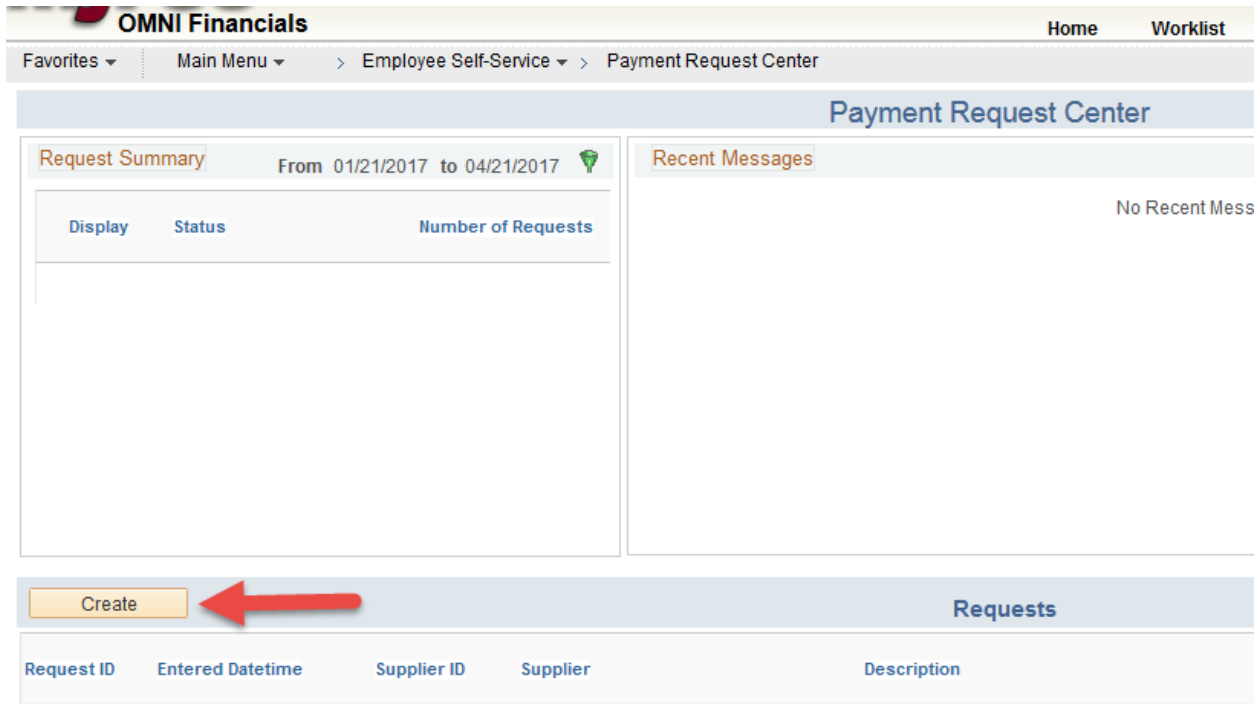


# How to partially close an ePRF Cash Advance:

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



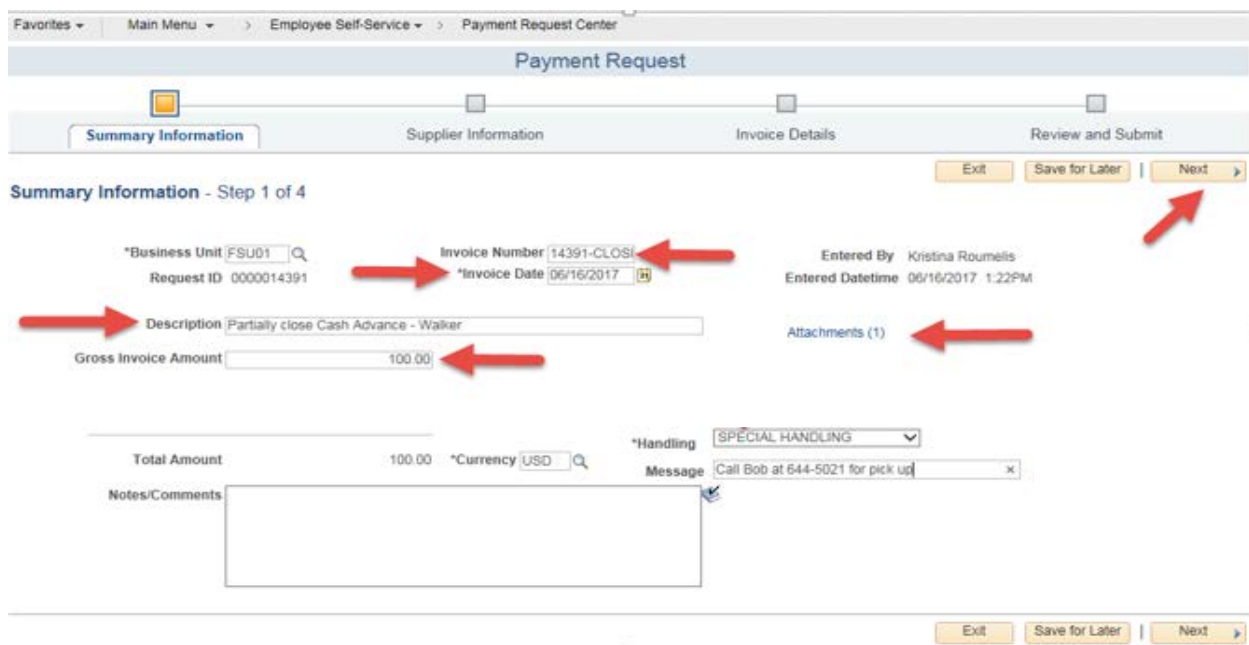
Enter the Payment Request ID number “(without the zeros) used when the Cash Advance was opened as the invoice number with a – CLOSE at the end.

