FSU | CONTROLLER'S OFFICE
FINANCE & ADMINISTRATION

How to Set Up a Department for ePRF

This guide helps departments submit **Non-PO Payment Requests** in OMNI using the **Electronic Payment Request (ePRF)** process.

Step 1: Assign Payment Request Processors
Staff who enter requests need the FSU_AP_PRF_Processor role.

- Request via e-ORR in OMNI
- Without this role, staff cannot access the Payment Request Center

Step 2: Assign Payment Request Approvers
Departments must have at least 2 approvers. Role: **FSU_AP_PRF_Approver**

- Approvers do not enter requests (bypasses workflow)
- Must be a Budget Authorized Signer or Project Manager
- Request via e-ORR

Optional: Add Level 2 or ad-hoc approvers (minimum 2 if used)

Step 3: Submit Workflow Authorization Form
Complete the ePRF Approval Workflow Change Authorization Form
Location: Controller's Office → Forms → Accounts Payable

- Signature required: Dean, Director, or Department Head
- Lists all processors and approvers

Step 4: Enter & Submit Payment Requests

- Enter details in OMNI
- Attach all required documentation
- Submit via **department workflow**

Note: Wire transfers are handled outside of ePRF.

Need Help?
Contact **Accounts Payable**: ctl-accountspayable@fsu.edu