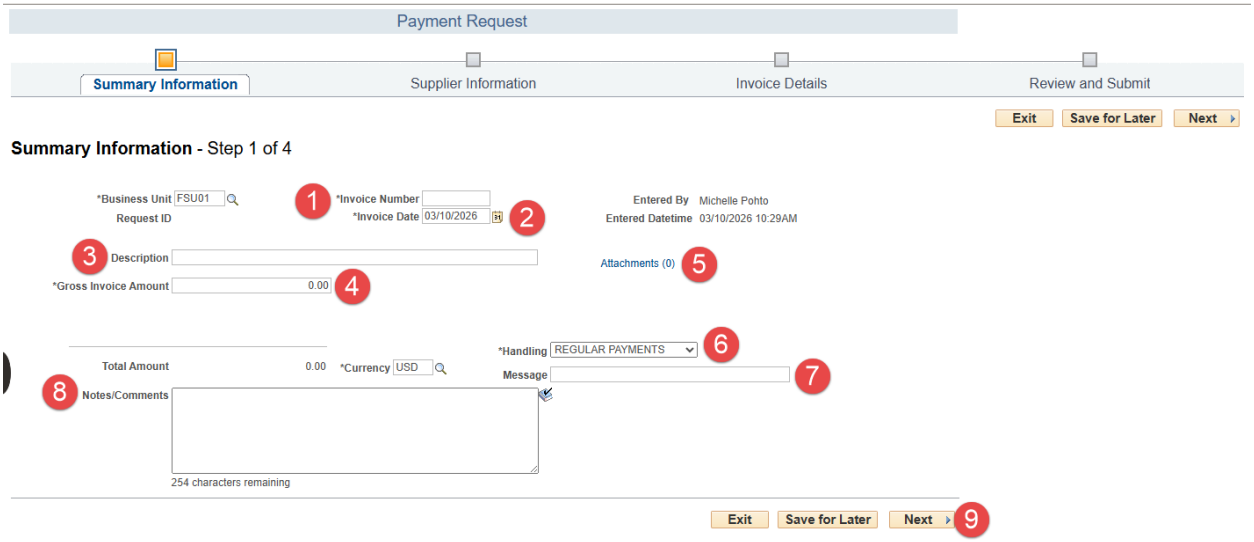
1. Sign into your MyFSU account. Select the Financials icon, then click on the Accounts Payable tile.
   Financials>Accounts Payable>Payment Request Center



2. From Accounts Payable, select **Payment Request Center**. Then, select **Create**.



3. On the following screen, follow the steps below in the image below.



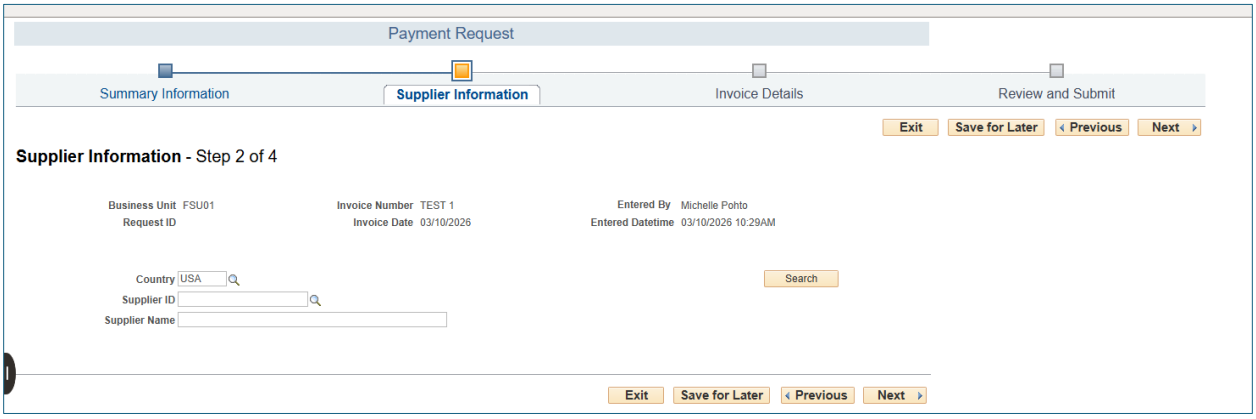
   1. Enter the invoice number.

