



### *Purchasing Activities*

## Creating a Change Request to Quantity

#### Overview:

#### Understanding the Change Request Creation Process

This tutorial provides instructions for creating change requests.

The ability to create changes in OMNI will depend on the status of your order as well as the type of order. If you are having trouble submitting your change through OMNI, you may need to submit a paper change request (<http://purchasing.fsu.edu/content/download/43463/299357>) form located on the Purchasing Web Site.

Once a PO is created changes to Budget Information, adding a line and Vendor must be done using the change request form.

#### Scenario:

In this topic, you will learn the steps to create a change request.

#### Key Information:

Requisition Number  
Information to be updated

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ONLINE MANAGEMENT OF NETWORKED INFORMATION

Welcome! SEMINOLE, SUSIE Sun, Feb 13, 11

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Main Menu

**Employee Central**

- Financials
  - Links to employee functions within the financials system.
  - Expense Reports
  - Travel Authorizations
- HR / Payroll
  - Access Human Resources and Payroll functions
  - Benefits Summary
  - Compensation History
  - Direct Deposit
  - Job Opening Search/Application
  - View Paycheck
  - Personal Information Summary
  - Email Addresses
  - Home and Mailing Address
  - Timesheet
  - W-4 Information
  - W-2/W-2c Consent
  - View/Print W2 Forms
  - Certify Effort
- Resources and Applications
  - Links to supporting materials including departmental websites, reporting functions, applications and helpdesk resources.
  - Job Aids
  - Budget Office
  - Controller
  - Human Resources
  - Purchasing
  - Travel
  - FSU Help Desk
  - Business Objects XI

**OMNI FINANCIALS 9.1**

- Financials 9.1
  - Access OMNI Financials 9.1
- OMNI HR 9.0
  - Human Resources 9.0
    - Access OMNI Human Resources 9.0
- OBI Reporting
  - Interactive Dashboards
  - OBI Reporting
    - OMNI related reporting and dashboards
- OMNI e-Market
  - OMNI E-Market
  - OMNI e-Market
    - OMNI online shopping
- FSU Help Desk
  - FSU Help Desk
  - FSU's Technology Services Help Desk. Research help topics or submit an online help request.

**FSU Budget Crisis Committee**

**important!** In continuing response to the on-going state fiscal problems, the President has expanded the Budget Crisis Committee to include a faculty representative from each college.

Key in the overall reconstitution of the committee is the significantly expanded faculty participation. Now each college has at least one representative. The committee members shall listen, ask questions, provide advice, act as the point of contact for their respective colleges and keep their colleges informed.

Materials developed for and used by the Committee will be placed in a Blackboard Organization and can be accessed at <http://campus.fsu.edu/budget>. In addition to such materials, the site also offers a way to provide suggestions and feedback to Committee members.

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For more information on the FSUMobile Application, visit: <http://fs.fsu.edu/Web-Services/FSU-Mobile>

Internet 100%

https://qa.portal.omni.fsu.edu/psps/psnaep/EMPLOYEE/EMPL/s/WEBLIB\_EO\_PE\_PORTAL\_HOMEPAGE\_FieldFormula\_1Script



Step	Action
1.	Click the <b>Financials 9.1</b> link. 
2.	Click the <b>Main Menu</b> button. 
3.	Click the <b>eProcurement</b> menu. 
4.	Click the <b>Manage Requisitions</b> link. 

**Manage Requisitions**

To locate requisitions, edit the criteria below and click the Search button.

Business Unit: FSU01 Request Name: Request Status: All but Complete Budget Status: Date From: Date To: 02/13/2011 Requester: SSEMINOLE Entered By: MFELDMAN PO ID: Search Clear

**Requisitions**

To view the life span and line items for a requisition, click the Expand triangle icon.  
To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Req ID	Requisition Name	BU	Date	Status	Budget	Total	
0000612167	0000612167	FSU01	02/13/2011	PO(s) Dispatched	Valid	642.00 USD	<Select Action> Go
0000612186	0000612186	FSU01	02/13/2011	Pending	Not Chk'd	386.84 USD	<Select Action> Copy Requisition Go
0000612165	0000612165	FSU01	02/13/2011	PO(s) Dispatched	Valid	237.40 USD	Edit Requisition Go
0000612164	0000612164	FSU01	02/13/2011	PO(s) Dispatched	Valid	649.00 USD	Receive Order Go
0000612163	0000612163	FSU01	02/13/2011	Pending	Not Chk'd	250.00 USD	View Approvals Go
0000612162	0000612162	FSU01	02/13/2011	Pending	Not Chk'd	178.00 USD	View Printable Version Go
0000612181	0000612181	FSU01	02/13/2011	Pending	Not Chk'd	1,590.00 USD	<Select Action> Go
0000612160	0000612160	FSU01	02/13/2011	Pending	Not Chk'd	3,860.00 USD	<Select Action> Go
0000612159	0000612159	FSU01	02/13/2011	Pending	Not Chk'd	454.34 USD	<Select Action> Go
0000612158	0000612158	FSU01	02/13/2011	Pending	Not Chk'd	400.00 USD	<Select Action> Go
0000612136	0000612136	FSU01	02/02/2011	Pending	Not Chk'd	2,119.30 USD	<Select Action> Go

Step	Action
5.	Find the desired Requisition and click the <b>Edit Requisition</b> list item for the corresponding Requisition. 



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Search FLORIDA STATE  
Web Search GO

Manage Requisitions

Search Requisitions

To locate requisitions, edit the criteria below and click the Search button.

