


Additional Resources Training

Downloading Data

Overview:

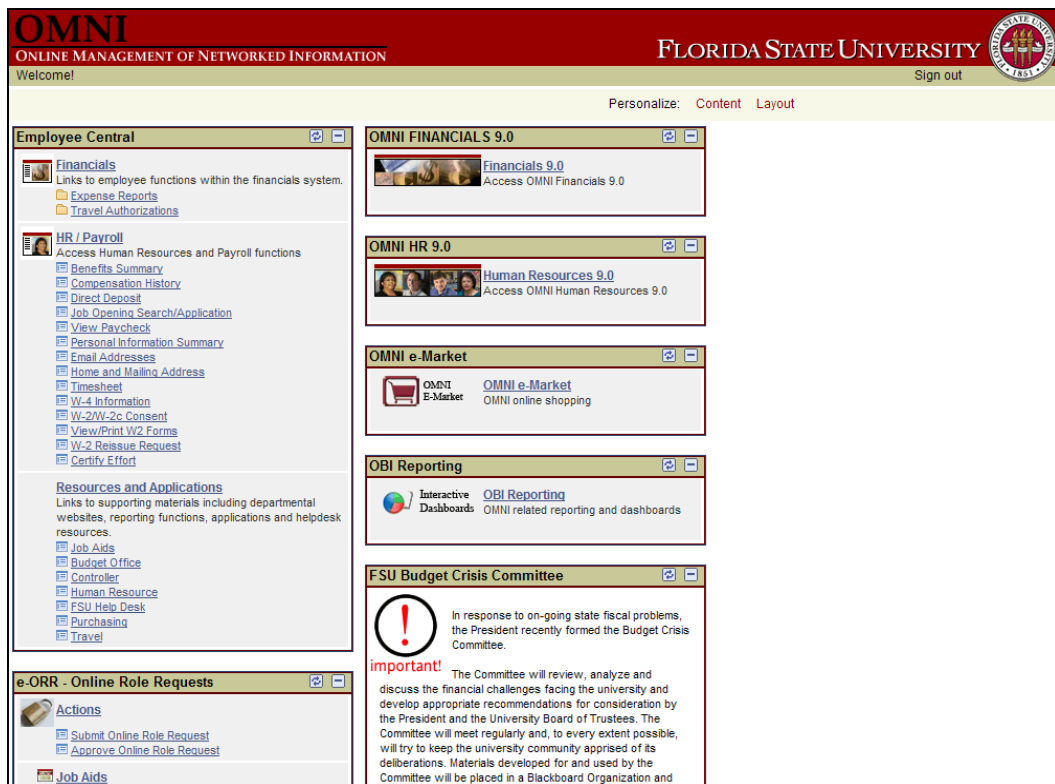
Understanding How to Download Data in OMNI:


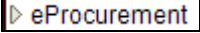
The download data function appears on many pages in OMNI. This function is denoted by this icon - . With this feature, you can export data into a spreadsheet.

Procedure

Scenario:

In this topic, you will learn how to use the Download Data feature in OMNI.



Step	Action
1.	Navigate to the desired page. For the purpose of this example, click the Financials 9.0 link. 
2.	For the purpose of this example, click the eProcurement link. 

OMNI FINANCIALS
ONLINE MANAGEMENT OF NETWORKED INFORMATION

Welcome!

Home Worklist Favorites Sign Out

Menu

Search:

- ▶ My Favorites
- ▶ Employee Self-Service
- ▶ Manager Self-Service
- ▶ Supplier Contracts
- ▶ Customers
- ▶ Customer Contracts
- ▶ Vendors
- ▶ Purchasing
- ▶ **eProcurement**
 - ▶ Buyer Center
 - ▶ FSU MBE Reports
 - Create Requisition
 - Manage Requisitions
 - Receive Items
 - Reports
 - My Profile
- ▶ Services Procurement
- ▶ Grants

Main Menu >

eProcurement
Set up eProcurement; manage or approve eProcurement requisitions or POs.