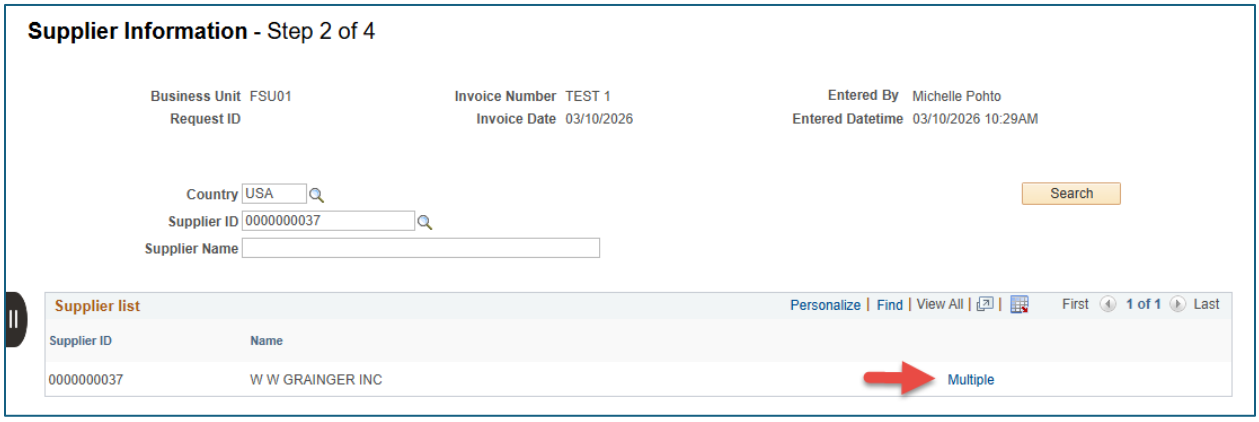
2. Enter the invoice date.
3. Enter the description.
4. Enter the Gross Invoice Amount.
5. Attach the invoice and any supporting documentation.
6. For special handling, if requesting check pick-up use the drop-down to make your selection.
7. Enter any special handling instructions.
8. Add additional notes/comments if applicable.
9. Select **Next** to continue.

II. Supplier Information

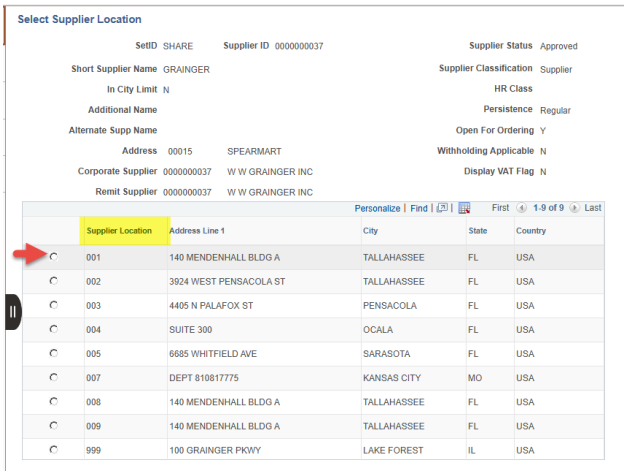
Payment requests should only be submitted for suppliers based in the United States. For payments to foreign vendors, please use the Foreign Vendor Payment Request form.

