

OMNI Financials - Purchasing Training

Reviewing Requisition Approval History

Overview:

Understanding the Reviewing Requisition Approval History Process

Once you have created and submitted a Requisition within eProcurement, it will enter into approval routing. You may want to review the Requisition's status in the approval workflow at various times. You may only review this information for Requisitions which you have entered or for authorized Requesters. For further information regarding authorized Requesters, please contact [Purchasing](#).

Procedure

Scenario:



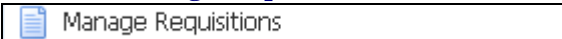
In this topic, you will learn the steps to review approval history for your Requisitions.

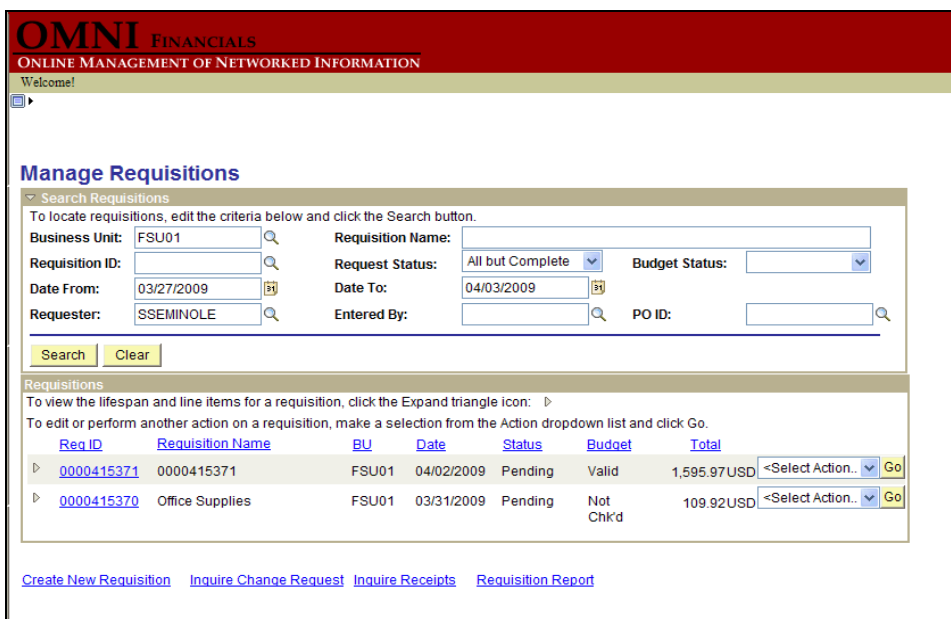
Key Information:


Requisition Number
Requisition Name

The screenshot displays the OMNI Financials 9.1 web application interface. At the top, the header includes the Florida State University logo, the text "THE FLORIDA STATE UNIVERSITY ONLINE MANAGEMENT OF NETWORKED INFORMATION", a search bar, and navigation links for "Home", "Personalize Content", and "Sign out". The main content area is organized into several panels:

- Employee Central:** A sidebar menu with sections for "Financials" (Expense Reports, Travel Authorizations), "HR / Payroll" (Benefits Summary, Compensation History, Direct Deposit, Job Opening Search/Application, View Paycheck, Personal Information Summary, Email Addresses, Home and Mailing Address, Timesheet, v4 Information, W-2/W-2c Consent, View/Print W2 Forms, Certify Effort), "Resources and Applications" (departmental websites, reporting functions, applications, and helpdesk resources), and "e-ORR - Online Role Requests" (Actions: Submit Online Role Request, Approve Online Role Request; Job Aids: Submit Role Request Job Aid, Approve Role Request Job Aid).
- OMNI FINANCIALS 9.1:** A main panel with sub-sections for "Financials 9.1" (Access OMNI Financials 9.1), "OMNI HR 9.0" (Human Resources 9.0, Access OMNI Human Resources 9.0), "OMNI Reporting" (Interactive Dashboards, OMNI related reporting and dashboards), "OMNI e-Market" (OMNI e-Market, OMNI online shopping), and "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:** A panel with an "important!" warning icon and text: "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."
- FSU Releases Free App:** A panel with a red "X" icon and text: "Check out FSU sports scores and schedules, videos, images, campus map, directory and places all in the palm of your hand. To download free FSU app go to BlackBerry AppWorld. For iPhone, iTouch and iPad free app, go to iTunes. For more information on the FSUMobile Application, visit: <http://its.fsu.edu/Web-Services-FSU-Mobile>".

Step	Action
1.	Click the Financials 9.0 link. 
1.	Click the Main Menu button. 
2.	Click the eProcurement link.
3.	Click the Manage Requisitions link. 



Step	Action
2.	Find the Requisition for which you would like to review the approval history. Click the desired Requisition's Go list and select the View Approvals list item. 

