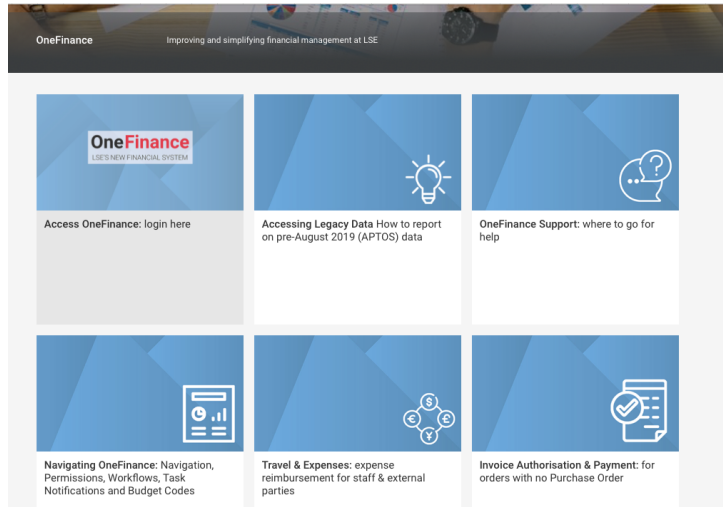
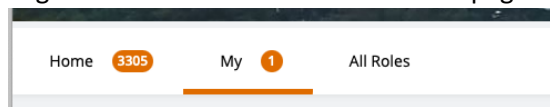


# Creative Cloud Subscription: Step-by-Step Guide

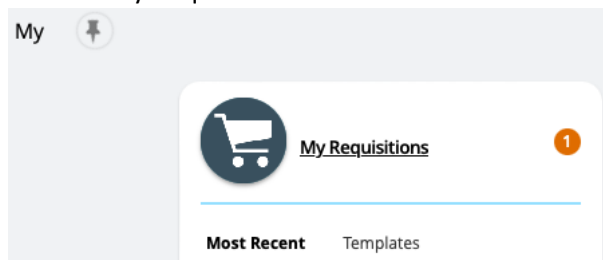
## 1. Login to [OneFinance](#):



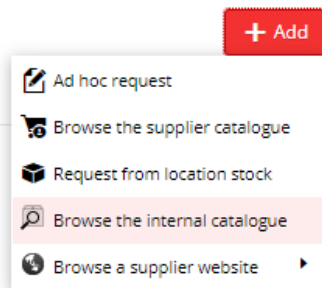
- Log in to OneFinance and in the Home page click **"My"** in the navigation bar



- Click on My Requisitions



- Click on **"Add"**, and select **"Browse the internal catalogue"**.



## 2. Filter the Internal Catalogue:

- You are presented with internal catalogue items from both Estates and DTS. Click on the supplier filter “**Academia Ltd**” :


Filters	Clear all
^ CATALOGUE	
<input type="checkbox"/> Estates Stores	0
<input type="checkbox"/> IT Catalogue	6
<input type="checkbox"/> LSE Main Catalogue	0
^ SUPPLIER	
Clear	
<input checked="" type="checkbox"/> Academia Ltd	6

## 3. Choose the Creative Cloud subscription required:


Click the check box ☒ button next to subscription(s) required and then click “Add and continue”

Add and continue

## Browse Catalogue





Search



Filters

Clear all





1 SELECTED

Add

Add and continue

< 6 records.

^ CATALOGUE

☐

Estates Stores0

☐

IT Catalogue6

☐

LSE Main Catalogue0

^ SUPPLIER

Clear

☒

Academia Ltd6

^ CLASS

☐

IT & Telecoms6

^ CATEGORY

☐


IT Software6

^ GROUP

☐


Software

☐



**Adobe Audition**  
ADOBE AUD | Academia Ltd | ADOBE AUD | Software  
Adobe Audition - a named user subscription licence for  
(Annual subscription is charged on a pro-rata basis until  
2025. (Generic/shared email addresses may not be used)

☒



**Adobe Creative Cloud (all apps)**  
ADOBE CC | Academia Ltd | ADOBE CC | Software  
Adobe Creative Cloud (all apps) - a named user subscrip  
cloud suite (Annual subscription is charged on a pro-r  
renewal March 2025. (Generic/shared email addresses)

#### 4. Return to the requisition screen:

- After submission, return to OneFinance to continue the process.
- Click on the “**Edit**” button

←

cia

→

Requisition

Enterprise Search

?

...

Submit for Approval

Requisition (RQ00028535)

1 item, Total (Exclusive) GBP 678.54

LSE Purchasing

Changed by james Irvine at 13-Mar-2024 11:02:55

View audit det

Requested Items

1 item

1 item is not fully costed

Costing Summary

1 dissection

Settings

LSE purchasing location

Required 20-Mar-2024

Entered

Addresses

Address Not Used

United Kingdom

Authorisation History

2 items

Attachments

0 Attachments

Requested Items

1 record.

Base:Dell Latitude 5340 XCTO Base

DELL CORPORATION LTD | 210-BGBF

Quantity 1.00

Unit Amount (Inclusive) 814.25

REQUIRED 20-MAR-2024

TBC

PURCHASE

NOT FULLY COSTED

+ Add

...

Edit

→

REQUISITION

UNAPPROVED

Requisition

814.25

678.54 (Ex)

EA

1 DISSECTION

Additional Details

Do you want to Transfer Purchase Orders to the Supplier?

Y

Display Amounts on Purchase Orders?