1. Enter the Supplier ID, then click Search.

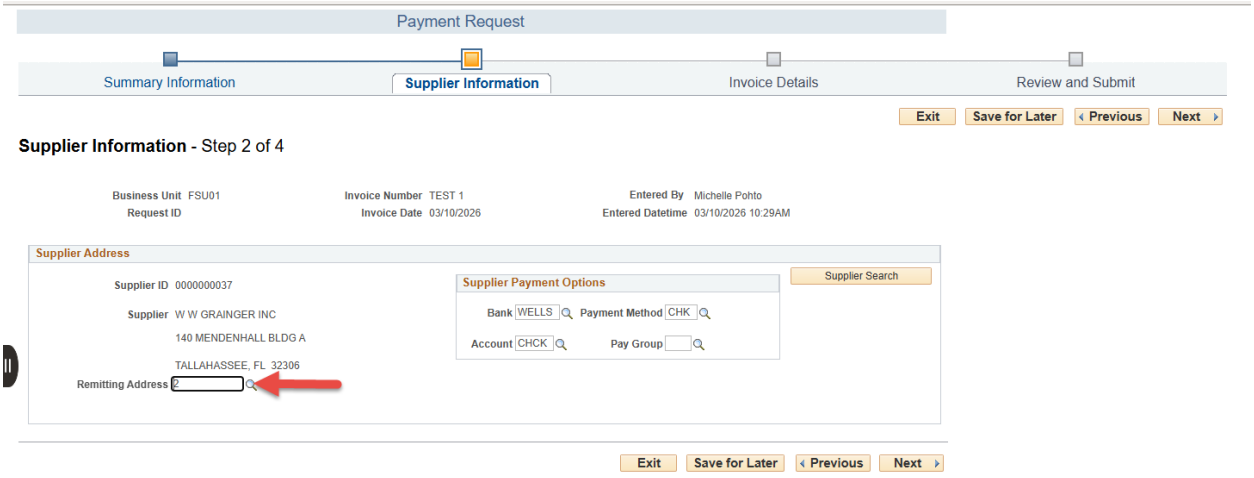


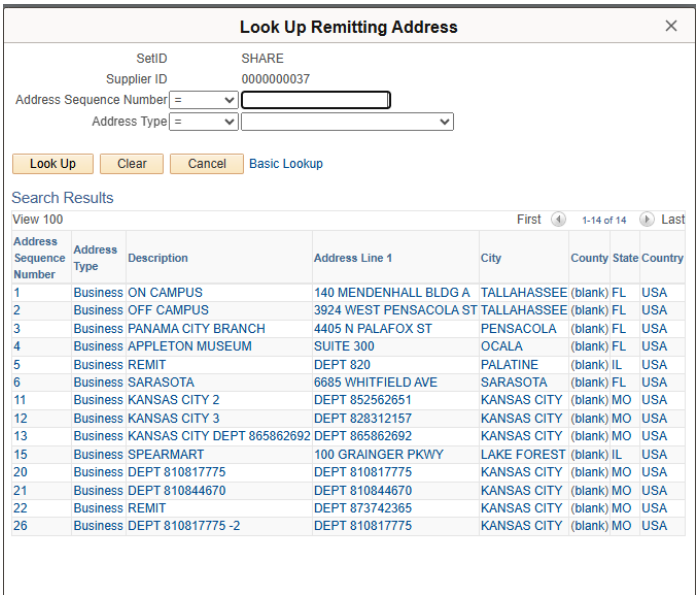


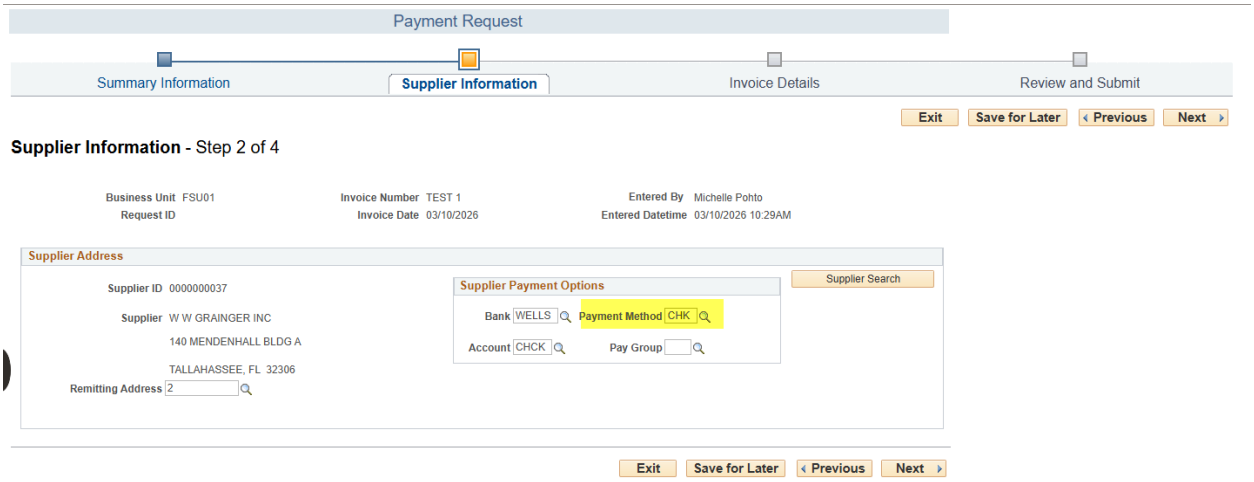
2. Select the first option.
   Note: This is based on the supplier locations, not remit addresses.



