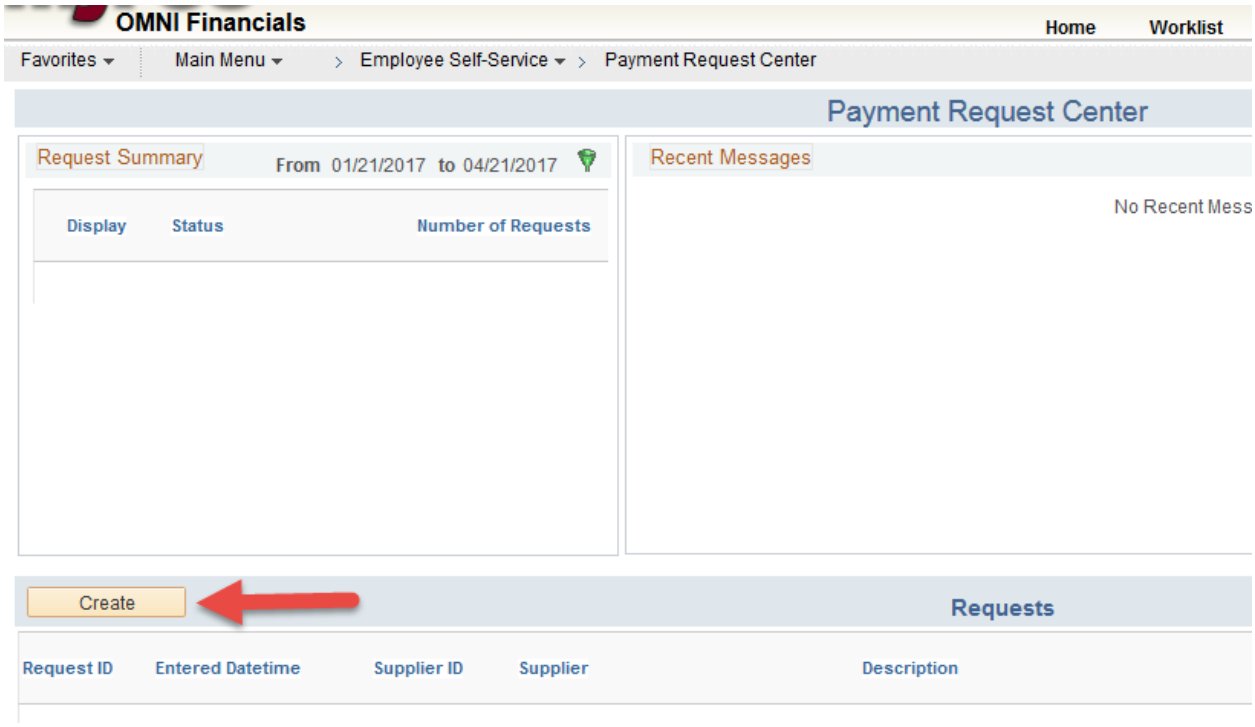
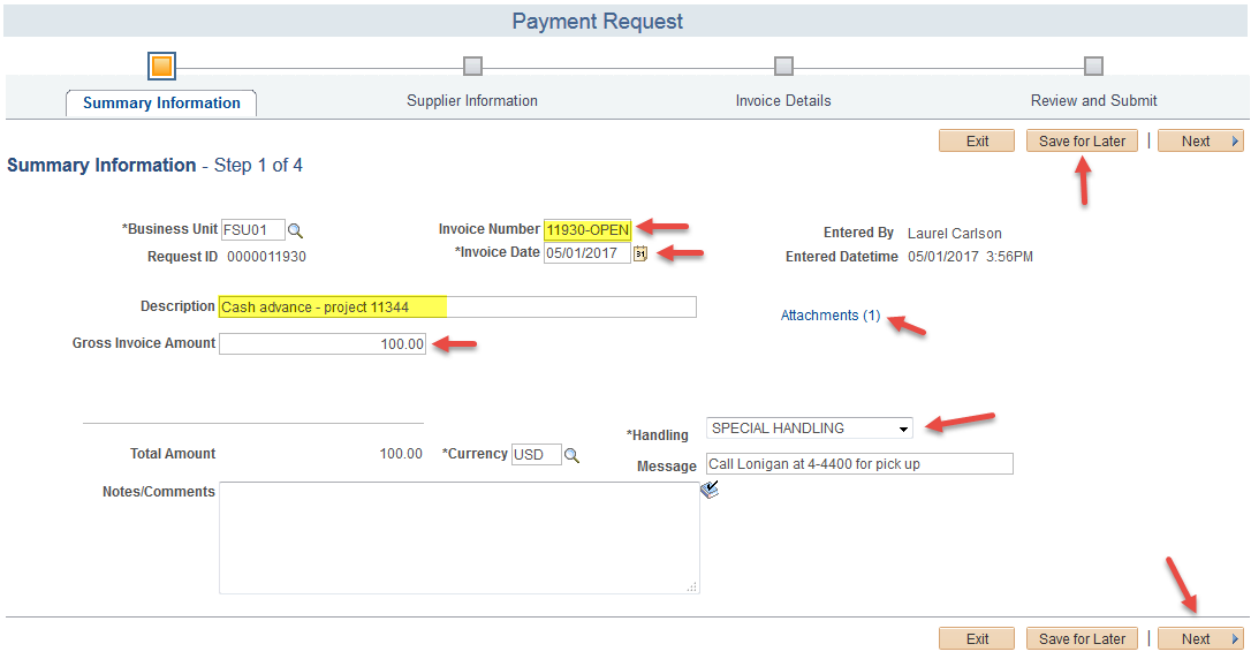
How to Open an ePRF Cash Advance

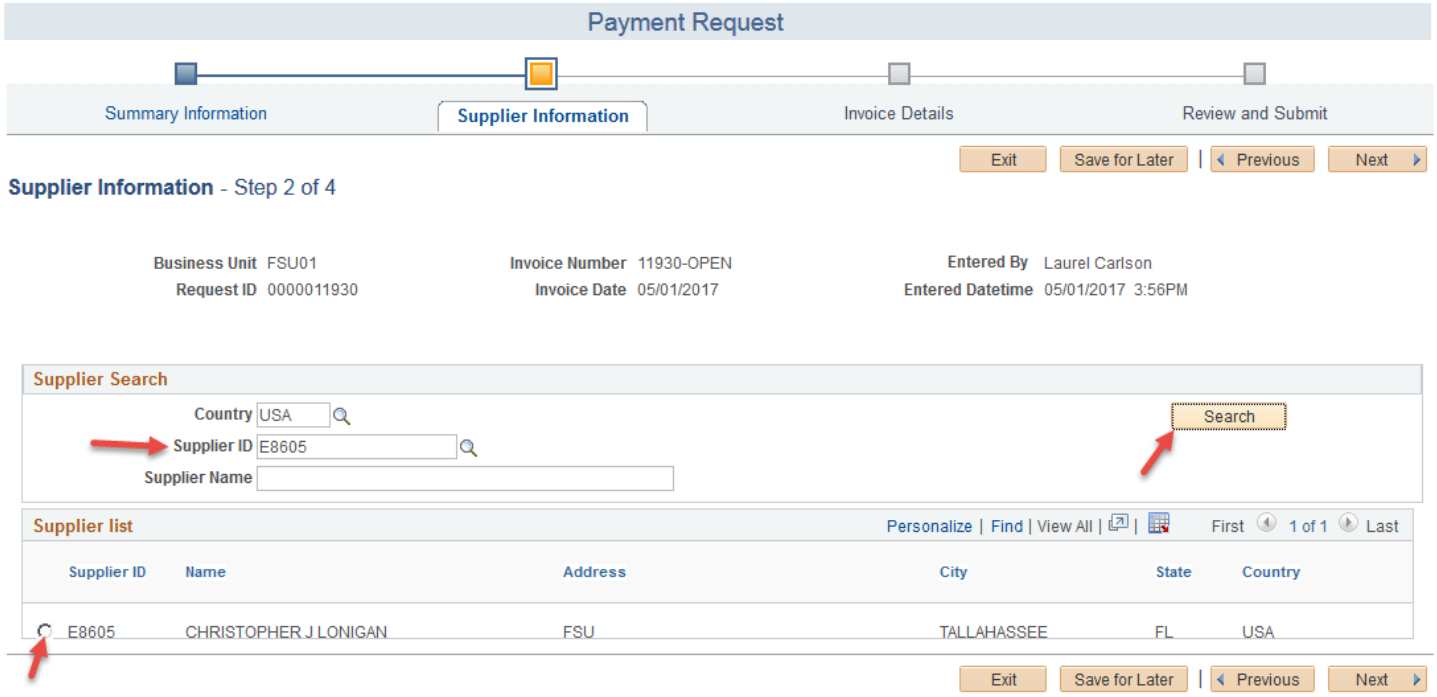
In OMNI Financials, go to Main Menu> Employee Self Service> Payment Request Center Click Create



