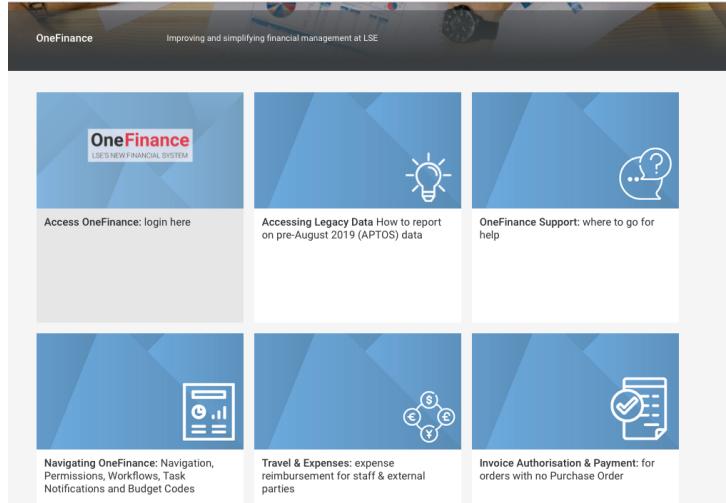
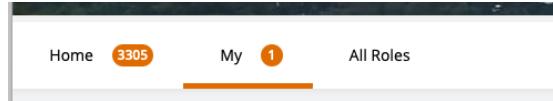


# Adobe Acrobat Pro Subscription: Step-by-Step Guide

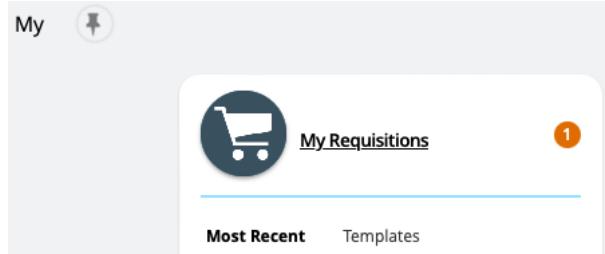
## 1. Login to [OneFinance](#):



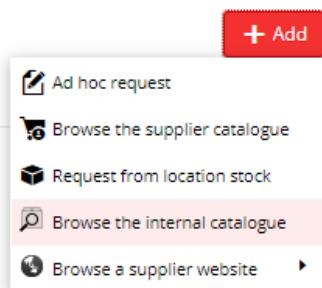
- Log in to OneFinance and in the Home page click "My" in the navigation bar



- Click on My Requisitions



- Click on the button 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 “**SOFTCAT LIMITED**”

**Filters** Clear all

**^ CATALOGUE** Clear

- Estates Stores 0
- IT Catalogue 7
- LSE Main Catalogue 0

**^ SUPPLIER** Clear

- SOFTCAT LIMITED 7

3. **Choose the Adobe Acrobat Pro subscription required:**

Click the check boxes  next to subscription(s) required and then click the Add and continue button.

adobe acrobat pro subscription

**Filters** Clear all 1 SELECTED Add Add and continue Continue

**^ CATALOGUE** Clear

- Estates Stores 0
- IT Catalogue 7
- LSE Main Catalogue 0

**^ SUPPLIER** Clear

- SOFTCAT LIMITED 7

	<b>Adobe AcrobatPro (Teams)</b> ACROBAT   SOFTCAT LIMITED   65297936BB04A12   Software	GBP 78.84 65.70 (EX) EACH (1) 7 DAYS	<span>Quantity</span> <input type="text" value="1"/> <span>Add</span>
<small>65297936BB04A12 - Adobe Acrobat Pro (Teams) - a named user subscription licence for the Adobe Acrobat Pro (Annual subscription is charged on a pro-rata basis until the agreement renewal March 2026. (Generic/shared email addresses may not be used)</small>			

4. **You will be returned to the requisition screen:**

- Click on the Edit button

## 5. Add End User Details:

- In the comment field, provide the following details of the recipient:
  - Full Name
  - LSE Email address

### Adobe Acrobat Pro Subscription

#### Item : Adobe Acrobat Pro Subscription (65297936BB04A12)

Line Type	Catalogue
Line Action	Purchase
Description *	Adobe Acrobat Pro Subscription
Long Description	<p>65297936BB04A12 Adobe Acrobat Pro - a named user subscription licence for the Adobe Acrobat Pro (Annual subscription is charged on a pro-rata basis until the agreement renewal March 2025. (Generic/shared email addresses may not be used)</p>
Comment	<p>Joe Bloggs j.bloggs@lse.ac.uk</p>

