How to close an ePRF Cash Advance:

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

Enter the Payment Request ID number “(without the zeros) used when the Cash Advance was opened as the invoice number with a – CLOSE at the end. [NOTE: If doing multiple closes (i.e. partial replenishments), the invoice number will need to have an additional numerical sequence at the end (i.e. CLOSE1, CLOSE2, etc)].
Enter the invoice date.
Enter the description – ex. Close Cash Advance – Lonigan
Enter the total amount and attach copies of the backup/receipts.
Enter Notes/Comments (not required)…click Next
Enter the E supplier ID number in the Supplier ID box, then click Search.

Select the employee.
Click on the search button next to the Remitting Address box.

Select your remitting address [if more than one remit address exists].
Once the remit address has been selected, click Next.

Click the Add Lines button to enter budget info and account code.
Click the + to add an additional line.

Add 2 lines with identical positive and negative amounts [this will create a zero dollar voucher]. For the positive amount [top row in example] 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. For negative amount, use either account code 168300 (permanent cash advance) or 168400 (temporary cash advance). Use Open Items box [employee ID; 9 Characters] for negative line. Enter Line Amount of 0.00. Select OK.
Change Gross Invoice Amount to 0.00. Select Next.

Review payment request info.
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.