3. Select the correct remittance address from the options provided. If the address is not listed, please have the supplier update their information through PaymentWorks.







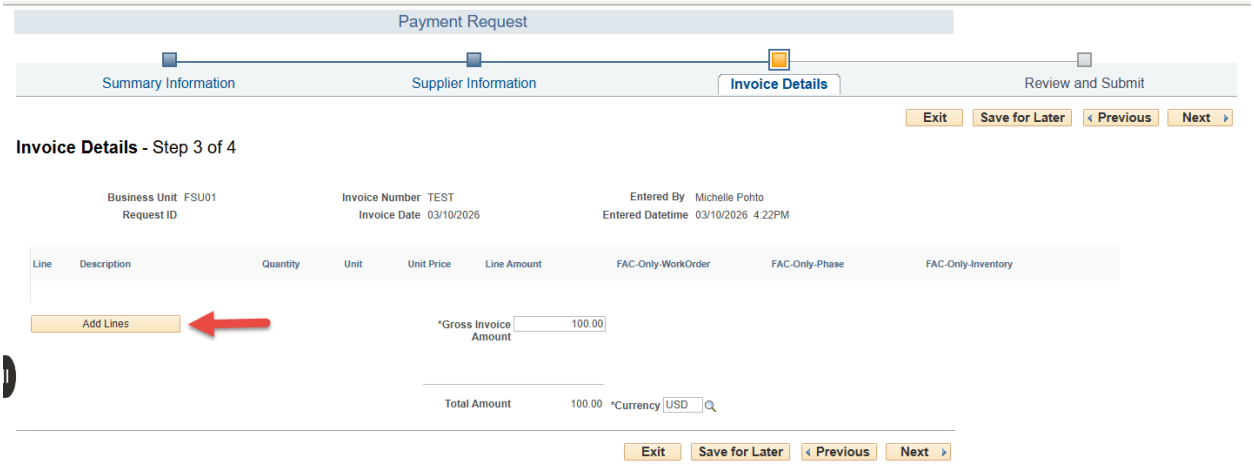
4. At this stage, the payment method will be visible: Check, Virtual Card, or EFT. If wire is chosen, discontinue the payment request process.

If special handling was selected on the first page and the payment method is EFT, a check will not be issued. Please change the payment method from EFT to Check before submitting.

