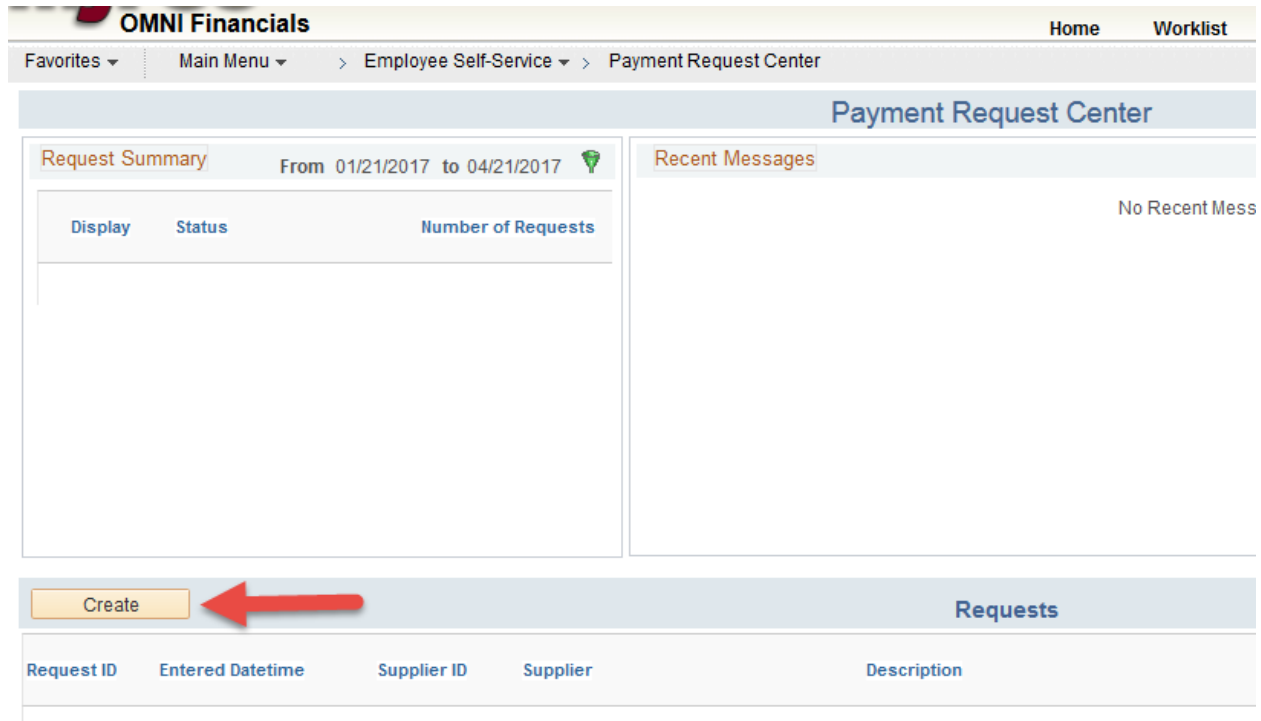


How to Open an ePRF Cash Advance when a check needs to go to a supplier:

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



Click Save for Later and record the Payment Request ID number (without the zeros).

Enter the Payment Request ID number as the **invoice number** with “-OPEN” at the end.

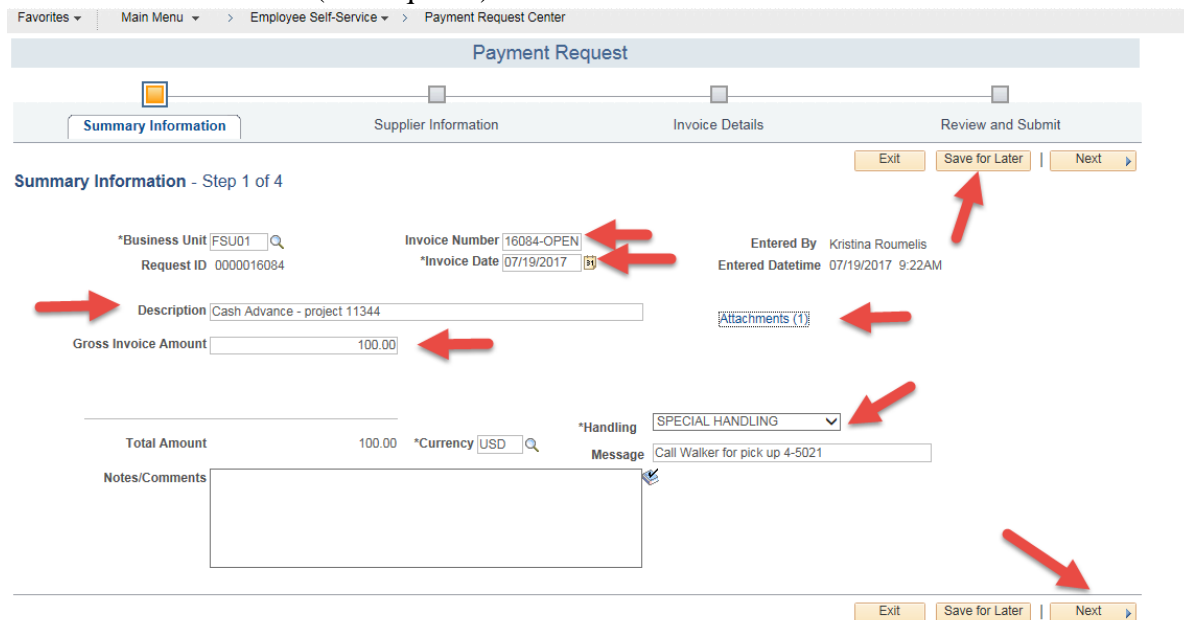
Enter the invoice date.