OMNI FINANCIALS
ONLINE MANAGEMENT OF NETWORKED INFORMATION

Welcome!

Manage Requisitions

Search Requisitions

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

Business Unit: Requisition Name:

Requisition ID: Request Status: Budget Status:

Date From: Date To:

Requester: Entered By: PO ID:

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	
▾ 0000415371	0000415371	FSU01	04/02/2009	Pending	Valid	1,595.97USD	View Approvals ▾ Go
▾ 0000415370	Office Supplies	FSU01	03/31/2009	Pending	Not Chkd	109.92USD	<Select Action..> Go

View Approvals
<Select Action..>
Cancel Requisition
Copy Requisition
Edit Requisition
View Approvals

[Create New Requisition](#) [Inquire Change Request](#) [Inquire Receipts](#) [Requisition Report](#)

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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	
▾ 0000415371	0000415371	FSU01	04/02/2009	Pending	Valid	1,595.97USD	View Approvals ▾ Go
▾ 0000415370	Office Supplies	FSU01	03/31/2009	Pending	Not Chkd	109.92USD	<Select Action..> Go

[Create New Requisition](#) [Inquire Change Request](#) [Inquire Receipts](#) [Requisition Report](#)

Step	Action
3.	Click the Go button. <input type="button" value="Go"/>

OMNI FINANCIALS
ONLINE MANAGEMENT OF NETWORKED INFORMATION

Welcome!

Approval Status

Req Name: 0000415371
 Total: 1,595.97 USD
 Requester: [SSEMINOLE](#) Business Unit: FSU01
 Entered on: 04/02/2009 Requisition ID: 0000415371
 Status: Pending Priority: Medium

Requester's Justification:
 No justification entered by requester.

Line Information

Review/Edit Approvers

Requisition Approval Workflow

Line 1: Pending
 ThinkPad X61 1.8GHz processor Windows Vista Business

Req Approval Workflow Path

```

    graph LR
      A[Approved: Joe Nole  
Project Approvers  
4/2/2009 - 10:41 AM] --> B[Pending: Multiple Approvers  
Fund Level 1 Approvers]
      B --> C[Pushed Back: William Westcott  
Category Level 1 Approvers  
4/2/2009 - 10:45 AM]
      C --> D[Not Routed: Multiple Approvers  
Category Level 2 Approvers]
    
```

Comments

SUSIE SEMINOLE 4/2/2009 - 11:01 AM
 Project ends Friday please process quickly.

JOE NOLE at 4/2/2009 - 10:59 AM
 yes this purchase is allowable against this project.

WILLIAM WESTCOTT 4/2/2009 - 10:45 AM
 Is this for lab use only on this budget?

Comment History

JOE NOLE at 4/2/2009 - 10:40 AM
[View History](#)

Line 2: Approved
 Wireless Notebook Optical Mouse 3000

Req Approval Workflow Path

```

    graph LR
      A[Approved: Joe Nole  
Project Approvers  
4/2/2009 - 10:41 AM]
    
```

Comment History

JOE NOLE at 4/2/2009 - 10:40 AM
[View History](#)

[Return to Manage Requisitions](#)

Step	Action
4.	Review the Approval History (as seen above). In the above example, the Requisition has been pushed back and is pending a previous level.
5.	In the above example, comments have been added to line one of this Requisition. Review comments associated with the Approval Workflow Path for each line of your Requisition.
6.	Click the Multiple Approvers link. Multiple Approvers

OMNI FINANCIALS
ONLINE MANAGEMENT OF NETWORKED INFORMATION

Welcome!

Approval Status

Req Name: 00004153
Total: 1,595.97
Requester: SSEMINC
Entered on: 04/02/2009
Status: Pending

Requester's Justification
No justification entered by requester

Requisition Approval

Line 1: Pending
ThinkPad X61 1.6GHz
Req Approval Workflow Path
Approved
Joe Nole
Project Approvers
4/2/2009 - 10:41 AM


Comments
SUSIE SEMIN
Project ends
JOE NOLE at
yes this purch
WILLIAM WE
Is this for lab

Comment History
JOE NOLE at 4/2/2009 - 10:40 AM
[View History](#)

Line 2: Approved
Wireless Notebook Optical Mouse 3000
Req Approval Workflow Path
Approved
Joe Nole
Project Approvers
4/2/2009 - 10:41 AM

Comment History
JOE NOLE at 4/2/2009 - 10:40 AM
[View History](#)

[Return to Manage Requisitions](#)

Step	Action
7.	Click the Close button once you have reviewed the list of Approvers at this level. 
8.	Return to the Manage Requisitions page to review approval history for another Requisition, if needed.
9.	Congratulations! You have completed this topic. End of Procedure.