5. Confirm the supplier's remit address and payment method. Then, select **Next**.

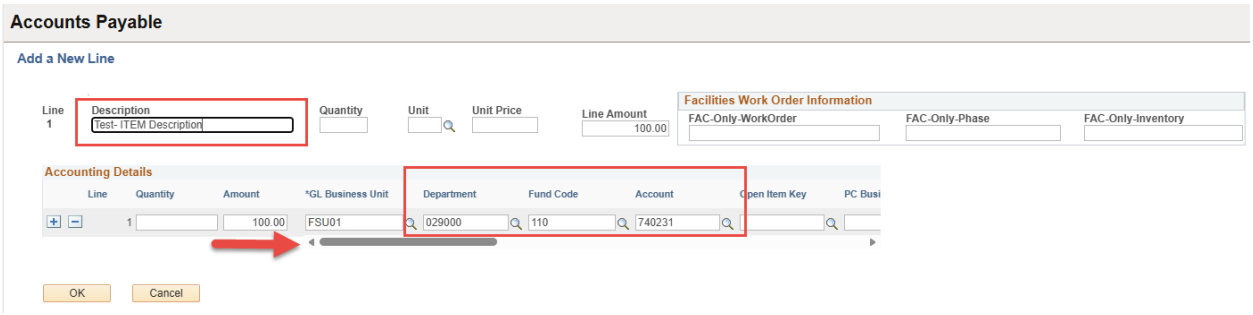
III. Invoice Details

1. To enter the funding source and account code, click on Add Lines.

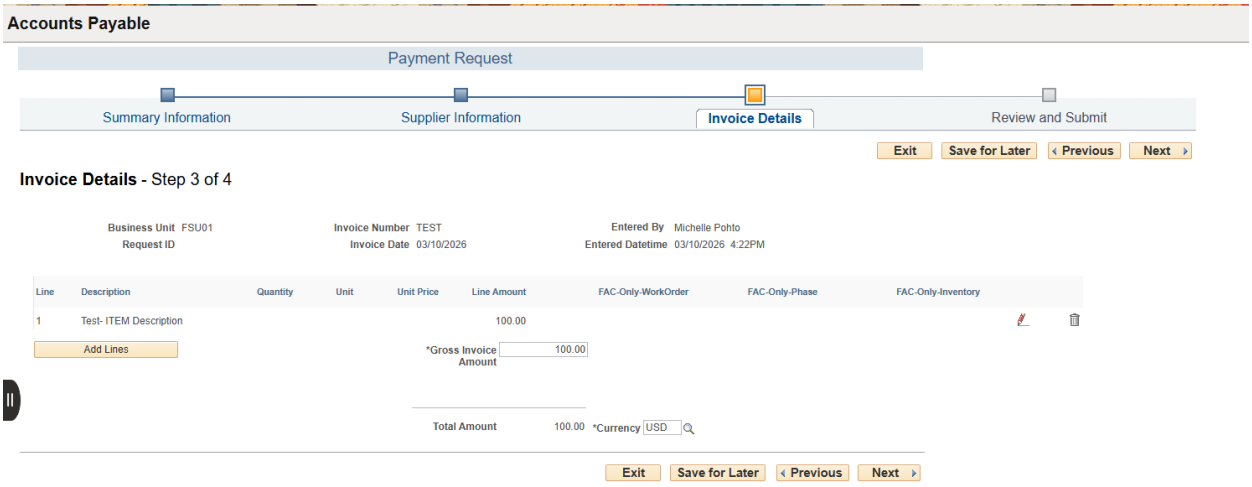


2. Enter the line description for each item of the invoice.

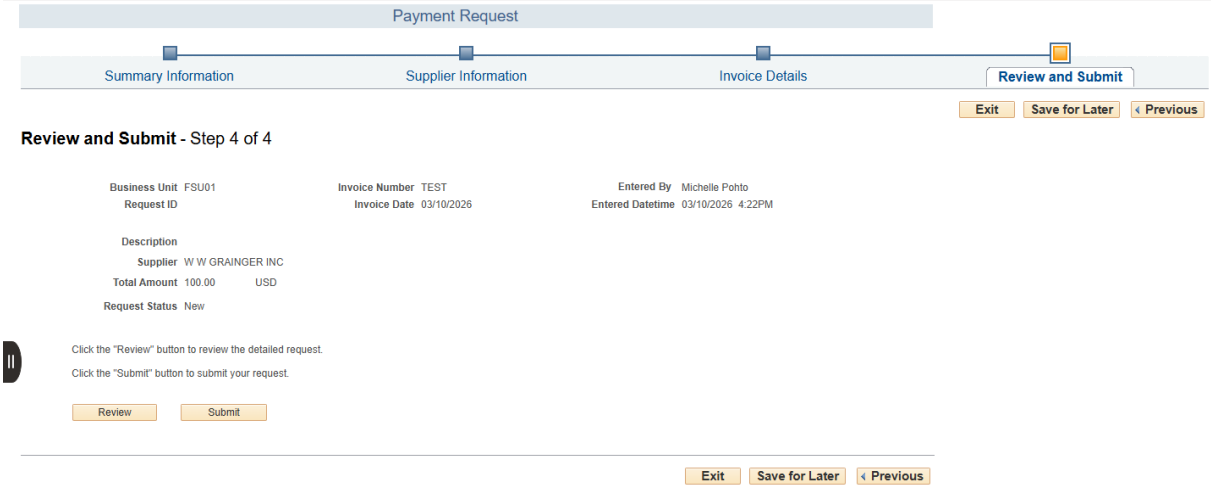
3. Enter the department, fund, project, account code, and chartfield information as needed for each line item. Then, click **OK**.



