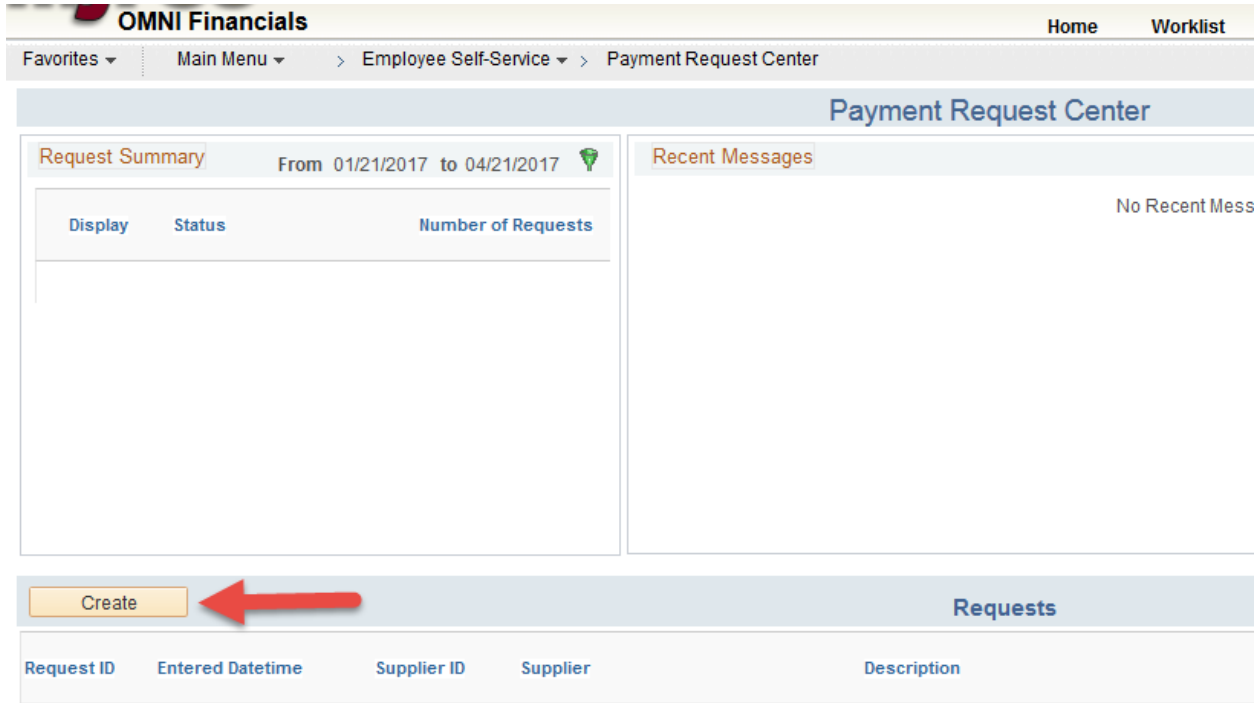


How to reduce and partially close an ePRF Cash Advance:

