

# How to close 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

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 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

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

### 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 14390-CLOSE  
\*Invoice Date 06/16/2017  
Entered By Kristina Roumelis  
Entered Datetime 07/03/2017 10:55AM

Description Close Cash Advance - Walker  
Gross Invoice Amount 100.00  
Attachments (1)

Total Amount 0.00 \*Currency USD  
\*Handling REGULAR PAYMENTS  
Message

Notes/Comments

Exit Save for Later Next

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

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### Payment Request

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

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**Supplier Information - Step 2 of 4**

Business Unit FSU01 Invoice Number 14390-CLOSE Entered By Kristina Roumelis  
Request ID 0000014390 Invoice Date 06/16/2017 Entered Datetime 06/16/2017 8:34AM

**Supplier Search**

Country USA  Search

Supplier ID E100333  Search

Supplier Name

Exit Save for Later | Previous Next

Select the employee.

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### Payment Request

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

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**Supplier Information - Step 2 of 4**

Business Unit FSU01 Invoice Number 14390-CLOSE Entered By Kristina Roumelis  
Request ID 0000014390 Invoice Date 06/16/2017 Entered Datetime 06/16/2017 8:34AM

**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
<input type="radio"/> E100333	CAROL CHU	FSU	TALLAHASSEE	FL	USA

Exit Save for Later | Previous Next

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

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### Payment Request

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

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**Supplier Information - Step 2 of 4**

Business Unit FSU01   Invoice Number 14390-CLOSE   Entered By Kristina Roumelis  
Request ID 0000014390   Invoice Date 06/16/2017   Entered Datetime 06/16/2017 8:34AM

**Supplier Address**

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

Remitting Address: 1

Supplier Search

Exit   Save for Later   Previous   Next

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

Exit   Save for Later   Previous

#### Look Up Remitting Address

SetID SHARE  
Supplier ID E100333  
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	FSU	TALLAHASSEE	LEON	FL	USA

Previous

Once the remit address has been selected, click Next.

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### Payment Request

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

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**Supplier Information - Step 2 of 4**

Business Unit FSU01   Invoice Number 14390-CLOSE   Entered By Kristina Roumelis  
Request ID 0000014390   Invoice Date 06/16/2017   Entered Datetime 06/16/2017 8:34AM

**Supplier Address**

Supplier ID E100333   Supplier Name: CAROL CHU   Supplier Search

FSU  
PSYCHOLOGY  
TALLAHASSEE, FL 32306

Remitting Address:  x 🔍

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

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**Invoice Details - Step 3 of 4**

Business Unit FSU01   Invoice Number 14390-CLOSE   Entered By Kristina Roumelis  
Request ID 0000014390   Invoice Date 06/16/2017   Entered Datetime 06/16/2017 8:34AM

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 ▶

Click the + to add an additional line.

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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

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.

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Add a New Line

The following error(s) need to be corrected:  
- Total amount in Accounting Details 0 does not total the line amount of 100.

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		
- 2		-100.00	FSU01	084000	140	168400	000100333	

OK Cancel

Change Gross Invoice Amount to 0.00. Select Next.

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### Payment Request

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

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**Invoice Details - Step 3 of 4**

Business Unit FSU01    Invoice Number 14390-CLOSE    Entered By Kristina Roumelis  
Request ID 0000014390    Invoice Date 06/16/2017    Entered Datetime 06/16/2017 8:34AM



Line	Description	Quantity	Unit	Unit Price	Line Amount
1					0.00

Add Lines

Gross Invoice Amount

Total Amount 0.00 \*Currency USD

Exit   Save for Later   < Previous   Next >



Review payment request info.

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### Payment Request

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

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


Business Unit FSU01    Invoice Number 14390-CLOSE    Entered By Kristina Roumelis  
Request ID 0000014390    Invoice Date 06/16/2017    Entered Datetime 06/16/2017 8:34AM

Description CA  
Supplier CAROL CHU  
Total Amount 0.00 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



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.

myFSU OMNI Financials **SQNAFI** Welcome to FSU! Kristina Roumelis

Home Worklist Process Monitor Report Manager Add to Favorites Sign out

Favorites Main Menu Employee Self-Service Payment Request Center

**Review Page**

**Summary Information**

Request ID	0000014390	Request Status	New
Entered By	Kristina Roumelis		
Entered Datetime	06/16/2017 8:34AM	<a href="#">Attachments (1)</a>	
Business Unit	FSU01		
Invoice Number	14390-CLOSE		
Invoice Date	06/16/2017		
Description	CA		
Total Amount	USD		
Notes/Comments	<div style="border: 1px solid #ccc; height: 20px;"></div>		

**Supplier Information**

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

**Invoice Details**

Description	Quantity	Unit	Unit Price	Line Amount	SpeedChart Key
<b>Accounting Details</b>					
<b>Line</b>	<b>Quantity</b>	<b>Amount</b>	<b>GL Business Unit</b>	<b>Department</b>	<b>Fund Code</b>
			FSU01	084000	140
2		-100.00	FSU01	084000	140
Cost Sub-Total Misc Charge Amount Freight Amount <hr/> Total Amount USD					

[Return](#)

Click Submit to submit your Payment Request.

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**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 14390-CLOSE	Entered By Kristina Roumelis
Request ID 0000014390	Invoice Date 06/16/2017	Entered Datetime 06/16/2017 8:34AM
Description CA		
Supplier CAROL CHU		
Total Amount 0.00	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