



### Purchasing Activities

## Approving Change Requests

#### Overview:

#### Understanding the Change Request Approval Process

In this topic, you will learn how to review the details of a Requisition and approve or deny the Requisition.

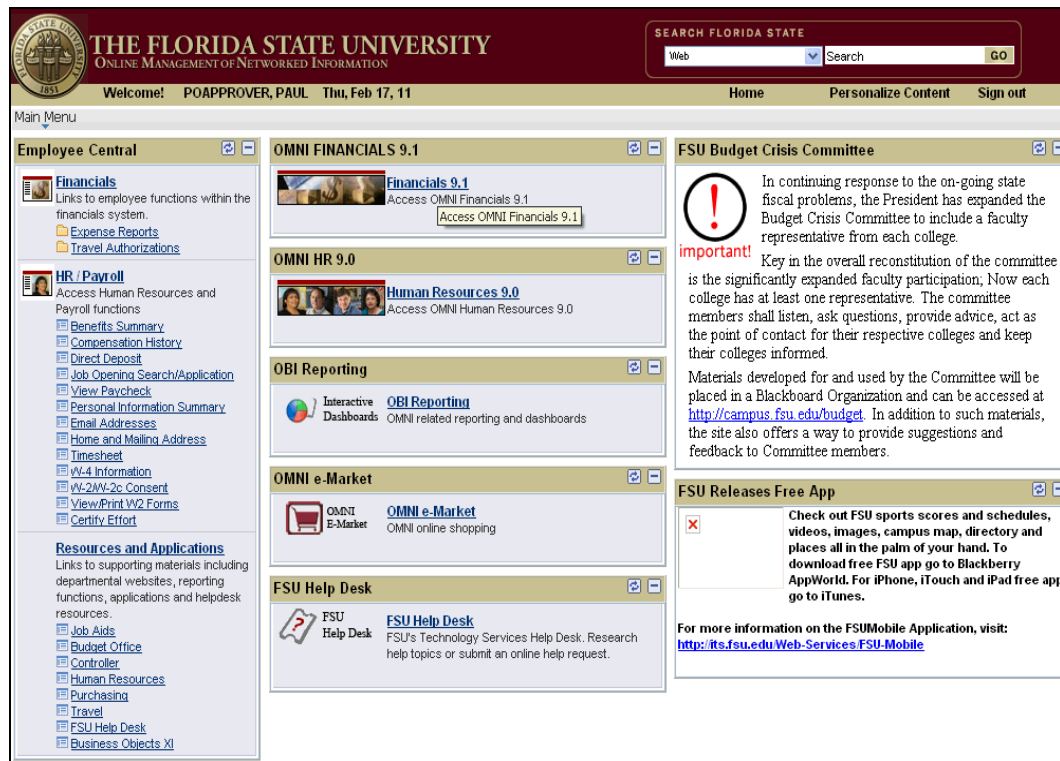
#### Procedure

#### Scenario:

In this topic, you will learn how to review the details of a Requisition and approve or deny the Requisition.

#### Key Information:

- Correct budget information
- Allowable purchases on your budget



Step	Action
1.	Click the <b>Financials 9.1</b> link. <a href="#">Financials 9.1</a>



# OMNI

## Training Guide

Step	Action
2.	Click the <b>Worklist</b> link.  You can also navigate to Main Menu>eProcurement>Manage Requisition Approval. <b>Worklist</b>

Worklist for PPOAPP: POAPPROVER, PAUL

From	Date From	Work Item	Worked By Activity	Priority	Link		
SEMINOLE, SUSIE	02-15-2011	Approval Routing	Approval Workflow	2-Medium	<a href="#">Requisition 1401752, SHARE, 2007-03-24, N.O. BUSINESS UNIT FSU01 REQ ID:0000612167</a>	MarkWorked	Reassign
SEMINOLE, SUSIE	02-17-2011	Approval Routing	Approval Workflow	2-Medium	<a href="#">Requisition 1401791, SHARE, 2007-03-24, N.O. BUSINESS UNIT FSU01 REQ ID:0000612164</a>	MarkWorked	Reassign
SEMINOLE, SUSIE	02-17-2011	Approval Routing	Approval Workflow	2-Medium	<a href="#">Requisition 1401817, SHARE, 2007-03-24, N.O. BUSINESS UNIT FSU01 REQ ID:0000612161</a>	MarkWorked	Reassign

Step	Action
3.	Select the appropriate change request link to review.