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

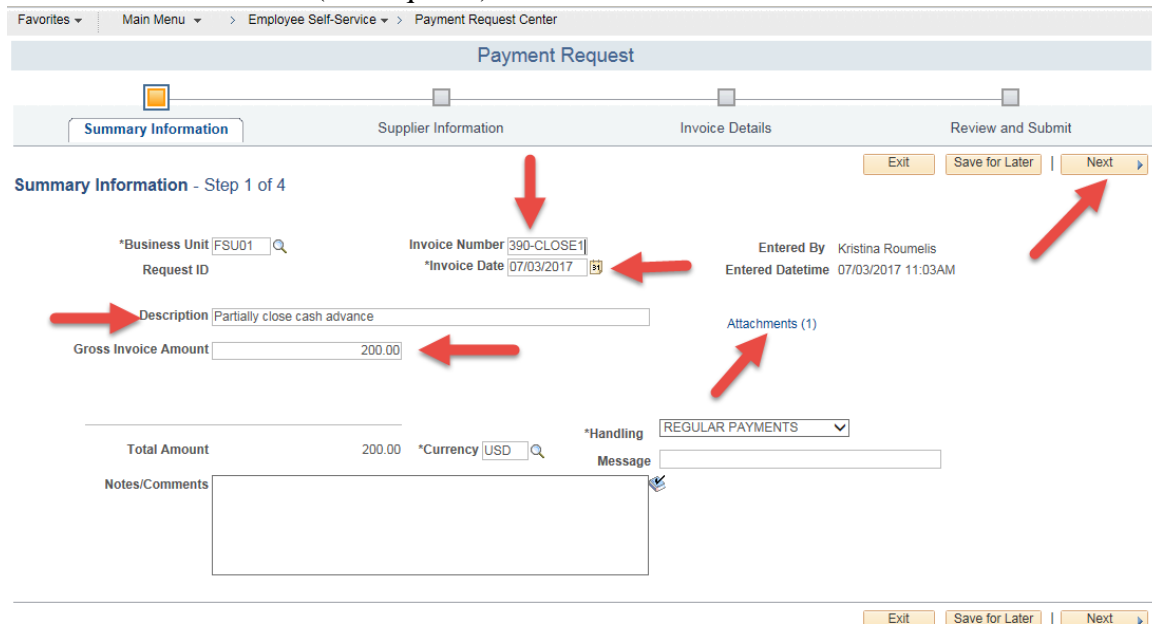


Enter the Payment Request ID number “(without the zeros) used when the Cash Advance was opened as the invoice number with a – CLOSE at the end. [NOTE: If doing multiple closes (i.e. partial replenishments), the invoice number will need to have an additional numerical sequence at the end (i.e. CLOSE1, 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.

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 14390-CLOSE1 Entered By Kristina Roumelis
Request ID Invoice Date 07/03/2017 Entered Datetime 07/03/2017 11:03AM

Supplier Search

Country USA

Supplier ID

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 14390-CLOSE1 Entered By Kristina Roumelis
Request ID Invoice Date 07/03/2017 Entered Datetime 07/03/2017 11:03AM

Supplier Search

Country USA

Supplier ID

Supplier Name

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

Supplier ID	Name	Address	City	State	Country
<input type="radio"/> E100333	CAROL CHU	FSU	TALLAHASSEE	FL	USA

Exit Save for Later | Previous Next

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

Payment Request

Supplier Information

Supplier Information - Step 2 of 4

Business Unit FSU01
Request ID

Invoice Number 14390-CLOSE1
Invoice Date 07/03/2017

Entered By Kristina Roumelis
Entered Datetime 07/03/2017 11:03AM

Supplier Address

Supplier ID E100333
Supplier Name: CAROL CHU
FSU
PSYCHOLOGY
TALLAHASSEE FL 32306

Remitting Address: 1

Supplier Search

Exit Save for Later Previous Next

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

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

Exit Save for Later Prev

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 14390-CLOSE1 Entered By Kristina Roumelis
Request ID Invoice Date 07/03/2017 Entered Datetime 07/03/2017 11:03AM

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.

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 14390-CLOSE1 Entered By Kristina Roumelis
Request ID Invoice Date 07/03/2017 Entered Datetime 07/03/2017 11:03AM

Line	Description	Quantity	Unit	Unit Price	Line Amount
					0.00
				Gross Invoice Amount <input type="text" value="200.00"/>	
				Total Amount 200.00	

*Currency

Exit Save for Later | < Previous Next >

Click the + to add an additional line.

Add a New Line

Line	Description	Quantity	Unit	Unit Price	Line Amount
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	200.00

Accounting Details

Line	Quantity	Amount	*GL Business Unit	Department	Fund Code	Account	Open Item Key	PC Business Unit
<input type="button" value="+"/> <input type="button" value="-"/>	1	<input type="text" value="200.00"/>	<input type="text" value="FSU01"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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.

Add a New Line

Line	Description	Quantity	Unit	Unit Price	Line Amount
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0.00"/>

Accounting Details

Line	Quantity	Amount	*GL Business Unit	Department	Fund Code	Account	Open Item Key	PC Business Unit
<input type="button" value="+"/> <input type="button" value="-"/>	1	<input type="text" value="200.00"/>	<input type="text" value="FSU01"/>	<input type="text" value="084000"/>	<input type="text" value="140"/>	<input type="text" value="740355"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="+"/> <input type="button" value="-"/>	2	<input type="text" value="-200.00"/>	<input type="text" value="FSU01"/>	<input type="text" value="084000"/>	<input type="text" value="140"/>	<input type="text" value="168300"/>	<input type="text" value="000100333"/>	<input type="text"/>

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 14390-CLOSE1 Entered By Kristina Roumelis
Request ID Invoice Date 07/03/2017 Entered Datetime 07/03/2017 11:03AM

Line	Description	Quantity	Unit	Unit Price	Line Amount
1					0.00
Gross Invoice Amount					0.00
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 14390-CLOSE1 Entered By Kristina Roumelis
Request ID Invoice Date 07/03/2017 Entered Datetime 07/03/2017 11:03AM

Description Partially close cash advance
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.

