

# How to replenish an ePRF Cash Advance:

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

Recent Messages No Recent Mess

Create

Requests

Request ID	Entered Datetime	Supplier ID	Supplier	Description
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Enter the Payment Request ID number “(without the zeros) used when the Cash Advance was opened as the invoice number with a – REPLEN at the end. [NOTE: If doing multiple replenishments (i.e. partial replenishments), the invoice number will need to have an additional numerical sequence at the end (i.e. REPLEN1, REPLEN2, etc)].

Enter the invoice date.

Enter the description – ex. Replenish Cash Advance 012345

Enter the replenish amount and attach copies of the backup/receipts.

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

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 0000014388 Invoice Number 14388-REPL \*Invoice Date 06/14/2017 Entered By Kristina Roumelis Entered Datetime 06/14/2017 10:49AM

Description Cash Advance Replenish - Project 11344 Attachments (1)

Gross Invoice Amount 100.00

Total Amount 100.00 \*Currency USD \*Handling SPECIAL HANDLING Message Call Bob at 5-7182

Notes/Comments

Exit Save for Later Next

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

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 14388-REPLEN Entered By Kristina Roumelis  
Request ID 0000014388 Invoice Date 06/14/2017 Entered Datetime 06/14/2017 10:49AM

**Supplier Search**

Country USA  Search

Supplier ID E100333  Search

Supplier Name

Exit Save for Later Previous Next

Select the employee.

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 14388-REPLEN Entered By Kristina Roumelis  
Request ID 0000014388 Invoice Date 06/14/2017 Entered Datetime 06/14/2017 10:49AM

**Supplier Search**

Country USA  Search

Supplier ID E100333  Search

Supplier Name

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

Supplier ID	Name	Address	City	State	Country
E100333	CAROL CHU	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 14388-REPLEN      Entered By Kristina Roumelis  
Request ID 0000014388      Invoice Date 06/14/2017      Entered Datetime 06/14/2017 10:49AM

**Supplier Address** Supplier Search

Supplier ID E100333  
Supplier Name: CAROL CHU  
FSU  
PSYCHOLOGY  
TALLAHASSEE, FL 32306

Remitting Address: 1

Exit   Save for Later   Previous   Next

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

#### Look Up Remitting Address

SetID      SHARE  
Supplier ID      E100333

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	LEON	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

Open in new tab   Exit   Save for Later   Previous   **Next**

**Supplier Information - Step 2 of 4**

Business Unit FSU01   Invoice Number 14388-REPLEN   Entered By Kristina Roumelis  
Request ID 0000014388   Invoice Date 06/14/2017   Entered Datetime 06/14/2017 10:49AM

**Supplier Address**

Supplier ID E100333   Supplier Name: CAROL CHU   Supplier Search  
FSU  
PSYCHOLOGY  
TALLAHASSEE, FL 32306  
Remitting Address: 1

Exit   Save for Later   Previous   Next

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

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### Payment Request

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

Open in new tab   Exit   Save for Later   Previous   Next

**Invoice Details - Step 3 of 4**

Business Unit FSU01   Invoice Number 14388-REPLEN   Entered By Kristina Roumelis  
Request ID 0000014388   Invoice Date 06/14/2017   Entered Datetime 06/14/2017 10:49AM

Line	Description	Quantity	Unit	Unit Price	Line Amount
					0.00

**Add Lines**   Gross Invoice Amount 100.00

Total Amount 100.00 \*Currency USD

Exit   Save for Later   Previous   Next

For Replenishments do not use Open Item Key box. Use account code 740355 for research participants, 741421 for supplies, 740501 for in state travel, 740521 for out of state travel. If the above are not applicable, see the account code list.

Select OK.

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


**Add a New Line**

Line	Description	Quantity	Unit	Unit Price	Line Amount
1					0.00

**Accounting Details**

Line	Quantity	Amount	*GL Business Unit	Department	Fund Code	Account	Open Item Key	PC Business Unit
+	-	1	100.00	FSU01	084000	140	740355	

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

Open in new tab Exit Save for Later Previous **Next**

**Invoice Details - Step 3 of 4**

Business Unit FSU01 Invoice Number 14388-REPLEN Entered By Kristina Roumelis  
Request ID 0000014388 Invoice Date 06/14/2017 Entered Datetime 06/14/2017 10:49AM


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

## Payment Request

Summary Information

Supplier Information

Invoice Details

Review and Submit

Open in new tab

Exit

Save for Later

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### Review and Submit - Step 4 of 4

**Business Unit** FSU01  
**Request ID** 0000014388

**Invoice Number** 14388-REPLEN  
**Invoice Date** 06/14/2017

**Entered By** Kristina Roumelis  
**Entered Datetime** 06/14/2017 10:49AM

**Description** Cash Advance Replenish - Project 11344

**Supplier** CAROL CHU

**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.

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

**Review Page**

**Summary Information**

Request ID	000014388	Request Status	New
Entered By	Kristina Roumelis	Attachments (1)	
Entered Datetime	06/14/2017 10:49AM		
Business Unit	FSU01		
Invoice Number	14388-REPLEN		
Invoice Date	06/14/2017		
Description	Cash Advance Replenish - Project 11344		
Total Amount	100.00	USD	
Notes/Comments			

**Supplier Information**

Supplier ID	E100333
Supplier	CAROL CHU FSU PSYCHOLOGY 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  
Total Amount 100.00 USD

**Return**

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**

Open in new tab    Exit    Save for Later    Previous

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

Business Unit	FSU01	Invoice Number	14388-REPLEN	Entered By	Kristina Roumelis
Request ID	000014388	Invoice Date	06/14/2017	Entered Datetime	06/14/2017 10:49AM
Description	Cash Advance Replenish - Project 11344				
Supplier	CAROL CHU				
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