## 6. Specify Delivery Details

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

Unit Amount (Exclusive) (GBP)	678.54
Delivery Point Type *	UUKGEN (LSE Delivery Po...)
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 “**T25-042**”

## ^ Procurement Policy

Procurement Procedure followed	CAT (Catalogue Order)	▼
Contract / Framework Reference No.	T25-042 Adobe Licences	
Additional Comments for Procurement		

## 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.

<b>Contact Details</b>	
<input type="checkbox"/> Contact Details (If raised on behalf of another)	
<b>External Reference</b>	
<input type="checkbox"/> Spear Reference (IGC Staff Only)	
<input type="checkbox"/> Planon Reference (Estates Staff Only)	
<b>Cost Account</b>	
<input type="checkbox"/> Charge Type *	
<input type="checkbox"/> UKDEFAULT (Default Item)	
<input type="checkbox"/> Advanced search	
<input type="checkbox"/> Ledger *	
GL (23GLACT) <input type="button" value="..."/>	
<input type="checkbox"/> VAT Rate *	
P1 (Partially Recoverable) <input type="button" value="..."/>	
<input type="checkbox"/> Apply Cost Account To All Lines <input type="checkbox"/> Add Another Cost Account	

Base: Dell Latitude 5340 XC

Contract / Framework Reference: NDNA

Additional Comments for Procurement:

**Contact Details**

Contact Details (if raised on behalf of):

**External Reference**

Spear Reference (IGC Staff Only):

Planon Reference (Estates Staff Only):

**Cost Account**

Account

**Components** **Accounts**

Entity: 10 (LSE) ✓

Activity: 0000 (Default) ✓ **Inactive**

Cost Centre: @@@@ ✗ **Invalid**

Nominal Account: ✓

**10.0.0000.@@@.0002** ✗  
Account '10.0.0000.@@@.0002' failed the validation checks.  
Please enter a valid Account.

**OK** **Cancel**

Account

Entity	10 (LSE)	<input checked="" type="checkbox"/>
Activity	1000 (Operating - Core)	<input checked="" type="checkbox"/>
Cost Centre		<input checked="" type="checkbox"/>
Nominal Account		<input checked="" type="checkbox"/>

- 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**

**Adobe Acrobat Pro Subscription**

Procurement Procedure followed: CAT (Catalogue Order)

Contract / Framework Reference No.: T23-070

Additional Comments for Procurement

**Contact Details**

Contact Details (If raised on behalf of another user)

**External Reference**

Spear Reference (UGC Staff Only)

Planon Reference (Estates Staff Only)

**Cost Account**

Charge Type \*: U1U2DEFAUT (Default Item...), Charge Code \*: NA (NA)

Ledger \*: GL (24GLACT), Account \*:

VAT Rate \*: P1 (Partially Recoverable - ...)

Apply Cost Account To All Lines  Add Another Cost Account

**REQUISITION** **UNAPPROVED** **RQ00005158**

Reference: T23-070  
Entered: 08 Jul 2024  
Last Modified: 08 Jul 2024  
Requisition Date: 08 Jul 2024  
Requisition Total: GBP 77.60

**Additional Details**

Expenditure Type: Purchase  
Expenditure Category: Purchase  
Budget: Y  
Actual Amount: Y  
Purchase: Y

**Line Items**

Description	Quantity	Unit	Unit Price (Excl. VAT)	Line Amount (Excl. VAT)
Adobe Acrobat Pro Subscription (00000000000000000000000000000000)	1.00	each	77.60	77.60

**Costing Summary**

Category	Amount	Period	Unit
1.00	77.60	08 Jul 2024	GBP 77.60
1.00	77.60	08 Jul 2024	77.60

- Submit the request for approval – click **Submit for Approval**

**Submit for Approval**

**Requisition (RQ00046591)**

1 item, Total (Exclusive) GBP 65.70

**Requested Items**

Category	Description	Quantity	Unit	Unit Amount (Inclusive)	Line Amount (Inclusive)
Requested Items	Adobe AcrobatPro (Teams)	1	each	65.70	65.70

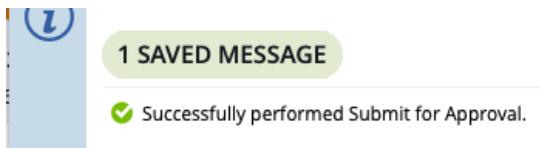
**Costing Summary**

Category	Amount	Period	Unit
1.00	65.70	04-Jun-2025	65.70 (Ex)
1.00	65.70	04-Jun-2025	65.70 (Incl. VAT)

**Settings**

LSE purchasing location  
Required 04-Jun-2025  
Entered

- 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.