

## Additional Resources Training

### Using Searches

**Overview:**

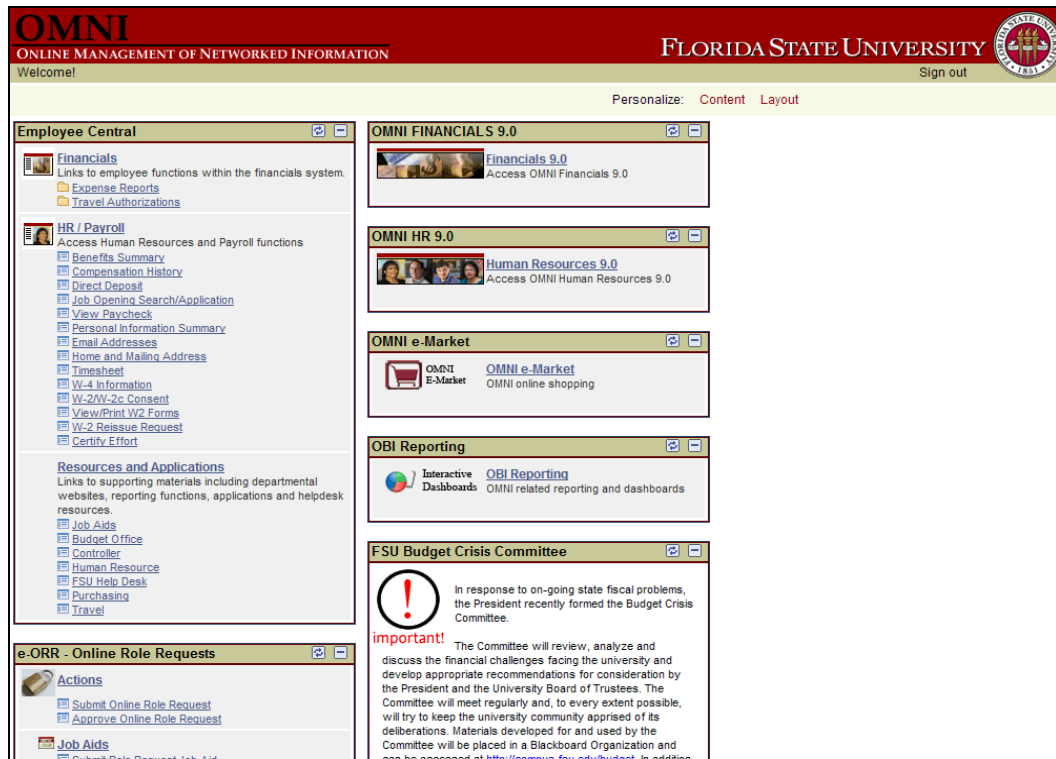
**Understanding How to Use Searches in OMNI:**

The Search function at the top of the left-hand navigation menu is a very useful feature. You can enter virtually any keyword or page name, and it will bring up a list of relevant results. Use the list of returned links to jump to your desired page.

