



# Basic Entry of an ePRF

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

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

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 at the 'Summary Information' step. The breadcrumb trail is 'Favorites > Main Menu > Employee Self-Service > Payment Request Center'. The progress bar indicates 'Summary Information' is the active step. The form contains the following fields and values:

- \*Business Unit: FSU01
- Request ID: 0000014241
- 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
- Total Amount: 100.00
- \*Currency: USD
- \*Handling: SPECIAL HANDLING (dropdown menu)
- Message: Please call Melissa at 4-5021 for pick (text box)
- Attachments (1)

Buttons at the bottom right include 'Exit', 'Save for Later', and 'Next'.

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

The screenshot shows the 'Payment Request' interface at the 'Supplier Information' step. The breadcrumb trail is 'Favorites > Main Menu > Employee Self-Service > Payment Request Center'. The progress bar indicates 'Supplier Information' is the active step. The form contains the following fields and values:

- Business Unit: FSU01
- Request ID
- Invoice Number: 12345
- Invoice Date: 04/21/2017
- Entered By: Laurel Carlson
- Entered Datetime: 04/21/2017 3:16PM
- Supplier Search section:
  - Country: USA
  - Supplier ID (with a red arrow pointing to the input field)
  - Supplier Name
  - Search button (with a red arrow pointing to the button)

Buttons at the bottom right include 'Exit', 'Save for Later', 'Previous', and 'Next'.

# Click on Multiple

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 Search**

Country USA

Supplier ID 111111111

Supplier Name

**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).

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

### 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 11111111      Supplier Search  
 Supplier Name: FLORIDA STATE UNIVERSITY  
 MC 2394  
 A1500 UNIVERSITY CENTER  
 TALLAHASSEE, FL 32306-2394

Remitting Address:  →

Exit   Save for Later   ◀ Previous   Next ▶

Then select your remit address.

**Look Up Remitting Address**

SetID      SHARE  
 Supplier ID      11111111

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

|  |  |

**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 Name: FLORIDA STATE UNIVERSITY     

FSU CENTER FOR ACADEMIC AND PROFESSIONAL DEVELOPMENT  
 TALLAHASSEE, FL, 32306-1640

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

|  |  |

**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	<input type="text" value="100.00"/>
Total Amount					100.00 *Currency <input type="text" value="USD"/>

|  |  |

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

### Add a New Line

Line	Description	Quantity	Unit	Unit Price	Line Amount
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	100.00

**Accounting Details**

Line	Quantity	Amount	*GL Business Unit	Department	Fund Code	Account	Open Item Key	PC Business Unit
<input type="button" value="+"/>	<input type="button" value="-"/>	1	<input type="text" value="100.00"/>	<input type="text" value="FSU01"/>	<input type="text" value="084000"/>	<input type="text" value="140"/>	<input type="text" value="741966"/>	<input type="text"/>

|

# 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	<a href="#">Attachments (1)</a>	
Business Unit	FSU01		
Invoice Number	12345		
Invoice Date	04/21/2017		
Description	membership		
Total Amount	100.00	USD	
Notes/Comments	<input type="text"/>		

**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	
<b>Total Amount</b>	<b>100.00 USD</b>

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**

    

**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.