



*Purchasing Activities*  
**Tracking Your Change Request**

**Overview:**

**Understanding the Change Request Tracking Process**

This tutorial provides instructions for tracking 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. Tracking of the status of your change is available only for changes done in OMNI. Changes submitted via paper form can be seen by navigating to Purchasing>Purchase Orders>review PO Information - Purchase Orders.

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 review your change request.

**Key Information:**

- PO Number
- Requisition Number
- Information to be updated

**Statuses:**

Requisition Approval Status	Change Request Status	Explanation
This is the status of the change in approval workflow	This is the status of the change at Purchasing, the last step before PO.	
Pending	Initialize	This is in approval workflow. You can view approvals from manage requisitions.
Approved	Ready for Process	This is waiting at the buyer's level to be approved to move to the PO.
Approved	Completed	This change has been completed.
Approved	See Lines	Some of your changes were approved but some of the lines were not in a status to accept a change.
Approved	Error	Change cannot be approved due to a problem such as the line has already been received or cancelled.



# OMNI

## Training Guide

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. 
5.	Select <a href="#">Review Change Request</a> link. <a href="#">Review Change Tracking</a> offers a more detailed view of the Header, Line and Schedule changes.



# OMNI Training Guide

## 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:

- [Create New Requisition](#) [Review Change Request](#) [Review Change Tracking](#) [Manage Receipts](#) [Requisition Report](#)

Enter search criteria to find Requisitions.

## Review Change Requests

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

\*Business Unit:  Requisition Name:

Requisition ID From:  Requisition ID To:

Requester:  Entered By:

PO ID:  Change Request Status:

Change Date From:  Change Date To:

**Requisition Change Requests**  
To view requisition change requests

Requisition ID	Requisition
<input type="radio"/> 0000718086	Mayflower
<input checked="" type="radio"/> 0000717713	Review Co McG...

Requester:

The Change Request tab will itemize your change request.  
The processing Errors Tab will give more specific information if an error was encountered with your change request.

**Change Request Details**

Change Requests | Change Reason | Processing Errors

Line	Sched	Change Date/Time	Item Description	Change Type	Field	Prior Value	Changed Value	Requisition Approval Status	Change Request Status
1	1	01/30/2012 4:39:38PM	<a href="#">Consulting Fee - Comprehensive</a>	Change	Requisition Price	3500.00000	4000.00000	Approved	Completed
1		01/30/2012 4:39:38PM	<a href="#">Consulting Fee - Comprehensive</a>	Change	Item Description	Consulting Fee - Comprehensive Departmental Review per Proposal to be conducted Feb 6-8, 2012.	Consulting Fee - Comprehensive Departmental Review and Report per Proposal to be conducted Feb 6-8, 2012.	Approved	Completed

Step	Action
6.	Find the desired Requisition and click the <b>Expand Selection</b> arrow for the corresponding Requisition.



### Review Change Requests

Search Requisitions

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

*Business Unit:	<input type="text" value="FSU01"/>	Requisition Name:	<input type="text"/>
Requisition ID From:	<input type="text" value="0000710467"/>	Requisition ID To:	<input type="text"/>
Requester:	<input type="text"/>	Entered By:	<input type="text"/>
PO ID:	<input type="text"/>	Change Request Status:	<input type="text"/>
Change Date From:	<input type="text" value="01/01/2012"/>	Change Date To:	<input type="text" value="02/02/2012"/>

Search Clear

Requisition Change Requests

To view requisition change request detail records, click the Expand triangle icon:

Requisition ID	Requisition Name	Purchase Order	Change Date/Time	Requisition Approval Status	Change Request Status	Processing Error
0000710467	Nikaia 12-03	0000710237	01/05/2012 7:41:52PM	Approved	Error	Yes

Requester: Entered By:

Change Request Details

Change Requests Change Reason Processing Errors

Message Set	Message Number	Message
10200	593	At least one schedule has been matched. Cannot Decrease the Quantity.