Welcome to FSU! Kristina Roumelis

myFSU **OMNI Financials** **SQNAFI** Home Worklist Process Monitor Report Manager Add to Favorites Sign out

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

Review Page

Summary Information


Request ID		Request Status	New
Entered By	Kristina Roumelis		
Entered Datetime	07/03/2017 11:03AM	Attachments (1)	
Business Unit	FSU01		
Invoice Number	14390-CLOSE1		
Invoice Date	07/03/2017		
Description	Partially close cash advance		
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			
Accounting Details								
Line	Quantity	Amount	GL Business Unit	Department	Fund Code	PC Business Unit	Project	Activity
			FSU01	084000	140			
2		-200.00	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

Business Unit	FSU01	Invoice Number	14390-CLOSE1	Entered By	Kristina Roumelis
Request ID		Invoice Date	07/03/2017	Entered Datetime	07/03/2017 11:03AM
Description	Partially close cash advance				
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

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

OMNI Financials Home Worklist

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

Payment Request Center

Request Summary From 01/21/2017 to 04/21/2017

Display	Status	Number of Requests
---------	--------	--------------------

Recent Messages No Recent Mess

Create **Requests**

Request ID	Entered Datetime	Supplier ID	Supplier	Description
------------	------------------	-------------	----------	-------------

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

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

Payment Request

Summary Information Supplier Information Invoice Details Review and Submit

Exit Save for Later Next

Summary Information - Step 1 of 4

*Business Unit FSU01 Request ID

Invoice Number 90-REPLEN1 *Invoice Date 06/14/2017

Entered By Kristina Roumelis Entered Datetime 07/03/2017 11:28AM

Description Cash Advance 2nd Replenish - Project 11344

Gross Invoice Amount 300.00

Attachments (1)

Total Amount 300.00 *Currency USD *Handling SPECIAL HANDLING

Message Call Bob at 644-5021

Notes/Comments

Exit Save for Later 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 14390-REPLEN1 Entered By Kristina Roumelis
Request ID Invoice Date 06/14/2017 Entered Datetime 07/03/2017 11:28AM

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 14390-REPLEN1 Entered By Kristina Roumelis
Request ID Invoice Date 06/14/2017 Entered Datetime 07/03/2017 11:28AM

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
<input type="radio"/> 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 14390-REPLEN1 Entered By Kristina Roumelis
Request ID Invoice Date 06/14/2017 Entered Datetime 07/03/2017 11:28AM

Supplier Address

Supplier ID E100333 Supplier Name: CAROL CHU Supplier Search

FSU
PSYCHOLOGY
TALLAHASSEE, FL 32306

Remitting Address: 1

Exit Save for Later Previous Next

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

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 14390-REPLEN1 Entered By Kristina Roumelis
Request ID Invoice Date 06/14/2017 Entered Datetime 07/03/2017 11:28AM

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 >

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

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 14390-REPLEN1 Entered By Kristina Roumelis
Request ID Invoice Date 06/14/2017 Entered Datetime 07/03/2017 11:28AM

Line	Description	Quantity	Unit	Unit Price	Line Amount
					0.000
Add Lines				Gross Invoice Amount	300.00
Total Amount				300.00	*Currency USD

Exit Save for Later | < Previous Next >

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.


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

Add a New Line

Line	Description	Quantity	Unit	Unit Price	Line Amount
1					300.00

Accounting Details

Line	Quantity	Amount	*GL Business Unit	Department	Fund Code	Account	Open Item Key	PC Business Unit
1		300.00	FSU01	084000	140	740355		



Once budget information has been entered select Next.

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

Payment Request

Summary Information | Supplier Information | **Invoice Details** | Review and Submit

|

Invoice Details - Step 3 of 4


Business Unit FSU01 Invoice Number 14390-REPLEN1 Entered By Kristina Roumelis
Request ID Invoice Date 06/14/2017 Entered Datetime 07/03/2017 11:28AM

Line	Description	Quantity	Unit	Unit Price	Line Amount
1					300.00

Gross Invoice Amount 300.00

Total Amount 300.00 *Currency USD

|



Review payment request info

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
Request ID

Invoice Number 14390-REPLEN1
Invoice Date 06/14/2017

Entered By Kristina Roumelis
Entered Datetime 07/03/2017 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.

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		Request Status	New
Entered By	Kristina Roumellis		
Entered Datetime	07/03/2017 11:28AM	Attachments (1)	
Business Unit	FSU01		
Invoice Number	14390-REPLEN1		
Invoice Date	06/14/2017		
Description	Cash Advance 2nd Replenish - Project 11344		
Total Amount	300.00	USD	
Notes/Comments	<div style="border: 1px solid black; height: 20px;"></div>		

Supplier Information

Supplier ID	E100333
Supplier	CAROL CHU FSU PSYCHOLOGY TALLAHASSEE, FL 32306

Invoice Details

Line	Description	Quantity	Unit	Unit Price	Line Amount	SpeedChart Key
1					300.00	

Accounting Details

Line	Quantity	Amount	GL Business Unit	Department	Fund Code	PC Business Unit	Project	Activity
1		300.00	FSU01	084000	140			

Cost Sub-Total	300.00
Misc Charge Amount	
Freight Amount	
Total Amount	300.00 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

Business Unit	FSU01	Invoice Number	14390-REPLEN1	Entered By	Kristina Roumellis
Request ID		Invoice Date	06/14/2017	Entered Datetime	07/03/2017 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.

[Review](#) [Submit](#)