Y

Description	Quantity	Unit	Unit Price (Exclusive)	Line Amount (Exclusive)
Dell Latitude 5340 XCTO Base	1.00	ea	678.54	GBP 678.54

Costing Summary

Ledger	Account	Exclusive	Inclusive
GL	000-00000-00000-34002	678.54	GBP 814.25
Total		814.25	

## 5. Add End User Details:

- In the comment field, provide the following details of the recipient:
  - Full Name
  - LSE Email address
  - Room Number (Installation Point)

^ Item : Base;Dell Latitude 5340 XCTO Base (210-BGBF)

Line Source	Web Catalogue
Description	Base;Dell Latitude 5340 XCTO Base
Long Description	Base;Dell Latitude 5340 XCTO Base
Supplier Product	210-BGBF
Comment	Joe Bloggs j.bloggs@lse.ac.uk CLM S50

## 6. Specify Delivery Details

- Select the Delivery Point to **"110 – DTS Administration"** for campus delivery. Orders with other delivery points will be rejected.

Delivery Point Type *	UUKGEN (LSE Delivery Poi...
Destination Inventory Location	
^ Categorisation	
Commodity Code	43211503 (Notebook computers)
^ IT Procurement	
IT Service Desk Number	

Delivery Point \*

TBC

16 Accounting Admin

106 Post Room-Accounting

107 Post Room-Accounting Admin

108 Post Room-CARR

109 Post Room-Anthropology

110 DTS Administration

Advanced search

Unit Amount (Exclusive) (GBP)	678.54	Line Amount (Exclusive) (GBP)	678.54
Delivery Point Type *	UUKGEN (LSE Delivery Poi...	Delivery Point *	110 (DTS Administration)
Destination Inventory Location			

## 7. Procurement Policy

- Select the Procurement Procedure followed to **"CAT (Catalogue Order)"**
- In the Contract / Framework Reference No. type in **"T23-056"**

^ Procurement Policy

Procurement Procedure followed	CAT (Catalogue Order)
Contract / Framework Reference No.	T23-056
Additional Comments for Procurement	

✓ Contact Details

## 8. Complete Cost Account Selection

- Click on Account and select “**Advanced search**” and in the pop-up window input your budget code into the **cost centre box** and click OK.

Account Account Name

10.0.1000.1267.33004	LSE. Operating - Core. Service Line Mana
10.0.1000.1267.33009	LSE. Operating - Core. Service Line Mana
10.0.1000.1267.33017	LSE. Operating - Core. Service Line Mana
10.0.1000.1267.34002	LSE. Operating - Core. Service Line Mana
10.0.1000.1268.34001	LSE. Operating - Core. Research. IT Hardw
10.0.1000.1268.34101	LSE. Operating - Core. Research. IT Appli
10.0.1000.1268.34103	LSE. Operating - Core. Research. IT Cloud

Advanced search

10.0.0000.@@@@.34002

Apply Cost Account To All Lines Add Another Cost Account

Account

Components Accounts

Entity 10 (LSE) ✓

Activity 0000 (Default) ✓ Inactive

Cost Centre @@@@ 1 Invalid

Nominal Account - - - - - ✓

10.0.0000.@@@@.34002 failed the validation checks.  
Please enter a valid Account.

OK Cancel

Account

Components Accounts

Entity 10 (LSE) ✓

Activity 1000 (Operating - Core) ✓

Cost Centre - - - - - ✓

Nominal Account - - - - - ✓

OK Cancel

- If there are multiple lines on the requisition you will need to complete the process above for each item. On completing the final line tick the button below to ensure all lines are charged to your designated code

Apply Cost Account To All Lines Add Another Cost Account

9. Save and Submit for Approval:

- Save the information – click “Save”.

Requisition (RQ00028535) 1 Item, Total (Exclusive) GBP 678.54

Requested Items

Costing Summary

Settings

Addresses

Authorisation History

Attachments

Contract / Framework Reference No.

Additional Comments for Procurement

Contact Details

External Reference

Cost Account

Charge Type

Charge Code

Ledger

Account

VAT Rate

Apply Cost Account To All Lines

Add Another Cost Account

REQUISITION

UNAPPROVED

Requisition

Reference

Status

Required

Requisition User

Requisition Total

Additional Details

By any used by the user

Display Amounts on Purchase Order(s)

Description

Quantity

Unit

Unit Price (Exclusive)

Line Amount (Exclusive)

Costing Summary

Ledger

Account

Exclusive

Inclusive

Total

- Submit the request for approval – click “Submit for Approval”.

Submit for Approval

Requisition (RQ00028535) 1 Item, Total (Exclusive) GBP 678.54

Requested Items

Costing Summary

Settings

Addresses

Base;Dell Latitude 5340 XCTO Base

DELL CORPORATION LTD | 210-BGBF

Quantity

Unit Amount (Inclusive)

REQUIRED 20-MAR-2024

110

PURCHASE

GBP 814.25

678.54 (Ex)

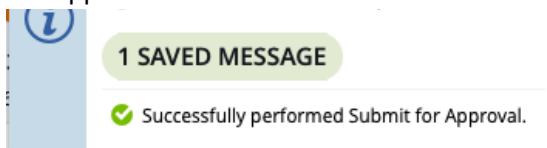
EA

1 DISSECTION

Edit

Submit for Approval

- You will then be notified that the requisition has been successfully submitted for approval.



- Please note you order will not be placed until budget holder approval has been given via the One Finance approvals process. Any delay in budget approval will impact the estimated delivery date quote in the Dell portal.