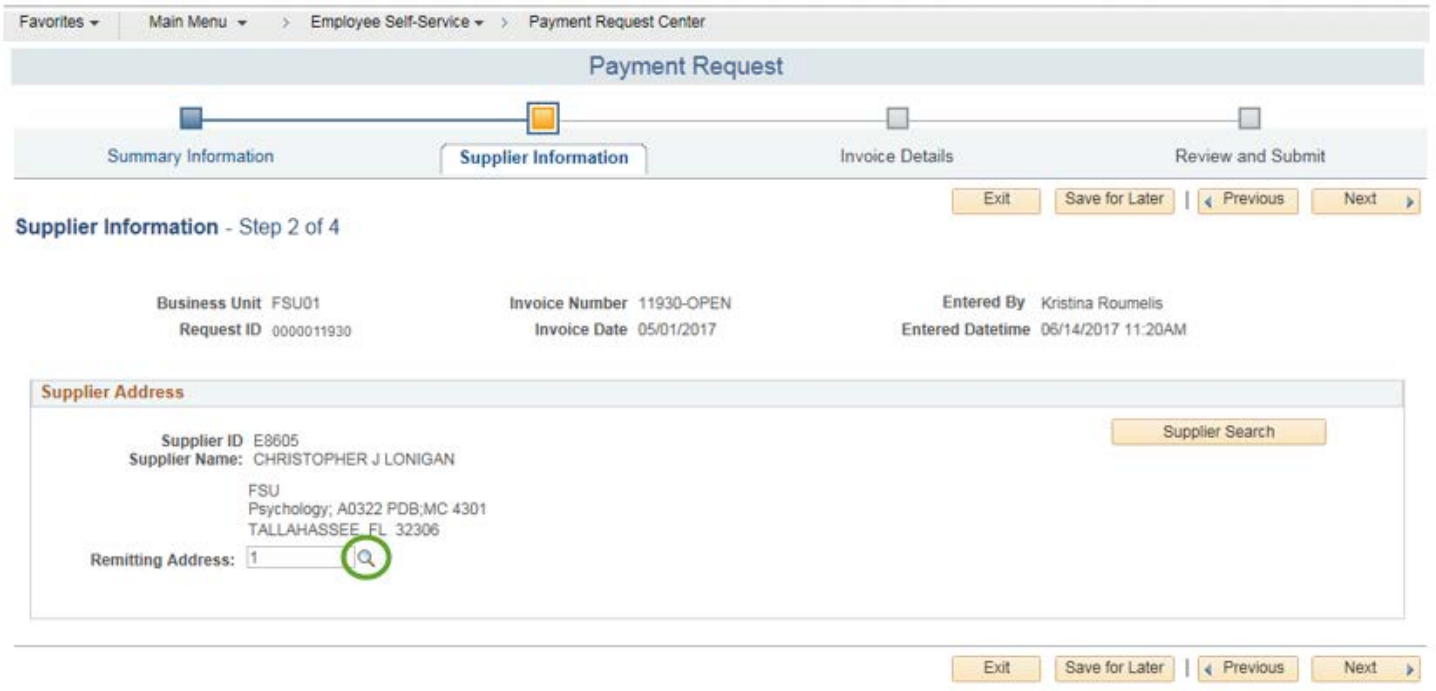
- Click Save for Later and record the Payment Request ID number (without the zeros).
- Enter the Payment Request ID number as the invoice number with "–OPEN" at the end.
- Enter the invoice date.
- Enter the description: ex.- Cash Advance project 11344.
- Enter the cash advance amount and attach a copy of the approved Employee Cash Advance Form.
- 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.