- Create Requisition**
Create a new requisition by browsing or searching company or external catalogs.
- Manage Requisitions**
Review requisitions, edit or view status, cancel, receive, and return to vendor.
- Buyer Center**
Create/edit/approve purchase order; source requisition; process change request.
 - ▶ Vendors
 - ▶ Receipts
 - ▶ Inquiries and Reports
- Receive Items**
Create, edit, and process receipts and return to vendor.
- Reports**
Create a report of purchase orders, requisitions, and catalog-item usage.
- My Profile**
Modify personal information and preferences.
- FSU MBE Reports**
FSU MBE Reports
 - ▶ FSU Run MBE Report

Step	Action
3.	For the purpose of this example, click the Receive Items link. Receive Items

OMNI FINANCIALS
ONLINE MANAGEMENT OF NETWORKED INFORMATION

Welcome!

Receive Items

You have 22 lines open for receiving

Receive Selected and go to the Receive Form.


Customize | Find | View All | First 1-22 of 22 Last

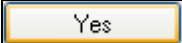
Requisition Lines to Receive Purchase Order Details

Reg BU	Requisition	Item Description	Tot Req Qty/Amt	Accepted to Date	UOM	Ship To	Vendor
<input type="checkbox"/>	FSU01 Fisher Scientific Order	Slides, Box for Microscope Slides, Color-Coded, Polystyrene, Holds 100 slides, 6-3/4 x 8-3/4 x 1-5/1	10	8	EA	SUCA1400	FISHESCIE
<input type="checkbox"/>	FSU01 OfficeMax Order	OfficeMax - Removable Notes - Assorted: 4 Pads Each of Blue, Green, Pink; 6 Pads Each of Light Yellow	10	0	PK	SUCA1400	OFFICMAX
<input type="checkbox"/>	FSU01 OfficeMax Order	OfficeMax - Steno Notebooks - Gregg, Cover: Gray, Paper: White, 6x9, 60 Sheets, 40% Post-Consumer Co	24	0	EA	SUCA1400	OFFICMAX
<input type="checkbox"/>	FSU01 OfficeMax Order	OfficeMax - Copy Paper - SOLD BY CARTON - 8-1/2 x 14, White, 92 U.S. 104 Euro, 20 Lb.	10	0	CT	SUCA1400	OFFICMAX
<input type="checkbox"/>	FSU01 OfficeMax Order	OfficeMax - Copy Paper - SOLD BY CARTON - 8-1/2 x 11, White, 92 U.S. 104 Euro, 20 Lb.	10	0	CT	SUCA1400	OFFICMAX
<input type="checkbox"/>	FSU01 Maintenance Order	Monthly copier lease and maintenance, Dates: 07-01-09 through 06-30-10, Serial Number: 123456789	12	0	MMO	SAAM100	ADVANDATAS-001
<input type="checkbox"/>	FSU01 Maintenance Order	Blanket for excess copies for above copier for FY.	200	0	DOL	SAAM100	ADVANDATAS-001
<input type="checkbox"/>	FSU01 Service Requisition	Massage therapy services for personnel in Purchasing due to excessive stress of FY end, Dates: 01/	2	0	EA	SUCA1400	LEISAPEACH

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Step	Action
4.	<p>On a page (such as this) containing a long list of information, the Download Data feature is very useful to review and manipulate information easily.</p> <p>Click the Download button.</p> 

Step	Action
5.	<p>Click the Yes button.</p> 

Receive Items

You have 22 lines open for receiving

Receive Selected and go to the Receive Form.

