

How to close an ePRF Cash Advance:

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
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Recent Messages No Recent Mess

Create

Request ID	Entered Datetime	Supplier ID	Supplier	Description
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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

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 000016088

Invoice Number 11930-CLOS
*Invoice Date 08/09/2017

Entered By Kristina Roumelis
Entered Datetime 08/09/2017 8:14AM

Description Close Cash Advance - Walker

Gross Invoice Amount 0.00

Attachments (1)

Total Amount 0.00 *Currency USD

*Handling SPECIAL HANDLING

Message Call Shelia Washington at 645-7180 for pickup

Notes/Comments

Exit Save for Later Next

Enter the E supplier ID number in the Supplier ID box, then click Search.

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Payment Request

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

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Supplier Information - Step 2 of 4

Business Unit FSU01 Invoice Number 11930-CLOSE Entered By Kristina Roumelis
Request ID 0000016088 Invoice Date 08/09/2017 Entered Datetime 08/09/2017 8:14AM

Supplier Search
Country USA
Supplier ID E100333
Supplier Name
Search

Exit Save for Later Previous Next

Select the employee.

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Payment Request

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

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Supplier Information - Step 2 of 4

Business Unit FSU01 Invoice Number 11930-CLOSE Entered By Kristina Roumelis
Request ID 0000016088 Invoice Date 08/09/2017 Entered Datetime 08/09/2017 8:14AM

Supplier Search
Country USA
Supplier ID E100333
Supplier Name
Search

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

Once the remit address has been selected, click Next.

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Payment Request

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

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Supplier Information - Step 2 of 4

Business Unit FSU01 Invoice Number 11930-CLOSE Entered By Kristina Roumelis
Request ID 0000016088 Invoice Date 08/09/2017 Entered Datetime 08/09/2017 8:14AM

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.

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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 11930-CLOSE Entered By Kristina Roumelis
Request ID 0000016088 Invoice Date 08/09/2017 Entered Datetime 08/09/2017 8:14AM

Line	Description	Quantity	Unit	Unit Price	Line Amount
					0.000
Add Lines				Gross Invoice Amount	<input type="text"/> 0.00
				Total Amount	0.00 *Currency USD 🔍

Exit Save for Later | < Previous Next >

Click the + to add an additional line.


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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"/>	0.00

Accounting Details

Line	Quantity	Amount	*GL Business Unit	Department	Fund Code	Account	Open Item Key	PC Business Unit
+ -	1	0.00	FSU01 🔍	<input type="text"/> 🔍	<input type="text"/> 🔍	<input type="text"/> 🔍	<input type="text"/> 🔍	<input type="text"/> 🔍



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.

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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"/>	0.00

Accounting Details

Line	Quantity	Amount	*GL Business Unit	Department	Fund Code	Account	Open Item Key	PC Business Unit
+ -	1	100.00	FSU01 🔍	084000 🔍	140 🔍	740355 🔍	<input type="text"/> 🔍	<input type="text"/> 🔍
+ -	3	-100.00	FSU01 🔍	084000 🔍	140 🔍	168400 🔍	000100333 🔍	<input type="text"/> 🔍

OK Cancel

Once the accounting details have been entered, select Next.

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Payment Request

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

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Invoice Details - Step 3 of 4

Business Unit FSU01 Invoice Number 11930-CLOSE Entered By Kristina Roumelis
Request ID 0000016088 Invoice Date 08/09/2017 Entered Datetime 08/09/2017 8:14AM

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

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Payment Request

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

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Review and Submit - Step 4 of 4

Business Unit FSU01 Invoice Number 11930-CLOSE Entered By Kristina Roumelis
Request ID 0000016088 Invoice Date 08/09/2017 Entered Datetime 08/09/2017 8:14AM

Description 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.

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	0000016088	Request Status	New
Entered By	Kristina Roumelis	Attachments (1)	
Entered Datetime	08/09/2017 8:14AM		
Business Unit	FSU01		
Invoice Number	11930-CLOSE		
Invoice Date	08/09/2017		
Description	Close Cash Advance - Walker		
Total Amount	USD		
Notes/Comments	<input type="text"/>		

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		-100.00	FSU01	084000	140			
Cost Sub-Total								
Misc Charge Amount								
Freight Amount								
Total Amount						USD		

[Return](#)

Click Submit to submit your Payment Request.

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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	11930-CLOSE	Entered By	Kristina Roumelis
Request ID	0000016088	Invoice Date	08/09/2017	Entered Datetime	08/09/2017 8:14AM
Description	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](#)

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