

# How to enter an ePRF for Closed POs

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

Display	Status	Number of Requests
---------	--------	--------------------

Recent Messages No Recent Mess

Create

### Requests

Request ID	Entered Datetime	Supplier ID	Supplier	Description
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Enter the invoice number of the invoice you are paying and the invoice date.

**In the description, enter “Closed PO#” and the PO number.**

Enter the invoice amount and attach a copy of the invoice you are paying.

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

### Payment Request

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

Invoice Number 281848 \*Invoice Date 03/13/2017

Entered By Laurel Carlson Entered Datetime 04/26/2017 10:22AM

Description Closed PO# 1201123 Attachments (1)

Gross Invoice Amount 103.14

Total Amount 103.14 \*Currency USD \*Handling REGULAR PAYMENTS Message

Notes/Comments monthly contract copies for 2/16/17-3/15/17

Exit Save for Later Next

Complete ePRF as you normally would.

Enter the 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 12345 Entered By Laurel Carlson  
Request ID Invoice Date 04/21/2017 Entered Datetime 04/21/2017 3:16PM

**Supplier Search**

Country USA  Search

 Supplier ID  Search

Supplier Name



Exit Save for Later Previous Next

### 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 281848 Entered By Laurel Carlson  
Request ID Invoice Date 03/13/2017 Entered Datetime 04/26/2017 10:37AM

**Supplier Search**

Country USA  Search

Supplier ID 0000000589   Search

Supplier Name



Exit Save for Later Previous Next

Once you click on Search, select the first one (because this is based on the supplier locations not remit addresses).

**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 281848   Entered By Laurel Carlson  
Request ID   Invoice Date 03/13/2017   Entered Datetime 04/26/2017 10:37AM

**Supplier Search**

Country USA   Search  
Supplier ID 0000000589   Search  
Supplier Name

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

Supplier ID	Name	Address	City	State	Country
0000000589	STA OF TALLAHASSEE INC	DBA ADVANCED BUSINESS SYSTEMS	TALLAHASSEE	FL	USA

Exit   Save for Later   Previous   Next

Please note...if you come across a supplier that says Multiple...click on Multiple, then click on the first address that comes up. From here you can select the correct remit address. See additional instructions at the end.

Click on the Lookup button next to the Remitting Address box.

**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 281848   Entered By Laurel Carlson  
Request ID   Invoice Date 03/13/2017   Entered Datetime 04/26/2017 10:37AM

**Supplier Address**

Supplier ID 0000000589   Supplier Search  
Supplier Name: STA OF TALLAHASSEE INC  
DBA ADVANCED BUSINESS SYSTEMS  
1236 N MONROE ST  
TALLAHASSEE, FL 32303

Remitting Address: 1   

Exit   Save for Later   Previous   Next

Then select your remit address.

Look Up Remitting Address

SetID: SHARE  
Supplier ID: 0000000589  
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	DBA ADVANCED BUSINESS SYSTEMS	TALLAHASSEE	(blank)	FL	USA

The remit address has been selected and you're ready to move on to the next screen. Click Next.

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 281848 Entered By Laurel Carlson  
Request ID Invoice Date 03/13/2017 Entered Datetime 04/26/2017 10:37AM

Supplier Address

Supplier ID 0000000589 Supplier Search  
Supplier Name: STA OF TALLAHASSEE INC  
DBA ADVANCED BUSINESS SYSTEMS  
1236 N MONROE ST  
TALLAHASSEE, FL 32303  
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 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				100.00	
Total Amount				100.00	*Currency USD

Exit   Save for Later   Previous   Next

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

#### 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				

OK   Cancel

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

#### 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	741966	

OK   Cancel

Click OK

The budget information has been entered. 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 >

#### 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 >



Now you will be able to review the payment request info...click the Review button

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



**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	
Total Amount	100.00 USD

[Return](#)

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.

You are now ready to submit your payment request – Click the Submit button

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](#)

If there is a supplier that says Multiple, click on Multiple.

**Supplier Search**

Country  Search

Supplier ID  Search

Supplier Name

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

Supplier ID	Name
0000001308	STATE OF FLORIDA

[Multiple](#)

Exit Save for Later Previous Next

Select the first Supplier Location (001) - (because this is based on the supplier locations not remit addresses).

**Supplier Details**

SetID SHARE Supplier ID 0000001308 Supplier Status Approved

Short Supplier Name STATEFLORI-001 Supplier Classification Supplier

In City Limit N HR Class

Additional Name Persistence Regular

Alternate Supp Name Open For Ordering Y

Address 00002 REMIT - DIV OF STATE FIRE MARS Withholding Applicable N

Corporate Supplier 0000001308 STATE OF FLORIDA Display VAT Flag N

Remit Supplier 0000001308 STATE OF FLORIDA

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Personalize | Find | First 1-8 of 8 Last

Supplier Location	Address Line 1	City	State	Country
<input type="radio"/> 001	DIVISION OF STATE FIRE MARSHALL	TALLAHASSEE	FL	USA
<input type="radio"/> 002	FLORIDA STATE FIRE COLLEGE	OCALA	FL	USA
<input type="radio"/> 003	BAY COUNTY HEALTH DEPARTMENT	PANAMA CITY	FL	USA
<input type="radio"/> 004	DISTRICT COURT OF APPEAL	TALLAHASSEE	FL	USA
<input type="radio"/> 005	DEPARTMENT OF COMMUNITY AFFAIRS	TALLAHASSEE	FL	USA
<input type="radio"/> 006	DOCUMENTS AND DISTRICT OFFICE	TALLAHASSEE	FL	USA
<input type="radio"/> 007	DEPT OF MANAGEMENT SERVICES	STARKE	FL	USA
<input type="radio"/> 008	OFFICE OF COURT REPORTERS	TALLAHASSEE	FL	USA