Requisition Lines to Receive | Purchase Order Details

Req BU	Requisition	Item Description	Quantity	Unit	Supplier	Item Code
<input type="checkbox"/>	FSU01 Fisher Scientific Order	Slides, Box for Microscope Color-Coded, Polystyrene, 100				
<input type="checkbox"/>	FSU01 OfficeMax Order	Office Assorted Green Yellow				
<input type="checkbox"/>	FSU01 OfficeMax Order	Office Green 8 1/2 x 11 1/2 Sheets, 40% Post-Consumer Co				
<input type="checkbox"/>	FSU01 OfficeMax Order	OfficeMax - Copy Paper - SOLD BY CARTON - 8-1/2 x 11, White, 92 U.S. 104 Euro, 20 Lb.	10	0	CT	SUCA1400 OFFICMAX
<input type="checkbox"/>	FSU01 Maintenance Order	OfficeMax - Copy Paper - SOLD BY CARTON - 8-1/2 x 11, White, 92 U.S. 104 Euro, 20 Lb.	12	0	MMO	SAAM100 ADVANDATAS-001
<input type="checkbox"/>	FSU01 Maintenance Order	Monthly copier lease and maintenance. Dates: 07-01-09 through 06-30-10. Serial Number: 123456789	200	0	DOL	SAAM100 ADVANDATAS-001
<input type="checkbox"/>	FSU01 Maintenance Order	Blanket for excess copies for above copier for FY.				
<input type="checkbox"/>	FSU01 Maintenance Order	Massage therapy services for personnel in Purchasing due to				

Downloading from site: <https://sdevwb02-nat.erp.fsu.edu:10155/sdtrfi/psft/V-800175021/ps.xls> Unknown Zone

Security Alert

Information you exchange with this site cannot be viewed or changed by others. However, there is a problem with the site's security certificate.

The security certificate was issued by a company you have not chosen to trust. View the certificate to determine whether

Do you want to proceed?

Yes No View Certificate

Microsoft Office Excel

The file you are trying to open, 'ps.xls', is in a different format than specified by the file extension. Verify that the file is not corrupted and is from a trusted source before opening the file. Do you want to open the file now?

Yes No Help


Step	Action
6.	Click the Yes button.

Yes

Training Guide

Additional Resources Training

	A	B	C	D	E	F	G	H	I	J
1		Req BU	Requisition	Item Description	Tot Req Qty/Amt	Accepted to Date		UOM	Ship To	Vendor
2		FSU01	Fisher Scientific Order	Slides, Box for Microscope Slides, Color-Coded, Polystyrene, Holds 100 slides, 6-3/4 x 8-3/4 x 1-5/16	10	8		EA	SUCA1400	FISHESCIEN
3		FSU01	OfficeMax Order	OfficeMax - Removable Notes - Assorted: 4 Pads Each of Blue, Green, Pink; 6 Pads Each of Light Yellow	10	0		PK	SUCA1400	OFFICMAX
4		FSU01	OfficeMax Order	OfficeMax - Steno Notebooks - Gregg, Cover: Gray, Paper: White, 6x9, 60 Sheets, 40% Post-Consumer Co	24	0		EA	SUCA1400	OFFICMAX
5		FSU01	OfficeMax Order	OfficeMax - Copy Paper - SOLD BY CARTON - 8-1/2 x 14, White, 92 U.S., 104 Euro, 20 Lb.	10	0		CT	SUCA1400	OFFICMAX
6		FSU01	OfficeMax Order	OfficeMax - Copy Paper - SOLD BY CARTON - 8-1/2 x 11, White, 92 U.S., 104 Euro, 20 Lb.	10	0		CT	SUCA1400	OFFICMAX
7		FSU01	Maintenance Order	Monthly copier lease and maintenance. Dates: 07-01-09 through 06-30-10. Serial Number: 123456789	12	0		MMO	SAAM100	ADVANDATAS-
8		FSU01	Maintenance Order	Blanket for excess copies for above copier for FY.	200	0		DOL	SAAM100	ADVANDATAS-
9		FSU01	Service Requisition	Massage therapy services for personnel in Purchasing due to excessive stress of FY end. Dates: 01/	2	0		EA	SUCA1400	LEISAPEACH
10		FSU01	Contractual Service	Contractual services up to 10 hours @ \$50 per hour for arrangements for Marching Chiefs for 2009, wh	10	0		EA	SAAM100	KIMBEARCHE

Step	Action
7.	The Download Data feature has now exported all the information on the previous screen into Excel. Review, edit, save, or print as needed.
8.	To return to OMNI, click the Close button. 
9.	Congratulations! You have completed this topic. End of Procedure.