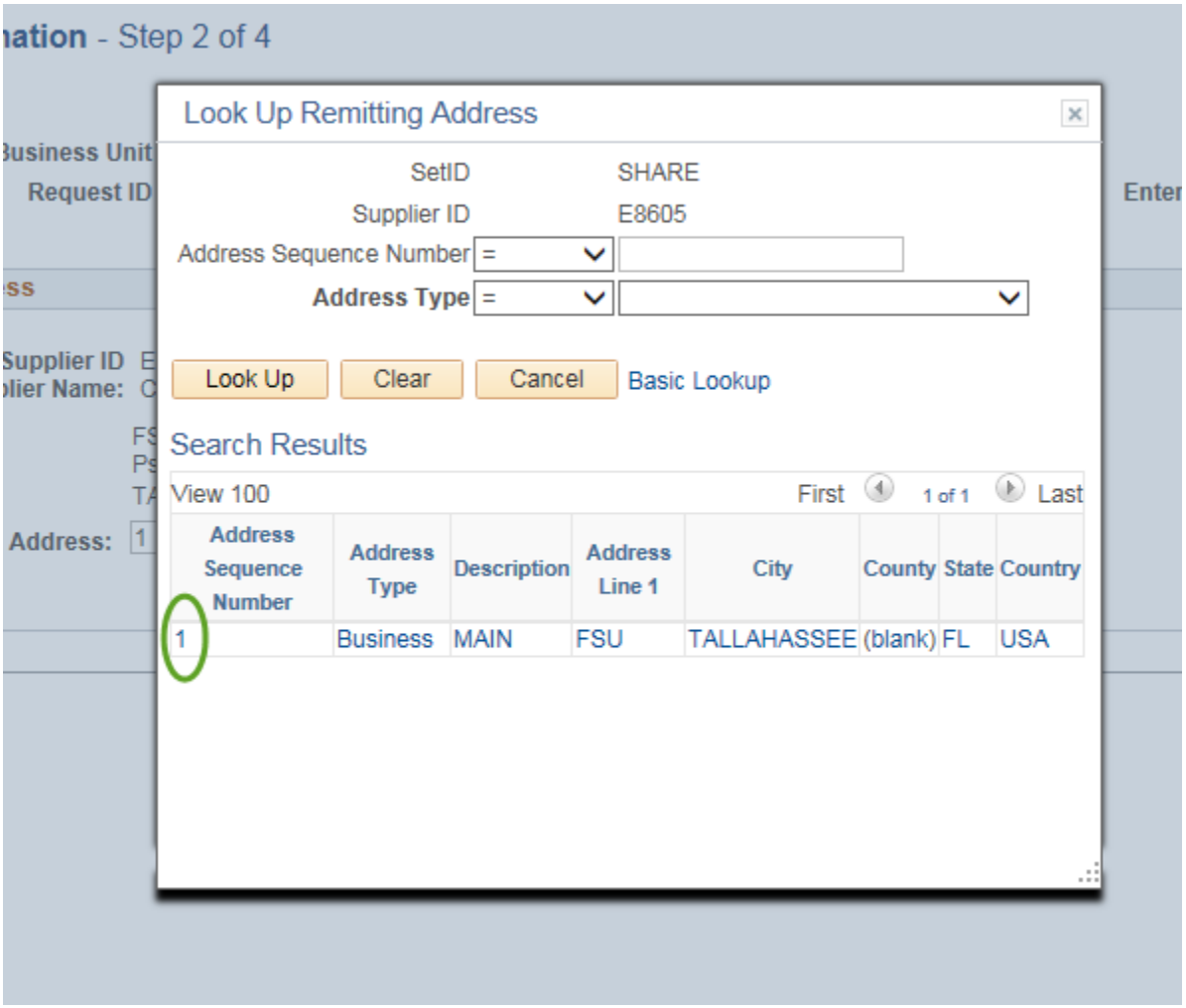
Enter the E supplier ID number in the Supplier ID box, then click Search. Select the employee and then click Next.



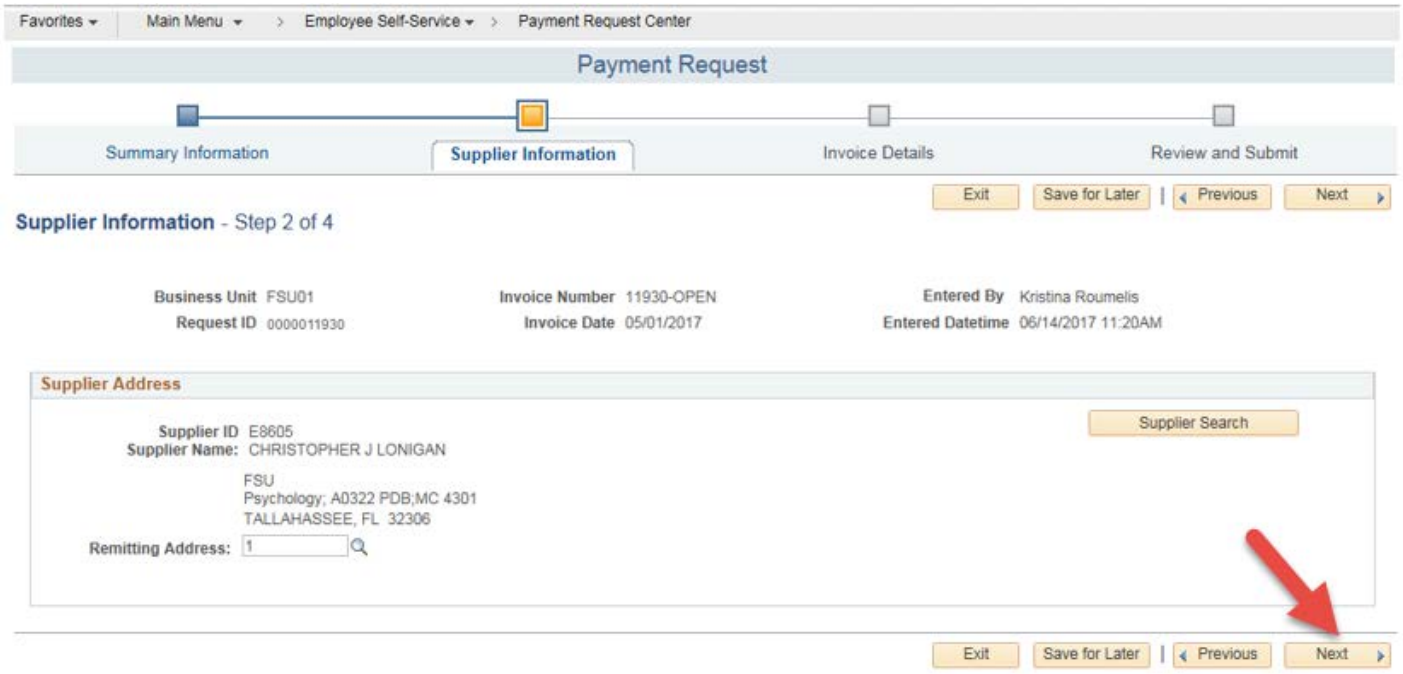