Business Unit: FSU01 Requisition Name:

Requestion ID:  Request Status: All but Complete Budget Status:

Date From:  Date To: 02/13/2011

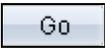
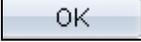
Requester: SSEMINOLE Entered By: MFELDMAN PO ID:

Search Clear

Requisitions

To view the lifespan and line items for a requisition, click the Expand triangle icon.  
To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Req ID	Requisition Name	BU	Date	Status	Budget	Total	
0000612167	0000612167	FSU01	02/13/2011	PO(s) Dispatched	Valid	642.00 USD	Edit Requisition Go
0000612166	0000612166	FSU01	02/13/2011	Pending	Not Chk'd	386.84 USD	<Select Action> Go
0000612165	0000612165	FSU01	02/13/2011	PO(s) Dispatched	Valid	237.40 USD	<Select Action> Go
0000612164	0000612164	FSU01	02/13/2011	PO(s) Dispatched	Valid	649.00 USD	<Select Action> Go
0000612163	0000612163	FSU01	02/13/2011	Pending	Not Chk'd	250.00 USD	<Select Action> Go
0000612162	0000612162	FSU01	02/13/2011	Pending	Not Chk'd	178.00 USD	<Select Action> Go
0000612161	0000612161	FSU01	02/13/2011	Pending	Not Chk'd	1,590.00 USD	<Select Action> Go
0000612160	0000612160	FSU01	02/13/2011	Pending	Not Chk'd	3,860.00 USD	<Select Action> Go
0000612159	0000612159	FSU01	02/13/2011	Pending	Not Chk'd	454.34 USD	<Select Action> Go
0000612158	0000612158	FSU01	02/13/2011	Pending	Not Chk'd	400.00 USD	<Select Action> Go
0000612136	0000612136	FSU01	02/02/2011	Pending	Not Chk'd	2,119.30 USD	<Select Action> Go

Step	Action
6.	Click the <b>Go</b> button. 
7.	You will receive this pop up message once your requisition has entered approval workflow.  Click the <b>OK</b> button to proceed. 

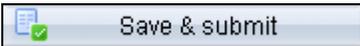


# OMNI

## Training Guide

You may have to select the expand arrows to the left of the item to access the quantity chartfield for adjustment.

Line	Description	Vendor Name	Quantity	UOM	Price
1	0521-2740-NW NW10, NW16, NW2	LDS VACUUM PRODUCTS	2.0000	Each	15.00000
2	NW40-150-MH30 NW40 to 30" F	LDS VACUUM PRODUCTS	1.0000	Each	154.00000
3	NW40-Q150 NW40 to 1 1/2" Tube S	LDS VACUUM PRODUCTS	1.0000	Each	155.00000
4	NW50-200-MH30-OS OVERSTOCK	LDS VACUUM PRODUCTS	1.0000	Each	159.00000
5	PP-CW NW Aluminum Wing Clam	LDS VACUUM PRODUCTS	1.0000	Each	144.00000

Step	Action
8.	Update the quantity on the desired line.  For the purpose of this example, enter "5" into the <b>QUANTITY</b> field.
9.	You must include comments to explain your change.  For the purpose of this example, enter the reason, date and the initials of the person making the change: " <b>The job requires more of item # 1, 2/13/11, SS, dispatch to vendor</b> " into the <b>Comments</b> field.  <b>NOTE:</b> You will also need to specify if you would like this change order dispatched to the vendor or not.
10.	If you would like the above comments to be printed on the PO.  Click the <b>Send to Vendor</b> option. 
11.	Ensure the comments you've entered above to go to the approvers and buyers by clicking the <b>Approval Justification</b> option. 
12.	Click the <b>Save &amp; submit</b> button. 



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Requisition Approval Workflow

**Line 1: Pending**  
0521-2740-NW NW10, NW16, NW25, NW40 & NW50 (5 Each) of Buna-N O'Ring Kit [View/Hide Comments](#)

Req Approval Workflow Path

Pending  
Multiple Approvers  
Project Approvers

Comment History

**Line 2: Pending**  
NW40-150-MH30 NW40 to 30" Flexible Metal Hose, Thin Wall [View/Hide Comments](#)

Req Approval Workflow Path

Pending  
Multiple Approvers  
Project Approvers

Comment History

**Line 3: Pending**  
NW40-Q150 NW40 to 1 1/2" Tube Size Quick Coupling, 304 S/S [View/Hide Comments](#)

Req Approval Workflow Path

Pending  
Multiple Approvers  
Project Approvers

Comment History

**Line 4: Pending**  
NW50-200-MH30-OS OVERSTOCK - NW50 to 30" Flexible Metal Hose, Thin Wall [View/Hide Comments](#)

Req Approval Workflow Path

Pending  
Multiple Approvers

**Requisition Summary**

Description	Qty	UOM
0521-2740-NW NW10, NW16,...	5	EA
NW40-150-MH30 NW40 to 30...	1	EA
NW40-Q150 NW40 to 1 1/2" Tu...	1	EA
NW50-200-MH30-OS OVERSTO...	1	EA
PP-CW NW Aluminum Wing ...	1	EA
<b>Total Lines:</b>	<b>5</b>	
<b>Total Amount (USD):</b>	<b>687.00</b>	

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https://qa.financials.omni.fsu.edu/psp/sqna12/EMPLOYEE/ERP/h?tab=DEFAULT

Step	Action
13.	Click the <b>Home</b> link. <b>Home</b>
14.	<b>Congratulations!</b> You have completed this topic. <b>End of Procedure.</b> Remaining steps apply to other paths.