Enter the description: ex.- Cash Advance project 11344.

Enter the cash advance amount and attach a copy of the backup (i.e. advance request)

Select Special Handling from the drop down box and enter the name and number of custodian who will be picking up the check in the Message box. **Only the custodian can pick up third party checks.**

Enter Notes/Comments (not required)...click Next



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

Supplier Information - Step 2 of 4

Business Unit FSU01
Request ID 0000016084

Supplier Address

Supplier ID 0000030377
Supplier Name: TARGET STORES
2120 APALACHEE PKWY
TALLAHASSEE, FL 32301

Remitting Address:

Look Up Remitting Address

SetID SHARE
Supplier ID 0000030377
Address Sequence Number =
Address Type =

Look Up Clear Cancel 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	2120 APALACHEE PKWY	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

Exit Save for Later Previous Next

Supplier Information - Step 2 of 4

Business Unit FSU01 Invoice Number 16084-OPEN Entered By Kristina Roumelis
Request ID 0000016084 Invoice Date 07/19/2017 Entered Datetime 07/19/2017 9:22AM

Supplier Address

Supplier ID 0000030377 Supplier Search
Supplier Name: TARGET STORES
2120 APALACHEE PKWY
TALLAHASSEE, FL 32301

Remitting Address:

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 16084-OPEN Entered By Kristina Roumelis
Request ID 0000016084 Invoice Date 07/19/2017 Entered Datetime 07/19/2017 9:22AM

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

Only two account codes can be used:

Permanent Cash Advance: 168300

Temporary Cash Advance: 168400

Enter the Employee ID [without the E] in the Open Item Key box (9 Characters).

Select OK.

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	168300	00000008605	

OK Cancel

Once budget information has been entered select Next.

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 16084-OPEN Entered By Kristina Roumelis
Request ID 0000016084 Invoice Date 07/19/2017 Entered Datetime 07/19/2017 9:22AM

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 16084-OPEN Entered By Kristina Roumelis
Request ID 0000016084 Invoice Date 07/19/2017 Entered Datetime 07/19/2017 9:22AM

Description Cash Advance - project 11344
Supplier TARGET STORES
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.

Review Page

Summary Information

Request ID	0000016084	Request Status	New
Entered By	Kristina Roumelis		
Entered Datetime	07/19/2017 9:22AM	Attachments (1)	
Business Unit	FSU01		
Invoice Number	16084-OPEN		
Invoice Date	07/19/2017		
Description	Cash Advance - project 11344		
Total Amount	100.00	USD	
Notes/Comments	<div style="border: 1px solid black; height: 20px;"></div>		

Supplier Information

Supplier ID	0000030377
Supplier	TARGET STORES 2120 APALACHEE PKWY TALLAHASSEE, FL 32301

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. Once submitted, if on a project, any expense over >\$1,000.00 will automatically route to Sponsored Research. If ePRF is <\$1,000.00 the ePRF will need to manually ad hoc in workflow for sponsored research approval. This step will be completed by the Department Project Approver. See Procedures on next page.

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 16084-OPEN	Entered By Kristina Roumelis
Request ID 0000016084	Invoice Date 07/19/2017	Entered Datetime 07/19/2017 9:22AM
Description Cash Advance - project 11344		
Supplier TARGET STORES		
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.

Exit Save for Later | < Previous