Click on the search button next to the Remitting Address box.



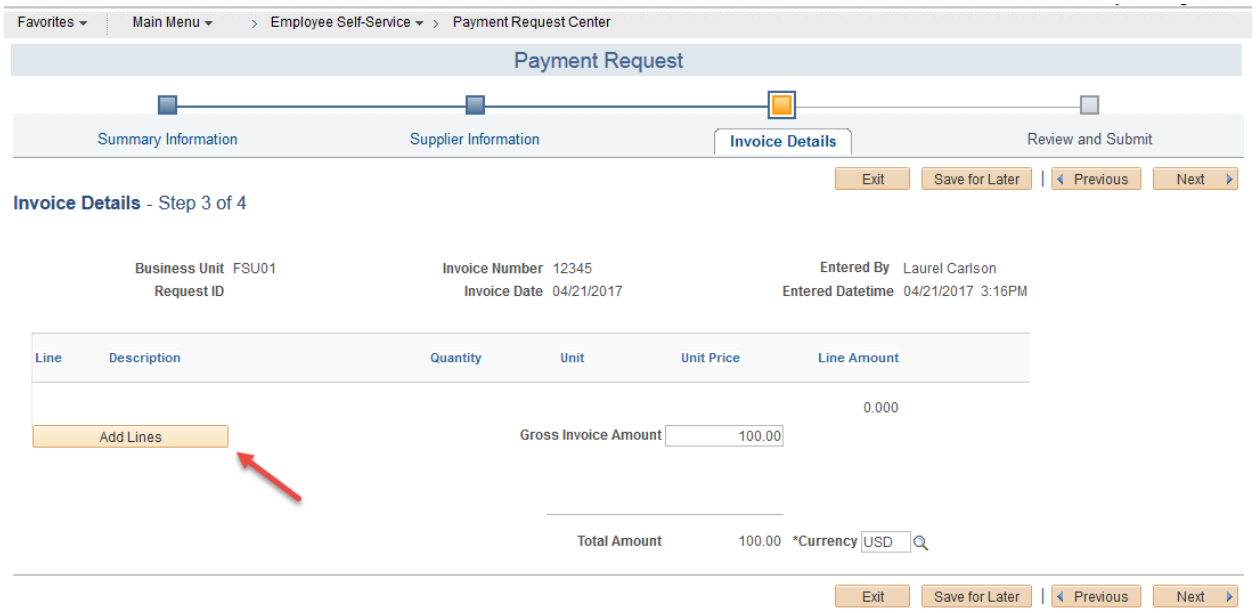
Select your remitting address [if more than one remit address exists].