**Procedure**

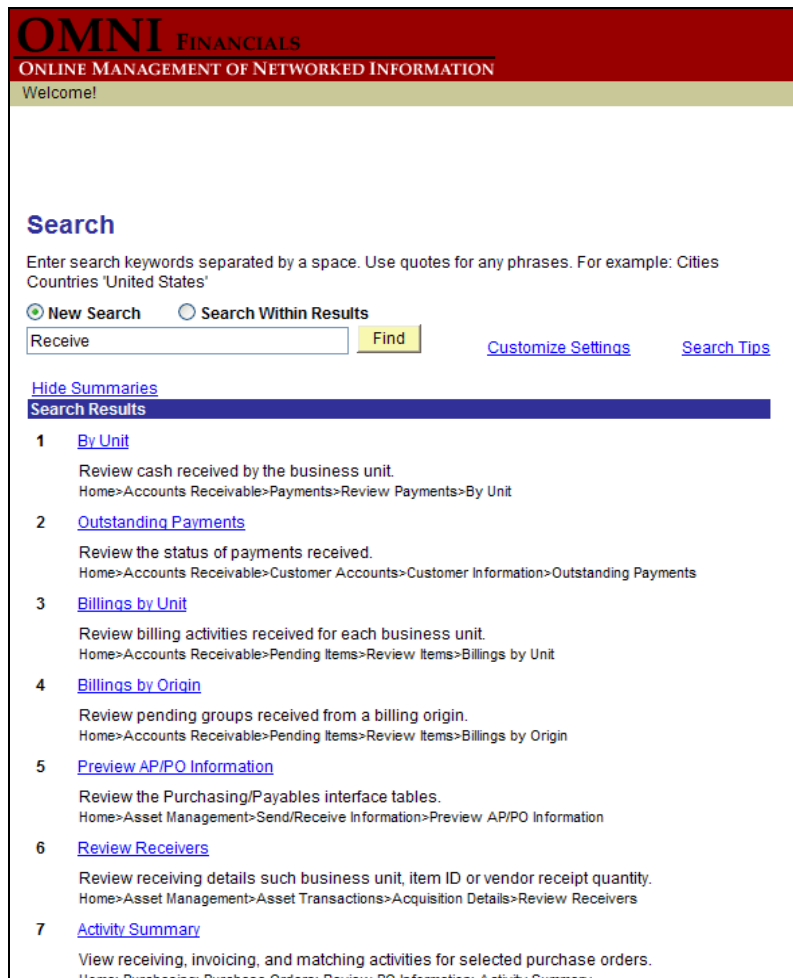
**Scenario:**

In this topic, you will learn how to complete a search in OMNI.



Step	Action
1.	Go into the module where you would like to perform your search.  For the purpose of this example, click the <b>Financials 9.0</b> link.  <a href="#">Financials 9.0</a>

Step	Action
2.	Enter the desired keyword or page name into the <b>Search</b> field.  For the purpose of this example, we are looking for the page that allows us to receive items from a Requisition. To search for this page, enter " <b>Receive</b> " into the <b>Search</b> field.
3.	Click the <b>Start your search</b> button. 



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Welcome!

### Search

Enter search keywords separated by a space. Use quotes for any phrases. For example: Cities Countries 'United States'

New Search    Search Within Results

Receive  [Customize Settings](#) [Search Tips](#)

[Hide Summaries](#)

#### Search Results

- [By Unit](#)  
Review cash received by the business unit.  
Home>Accounts Receivable>Payments>Review Payments>By Unit
- [Outstanding Payments](#)  
Review the status of payments received.  
Home>Accounts Receivable>Customer Accounts>Customer Information>Outstanding Payments
- [Billings by Unit](#)  
Review billing activities received for each business unit.  
Home>Accounts Receivable>Pending Items>Review Items>Billings by Unit
- [Billings by Origin](#)  
Review pending groups received from a billing origin.  
Home>Accounts Receivable>Pending Items>Review Items>Billings by Origin
- [Preview AP/PO Information](#)  
Review the Purchasing/Payables interface tables.  
Home>Asset Management>Send/Receive Information>Preview AP/PO Information
- [Review Receivers](#)  
Review receiving details such business unit, item ID or vendor receipt quantity.  
Home>Asset Management>Asset Transactions>Acquisition Details>Review Receivers
- [Activity Summary](#)  
View receiving, invoicing, and matching activities for selected purchase orders.  
Home>Purchasing>Purchase Orders>Review PO Information>Activity Summary

Step	Action
4.	Review the list of returned results for the page that sounds correct.  Also notice that each page's navigation appears below the page description. Use this as a guide to identify the page you are looking for.  Use the scroll bar to scroll down through these options.

Step	Action
5.	Click the link for the desired page.  For the purpose of this example, click the <b>Receive Items</b> link to go to this page. <a href="#">Receive Items</a>
6.	Here is the page we were searching for. Use the page as needed or perform another search if this is not the page you wanted.

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Welcome! Home Worklist

**Menu**

- eProcurement
  - Buyer Center
  - Manage ERP Integration
  - FSU File Directory
  - Locations
  - FSU PO to DOCS Interface
  - FSU ePro Workflow
  - FSU MBE Reports
  - Create Requisition
  - Manage Requisitions
  - Approve Requisitions
  - Receive Items**
  - Procurement Card Center
  - Reports
  - Administer Procurement
  - My Profile
- Services Procurement
- Sourcing
- Engineering
- Manufacturing Definitions
- Production Control
- Configuration Modeler
- Product Configurations
- Quality
- Demand Planning
- Inventory Policy Planning

**Manage Receipts**

Search Criteria

Received Date From: 11/02/2009 To: 12/02/2009 Show Status: Recvd/Open

Business Unit: FSU01 Receipt ID: PO Unit: PO ID: Search Clear

[Add New Receipt](#) [Process Receipts](#) [Inspection](#) [Review ASN Receipt](#) [Inquire Return to Vendors](#)

Business Unit	Receipt ID	Date	PO ID	Vendor	Status
FSU01	0000377931	11/09/2009	0000414966	HILARLONDO	Received
FSU01	0000377930	11/09/2009	0000503128	VWRINTERNA	Received
FSU01	0000377929	11/09/2009	0000503037	CLOTHESLIN-001	Received

[Return to Manage Requisitions](#)

Step	Action
7.	Click the <b>Home</b> link to return to the main menu. <a href="#">Home</a>
8.	<b>Congratulations!</b> You have completed this topic.  <b>End of Procedure.</b>