# OMNI Training Guide

**THE FLORIDA STATE UNIVERSITY**  
 OMNI • FINANCIALS

Welcome to FSU! POAPPROVER, PAUL Feb 17, 2011 Home Worklist Process Monitor Report Manager Add to Favorites

Search Florida State:  Web

Favorites | Main Menu > Worklist > Worklist

### Requisition Approval

**Business Unit:** FSU01  
**Requisition ID:** 0000612167  
**Requisition Name:** 0000612167  
**Requester:** [SEMINOLE, SUSIE](#)  
**Entered on:** 02-13-2011  
**Status:** See Lines **Total Amount:** 727.00 USD  
**Priority:** Medium  
**Budget Status:** Not Checked  
**Requester's Justification:**  
 The job requires more of item # 1 2/13/11 SS

[View printable version](#)

**Line Information** Customize | Find | First 1-5 of 5 Last

Line	Item Description	Vendor Name	Vendor Details	Category Code	Quantity	UOM	Price	Requester's Comm
1	1234-5678 -NW NW10, NW16...	LDSVACUUM	001	31160000	5.0000	EA	15.00000 USD	
2	NW40-150-MH30 NW40 to 30"...	LDSVACUUM	001	31160000	1.0000	EA	154.00000 USD	
3	NW40-Q150 NW40 to 1 1/2" Tube...	LDSVACUUM	001	31160000	1.0000	EA	195.00000 USD	
4	NW50-200-MH30-OS OVERSTOCK...	LDSVACUUM	001	31160000	1.0000	EA	159.00000 USD	
5	PP-CYW NW Aluminum Wing Cl...	LDSVACUUM	001	31160000	1.0000	EA	144.00000 USD	

Step	Action
4.	To see budget details including the account code, click the <b>View printable version</b> link. <a href="#">View printable version</a>

Requisition

**Business Unit:** FSU01 **Requester:** SSEMINOLE **Status:** Line Approved  
**Requisition:** 0000612167 **Requested By:** SEMINOLE, SUSIE **Currency:** USD  
**Requisition Name:** 0000612167 **Entered Date:** 2/13/11 **Requisition Total:** 727.00

**Header Comments:**  
 The job requires more of item # 1 2/13/11 SS

**Line: 1** **Item Description:** 1234-5678 -NW NW10, NW16, NW25, NW40 & NW50 (5 Each) of Buna-N O'Ring Kit **Quantity:** 5.0000 **UOM:** EA **Price:** 15.00 **Line Total:** 75.00  
**Line Status:** Pending

**Ship Line: 1** **Ship To:** SRF1A292 **Address:** RSCH FOUNDATION BLDG A RM 292  
**Attention:** SEMINOLE, SUSIE **Due Date:** 2/28/11 **Shipping Quantity:** 5.0000  
 2000 LEVY AVENUE  
 TALLAHASSEE FL 32310 United States **Shipping Total:** 75.00

Dist	Status	Location	Qty	PCT	Amount	GL Unit	Account
1	Processed	SRF1A292	5.0000	100.00	75.00	FSU01	741376