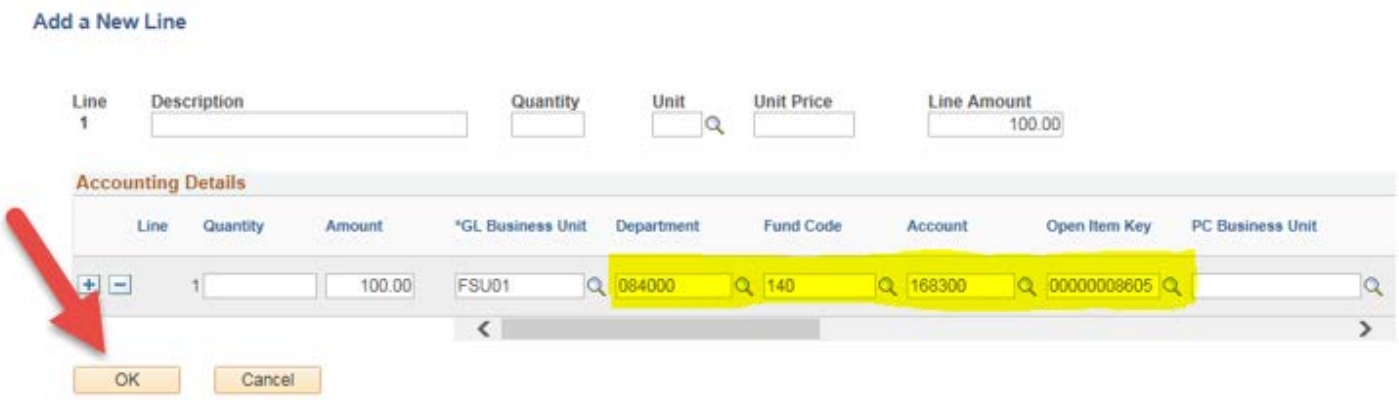
Once the remit address has been selected, click Next.



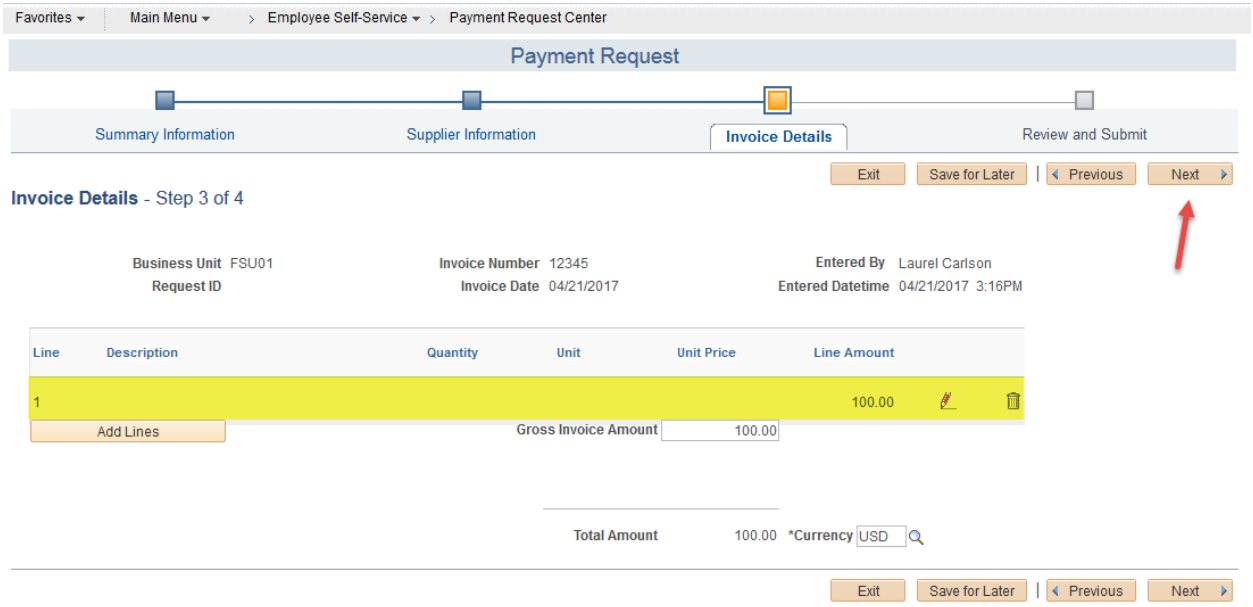
Click the Add Lines button to enter budget info and account code



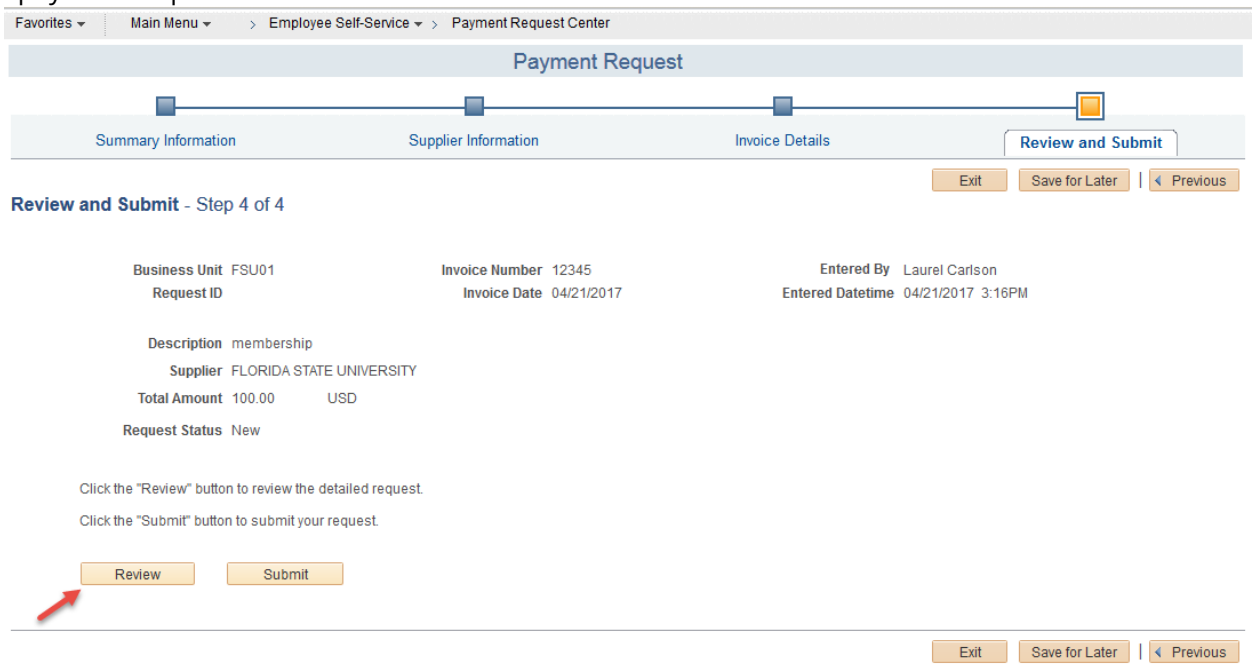
- Only two account codes can be used:
  - Permanent Cash Advance: 168300
  - Temporary Cash Advance: 168400
