How to reduce and partially close an ePRF Cash Advance:

NOTE: When doing a partial close, 2 separate ePRF’s will be entered, one to close the partial amount and another to replenish the 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. Partially Close Cash Advance
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.

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.

Click Submit to submit your Payment Request.
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 – REPLEN at the end. [NOTE: If doing multiple replenishments (i.e. partial replenishments), the invoice number will need to have an additional numerical sequence at the end (i.e. REPLEN1, REPLEN2, etc)].
Enter the invoice date.
Enter the description – ex. membership
Enter the replenish amount and attach copies of the backup/receipts.
Select Special Handling from the drop down box and enter the name and number of person picking up the check in the Message box.
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.
For Replenishments do not use Open Item Key box. 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.

Select OK.

Once budget information has been entered select Next.
Review payment request info

Review and Submit - Step 4 of 4

Business Unit: F8U01
Request ID

Invoice Number: 14390-REPLEN1
Invoice Date: 09/14/2017

Entered By: Kristina Roundels
Entered Datetime: 09/23/2017 11:28AM

Description: Cash Advance 2nd Replenish - Project 11344
Supplier: CAROL CHU
Total Amount: 300.00 USD
Request Status: New

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.

Click Submit to submit your Payment Request.

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