Dept	Fund
227000	520

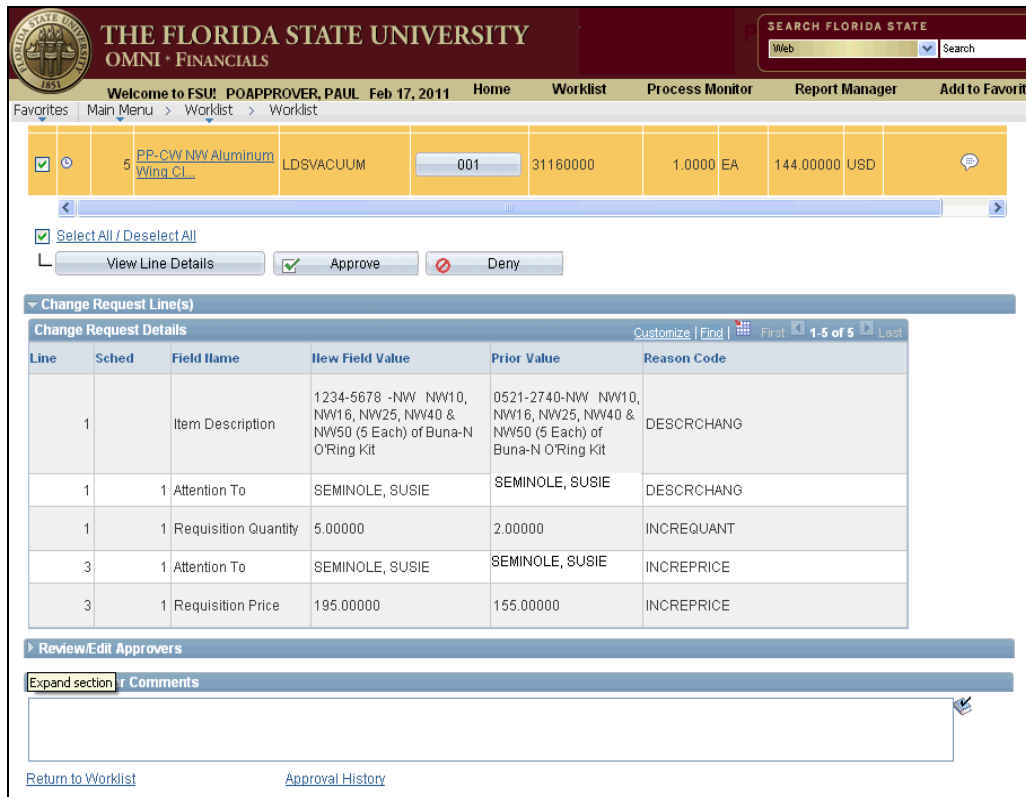
Open QTY	PC BU	Project	Activity	Open Amt
0.0000	FSU01	022742	1	0.000

GL Base Amount	Currency	Sequence
75.00	USD	0

**Line: 2** **Item Description:** NW40-150-MH30 NW40 to 30" Flexible Metal **Quantity:** 1.0000 **UOM:** EA **Price:** 154.00 **Line Total:** 154.00



Step	Action
5.	<p>From the <b>Line Details</b> or <b>View Printable Version</b> screen, ensure the Description, Price, Dept and Fund codes, as well as the Account code all are correct.</p> <p>Approvers must ensure all expenditures are for "business use" only and allowable purchases on the indicated budget.</p> <p>Click the <b>X</b> at the top to close this window.</p> 
6.	View the <b>Requesters Justification</b> for this change request.
7.	Click the <b>Change Request Line(s) Expand section</b> button. 
8.	In the <b>Change Request Line(s)</b> section, you will see change details including new and prior values.



The screenshot shows the OMNI Financials interface for a change request. At the top, it displays "THE FLORIDA STATE UNIVERSITY OMNI - FINANCIALS" and a search bar. Below the header, there's a navigation bar with "Welcome to FSU! POAPPROVER, PAUL, Feb 17, 2011" and various menu options like "Home", "Worklist", "Process Monitor", "Report Manager", and "Add to Favorites".

The main content area shows a table with one row representing a change request line. The row includes a checkbox, a line number (5), a description ("PP-CW NW Aluminum Wing Cl..."), a department code ("LDSVACUUM"), a fund code ("001"), a budget code ("31160000"), a quantity ("1.0000"), a unit ("EA"), a price ("144.00000"), and a currency ("USD").

Below the table, there are buttons for "View Line Details", "Approve", and "Deny". A "Change Request Line(s)" section is expanded, showing a table of change request details. This table has columns for "Line", "Sched", "Field Name", "New Field Value", "Prior Value", and "Reason Code". The details include changes to item description, attention to (SEMINOLE, SUSIE), requisition quantity (5.00000 to 2.00000), and requisition price (195.00000 to 155.00000).

At the bottom, there's a "Review/Edit Approvers" section with an "Expand section" button and a "Comments" field. There are also links for "Return to Worklist" and "Approval History".

Step	Action
9.	Click the <b>Review/Edit Approvers Expand section</b> button. 



# OMNI

## Training Guide

Step	Action
10.	<p>After determining all information on the Requisition is correct and the expenditure is authorized, click the <b>Approve</b> button.</p> <p><b>NOTE:</b> If you click the Deny button comments will be required</p> <div style="border: 1px solid black; padding: 2px; display: inline-block;"> <input checked="" type="checkbox"/> Approve         </div>

Step	Action
11.	<p>Click the <b>Return to Worklist</b> link.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block;">Return to Worklist</div>
12.	<p>Click the <b>Home</b> link.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block;">Home</div>
13.	<p><b>Congratulations!</b> You have completed this topic.</p> <p><b>End of Procedure.</b></p>