How to partially 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.
Enter the invoice date.
Enter the description – ex. Close Cash Advance – Lonigan
Enter the portion of cash advance that was spent 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 remit address.
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.

For Closing – add 2 lines with identical amounts both positive and negative creating a zero dollar voucher. For the positive amount [top row in example] always 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.
Change Gross Invoice Amount to 0.00. Select Next.

Review payment request info

Click the "Review" button to review the detailed request. Click the "Submit" button to submit your request.
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.

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**Summary Information**

- **Request ID**: 0200014301
- **Entered By**: Kristina Roumel
- **Date/Time**: 06/16/2017 1:23PM
- **Business Unit**: FSU01
- **Invoice Number**: 1639-CLOSE
- **Invoice Date**: 06/16/2017
- **Description**: Partially close Cash Advance - Walker
- **Total Amount**: USD

**Supplier Information**

- **Supplier ID**: E100333
- **Supplier Name**: Carol Che
- **Department**: FSU
- **School**: Psychology
- **Address**: Tallahassee, FL 32306

**Invoice Details**

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
<th>Unit</th>
<th>Unit Price</th>
<th>Line Amount</th>
<th>Chart Key</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>USD</td>
</tr>
</tbody>
</table>

**Accounting Details**

<table>
<thead>
<tr>
<th>Line</th>
<th>Quantity</th>
<th>Amount</th>
<th>GL Business Unit</th>
<th>Department</th>
<th>Fund Code</th>
<th>PC Business Unit</th>
<th>Project</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td>FSU01</td>
<td>064000</td>
<td>140</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Cost Sub-Total**

- Misc Charge Amount
  - Freight Amount
  - Total Amount: USD

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Click Submit to submit your Payment Request.

Review and Submit - Step 4 of 4

Business Unit: FSU01
Request ID: 0000014391

Invoice Number: 14391-CLOSE
Invoice Date: 06/16/2017
Entered By: Kristina Roumelis
Entered Datetime: 06/16/2017 1:22PM

Description: Partially close Cash Advance - Walker
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.