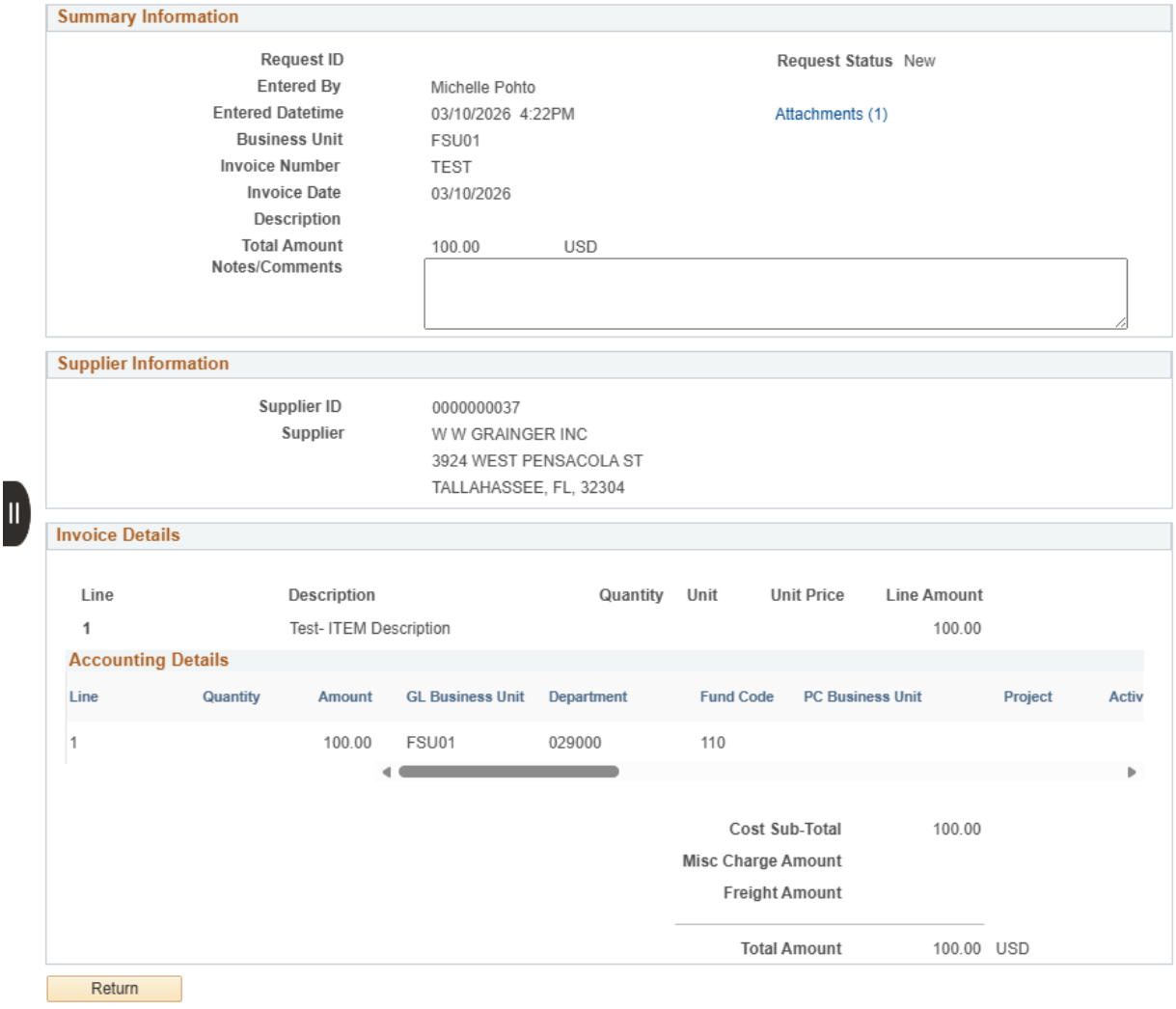
4. Once all the lines have been entered, click **Next**.



IV. Review & Submit



1. Click **Review**.



2. Click **Return**.
3. Click **Submit**. The payment request has been submitted and will be routed to the department's approver(s).