Then select your remit address-

**Supplier Address**

Supplier ID 0000001308

Supplier Name: STATE OF FLORIDA

DIVISION OF STATE FIRE MARSHALL  
RECEIPTS PROCRRSSING SECTION  
PO BOX 6100  
TALLAHASSEE, FL 32314-6100

Remitting Address:



Look Up Remitting Address

SetID: SHARE  
 Supplier ID: 0000001308  
 Address Sequence Number =   
 Address Type =

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-31 of 31 Last

Address Sequence Number	Address Type	Description	Address Line 1	City	County	State	Country
1	Business	FLORIDA DEPT OF FINANCIAL SERV	DIVISION OF STATE FIRE MARSHALL	TALLAHASSEE	(blank)	FL	USA
2	Business	REMIT - DIV OF STATE FIRE MARS	DIVISION OF STATE FIRE MARSHALL	TALLAHASSEE	(blank)	FL	USA
3	Business	FLORIDA STATE FIRE COLLEGE	FLORIDA STATE FIRE COLLEGE	OCALA	(blank)	FL	USA
4	Business	BAY COUNTY HEALTH DEPARTMENT	BAY COUNTY HEALTH DEPARTMENT	PANAMA CITY	(blank)	FL	USA
5	Business	DISTRICT COURT OF APPEAL	DISTRICT COURT OF APPEAL	TALLAHASSEE	LEON	FL	USA
6	Business	DEPT OF HIGHWAY	DEPT OF HIGHWAY SAFETY & MOTOR VEHICLES	TALLAHASSEE	LEON	FL	USA
7	Business	LOTTERY	LOTTERY	TALLAHASSEE	LEON	FL	USA
8	Business	DOCUMENTS AND DISTRICT OFFICE	DOCUMENTS AND DISTRICT OFFICE	TALLAHASSEE	LEON	FL	USA
9	Business	DIVISION OF RISK MANAGEMENT	DIVISION OF RISK MANAGEMENT	TALLAHASSEE	LEON	FL	USA
10	Business	REMIT-FL DEPT OF FINANCIAL SER	FLORIDA DEPT OF FINANCIAL SERVICES	TALLAHASSEE	LEON	FL	USA
11	Business	REMIT - PLANS REVIEW	FLORIDA DEPT OF FINANCIAL SERVICES	TALLAHASSEE	LEON	FL	USA
12	Business	DEPARTMENT OF COMMUNITY AFFAIRS	DEPARTMENT OF COMMUNITY AFFAIRS	TALLAHASSEE	LEON	FL	USA
13	Business	STORAGE TANK REGISTRATION/REMT	DEP	TALLAHASSEE	LEON	FL	USA
14	Business	REMIT	DORIS MALOY, TAX COLLECTOR	TALLAHASSEE	(blank)	FL	USA
15	Business	FIRE MARSHALL	FIRE MARSHALL	TALLAHASSEE	(blank)	FL	USA
16	Business	REMIT	FLORIDA HOUSE OF REPRESENTATIVES	TALLAHASSEE	(blank)	FL	USA
17	Business	STATE RISK MANAGEMENT TRUST FU	STATE RISK MANAGEMENT TRUST FUND	TALLAHASSEE	(blank)	FL	USA
18	Business	REMIT	FLORIDA DEPARTMENT OF REVENUE	TALLAHASSEE	(blank)	FL	USA
19	Business	ALTPAY-FSU COLL OF MED SELF I	PO BOX 112735	GAINESVILLE	(blank)	FL	USA
20	Business	REMIT	DEPARTMENT OF FINANCIAL SERVICES	TALLAHASSEE	(blank)	FL	USA
21	Business	REMIT - 2ND JUDICIAL CIRCUIT	2ND JUDICIAL CIRCUIT	TALLAHASSEE	LEON	FL	USA
22	Business	DEPARTMENT OF EDUCATION	DEPARTMENT OF EDUCATION	TALLAHASSEE	LEON	FL	USA
23	Business	DEPT OF MANAGEMENT SERVICES	DEPT OF MANAGEMENT SERVICES	STARKE	(blank)	FL	USA
24	Business	DEPT OF FINANCIAL SERVICES	DEPT OF FINANCIAL SERVICES	TALLAHASSEE	LEON	FL	USA
25	Business	OFFICE OF COURT REPORTERS	OFFICE OF COURT REPORTERS	TALLAHASSEE	LEON	FL	USA
26	Business	REMIT	DISBURSEMENT UNIT	TALLAHASSEE	(blank)	FL	USA
27	Business	DIVISION OF ADMINISTRATIVE	DIVISION OF ADMINISTRATIVE SERVICES	TALLAHASSEE	(blank)	FL	USA
28	Business	REMIT	NORTHWEST REGION	TALLAHASSEE	(blank)	FL	USA
29	Business	LAW BOOK SERVICES	LAW BOOK SERVICES	TALLAHASSEE	LEON	FL	USA
30	Business	DIVISION OF RISK MANAGEMENT	ATTN TRUST FUND MANAGEMENT SECTION	TALLAHASSEE	(blank)	FL	USA
31	Business	CLERKS'S MANUAL	CLERKS'S MANUAL	TALLAHASSEE	LEON	FL	USA

**Supplier Address**

Supplier ID: 0000001308  
 Supplier Name: STATE OF FLORIDA

DEPARTMENT OF EDUCATION  
 325 W GAINES ST RM 944  
 TALLAHASSEE, FL, 32399-0400

Remitting Address:  🔍

If you do not see the remit address you need, please let us know so we can get it added to the system.