[Return to Manage Requisitions](#)

[Approve Change Requests](#)

Step	Action
7.	Select the Processing Errors tab to read the error message.
	If your requisition is in pending status and you would like see where the change is in the workflow. Navigate to eProcurement> Manage Requisitions
8.	Enter your PO or Requisition ID and click search.
9.	In the <Select Action> box select View approvals.



# OMNI

## Training Guide

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### Approval Status

**Business Unit:** FSU01  
**Requisition ID:** 0000713045  
**Requisition Name:** 0000713045  
**Requester:**  
**Entered on:** 11/18/2011  
**Status:** Pending **Total Amount:** 900.00 USD  
**Priority:** Medium  
**Budget Status:** Valid

#### Requester's Justification:

new notes IT IS AGREED THAT THE VENDOR IS AN INDEPENDENT CONTRACTOR WHO PROVIDES MATERIAL AND SERVICES UNDER THIS PURCHASE ORDER AT HIS OWN RISK AND ACCOUNT AND AGRESS TO INDEMNIFY AND HOLD FLORIDA STATE UNIVERSITY HARMLESS FROM ANY AND ALL CLAIMS WHETHER THE CLAIMS BE ACTUAL OR ALLEGED UNLESS DIRECTLY CAUSED BY THE NEGLIGENCE OF THE UNIVERSITY.  
 ..  
 \*\*NOTHING IN THIS ORDER SHALL BE DEEMED TO CONSTITUTE THE VENDOR AS AN AGENT, REPRESENTATIVE OR EMPLOYEE OF FLORIDA STATE UNIVERSITY. IT IS AGREED THAT THE VENDOR SHALL NOT BE UNDER THE DIRECTION OF FLORIDA STATE UNIVERSITY AS TO THE MEANS OF PERFORMANCE BUT ONLY AS TO THE RESULT TO BE OBTAINED. THERE ARE NO ATTACHMENTS TO THIS PURCHASE ORDER UNLESS SPECIFICALLY REFERENCED IN THE BODY OF THE PURCHASE ORDER.  
 ..  
 \*\*IF TRAVEL EXPENSES ARE REIMBURSABLE VIA THIS ORDER, DOCUMENTATION MUST COMPLY WITH 112.061, F.S. PROVISIONS AND CONDITIONS OF 287.058(A)-(F),F.S. AND 6C2-2.015 FAC ARE INCORPORATED BY REFERENCE. VENDOR NOTE: YOU ARE CONSIDERED AN INDEPENDENT CONTRACTOR AS DEFINED BY THE IRS WHICH CARRIES POTENTIAL TAX LIABILITIES AND YOU ARE RESPONSIBLE FOR FILING AND PAYMENT OF ALL TAXES.  
 ..  
 \*\*CANCELLATION: ALL OR PART OF THIS ORDER MAY BE CANCELLED BY GIVING 30 DAYS WRITTEN NOTICE TO THE SELLER. PREPAID ORDERS REQUIRE REIMBURSEMENT BY CHECK ON A PRO-RATED BASIS IF CANCELLED.

[View printable version](#)

Line	Item Description	Vendor Name	Vendor Details	Category Code	Quantity	UOM	Price	
1	Sand Blast Chiller Parts, to...	BLUESSANDB-001	001	80111613	900.0000	EA	1.00000	USD

[Select All / Deselect All](#)

[View Line Details](#)

### Change Request Line(s)

[Review/Edit Approvers](#)

#### Requisition Approval Workflow

**Line 1: Pending**  
 Sand Blast Chiller Parts, to begin upon receipt of PO. Contact Richard Brooks 850-644-7279 [View/Hide Comments](#)

**Req Approval Workflow Path**

**Pending**

- [Multiple Approvers](#)
- Project Approvers

**Comment History**

MFELDMAN at 01/20/12 - 04:08 PM  
[View History](#)

[Return to Manage Requisitions](#)

[Approval History](#)

Step	Action
10.	Select the Line Information arrow or the Change Request Line(s) arrow to see additional details. The Multiple Approvers Link will give you the approver's names.
11.	<b>Congratulations!</b> You have completed this topic. <b>End of Procedure.</b>