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.

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 14391-CLOSE Entered By Kristina Roumelis  
Request ID 0000014391 Invoice Date 06/16/2017 Entered Datetime 06/16/2017 1:22PM

**Supplier Search**

Country USA

Supplier ID e100333

Supplier Name

Exit Save for Later Previous Next

Select the employee.

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 14391-CLOSE Entered By Kristina Roumelis  
Request ID 0000014391 Invoice Date 06/16/2017 Entered Datetime 06/16/2017 1:22PM

**Supplier Search**

Country USA

Supplier ID E100333

Supplier Name

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

Supplier ID	Name	Address	City	State	Country
E100333	CAROL CHU	FSU	TALLAHASSEE	FL	USA

Exit Save for Later Previous Next

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

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 14391-CLOSE Entered By Kristina Roumelis  
Request ID 0000014391 Invoice Date 06/16/2017 Entered Datetime 06/16/2017 1:22PM

**Supplier Address**

Supplier ID E100333 Supplier Search  
Supplier Name: CAROL CHU  
FSU  
PSYCHOLOGY  
TALLAHASSEE\_FL 32306

Remitting Address: 1 

Exit Save for Later Previous Next

Select your remit address.

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.

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 14391-CLOSE Entered By Kristina Roumelis  
Request ID 0000014391 Invoice Date 06/16/2017 Entered Datetime 06/16/2017 1:22PM

**Supplier Address**

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

Exit Save for Later | < Previous Next >

Click the Add Lines button to enter budget info and account code.

### 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 14391-CLOSE Entered By Kristina Roumelis  
Request ID 0000014391 Invoice Date 06/16/2017 Entered Datetime 06/16/2017 1:22PM

Line	Description	Quantity	Unit	Unit Price	Line Amount
					0.000
				Gross Invoice Amount	<input type="text" value="100.00"/>
				Total Amount	100.00 *Currency USD <input type="text"/>

Add Lines

Exit Save for Later | < Previous Next >



Click the + to add an additional line.

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





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.

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

**Add a New Line**

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	50.00	FSU01	084000	140	740355		
 	2	-50.00	FSU01	084000	140	168400	000100333	

OK Cancel

Change Gross Invoice Amount to 0.00. 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 14391-CLOSE    Entered By Kristina Roumelis  
Request ID 0000014391    Invoice Date 06/16/2017    Entered Datetime 06/16/2017 1:22PM

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

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 14391-CLOSE    Entered By Kristina Roumelis  
Request ID 0000014391    Invoice Date 06/16/2017    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.

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	0000014391	Request Status New
Entered By	Kristina Roumelis	
Entered Datetime	06/16/2017 1:22PM	<a href="#">Attachments (1)</a>
Business Unit	FSU01	
Invoice Number	14391-CLOSE	
Invoice Date	06/16/2017	
Description	Partially close Cash Advance - Walker	
Total Amount	USD	
Notes/Comments		

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>								
Line	Quantity	Amount	GL Business Unit	Department	Fund Code	PC Business Unit	Project	Activity
			FSU01	084000	140			
2		-50.00	FSU01	084000	140			
< >								
Cost Sub-Total								
Misc Charge Amount								
Freight Amount								
Total Amount USD								

[Return](#) 

Click Submit to submit your Payment Request.

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**

<b>Business Unit</b> FSU01	<b>Invoice Number</b> 14391-CLOSE	<b>Entered By</b> Kristina Roumelis
<b>Request ID</b> 0000014391	<b>Invoice Date</b> 06/16/2017	<b>Entered Datetime</b> 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.

---

Exit    Save for Later    < Previous