- Enter the Employee ID [without the E] in the Open Item Key box (9 Characters). Select OK.



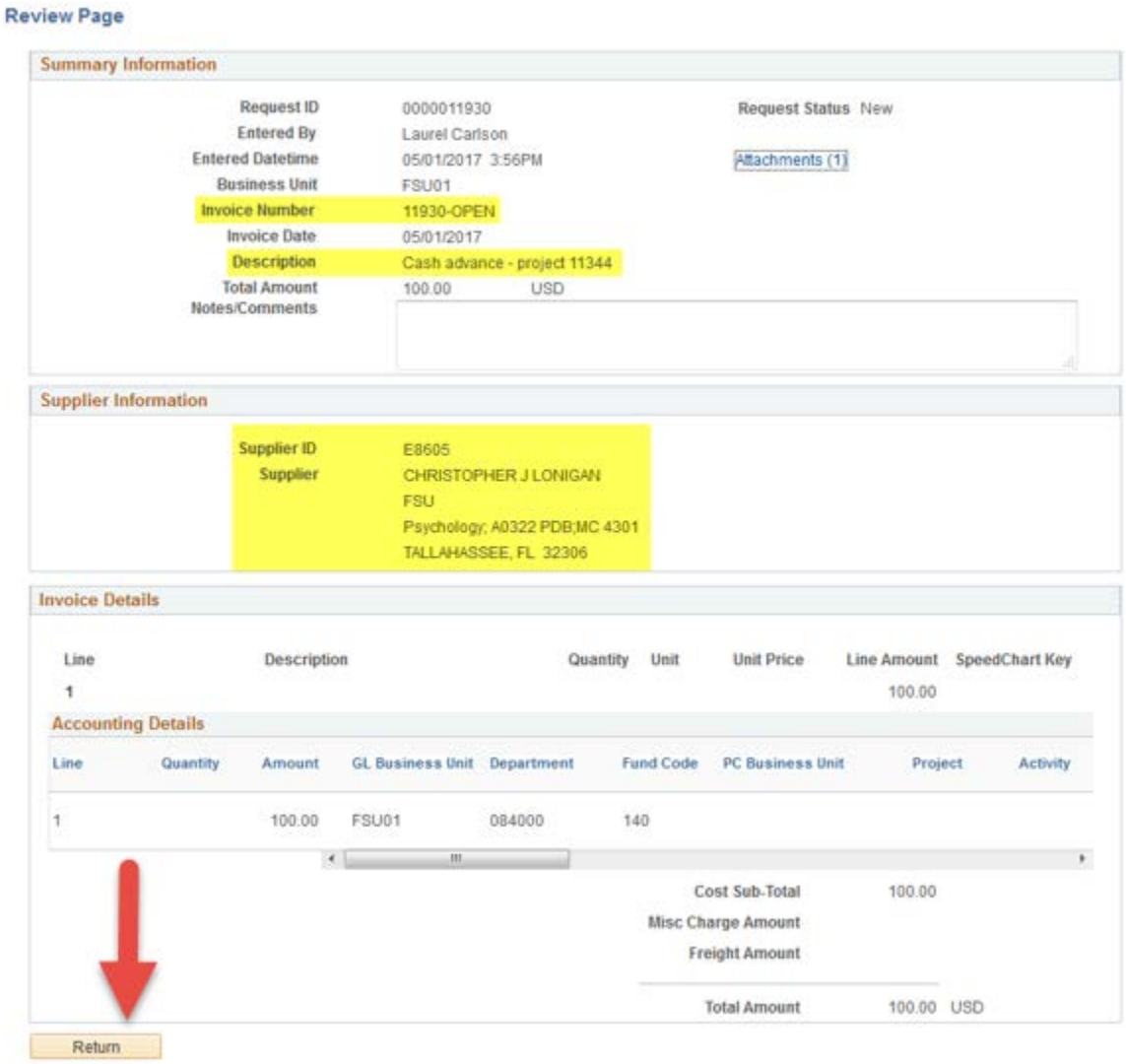
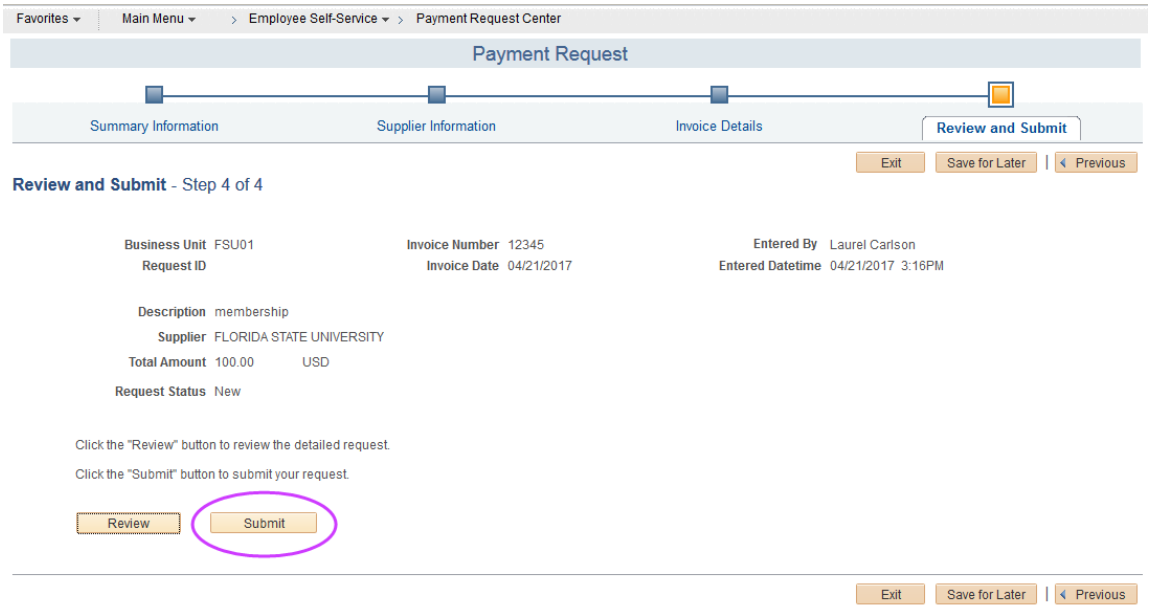
Once budget information has been entered select Next.



Review payment request info.



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. Once submitted, if on a project, any expense over >$1,000.00 will automatically route to Sponsored Research. If ePRF is <$1,000.00 the ePRF will need to manually enter Sponsored Research into the approval workflow. This step will be completed by the Department Project Approver. See the *How to Insert Sponsored Research as an Approver* job aid for more information .