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.
Enter the invoice date as the date the ePRF was created.
Enter the description – ex. Close Cash Advance – Walker
Attach all receipts.
Enter the total amount as zero.
Enter Notes/Comments (not required)
Select Special Handling from the drop down box and enter “Call Shelia Washington at 645-7180 for pickup” in the Message box.  Click Next
Enter the E supplier ID number in the Supplier ID box, then click Search.

Select the employee.
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.
Once the accounting details have been entered, select Next.

Review payment request info

Review and Submit - Step 4 of 4

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.