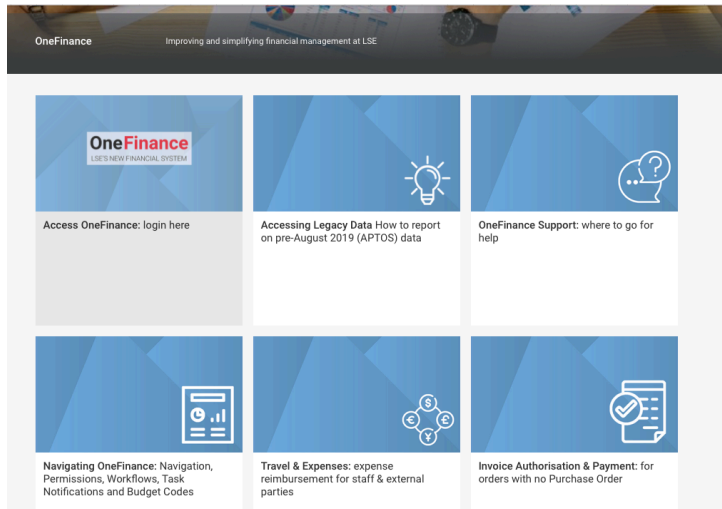
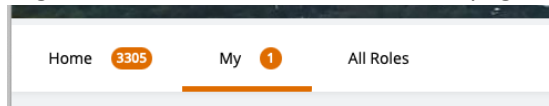


# Adobe Acrobat Pro Subscription: Step-by-Step Guide

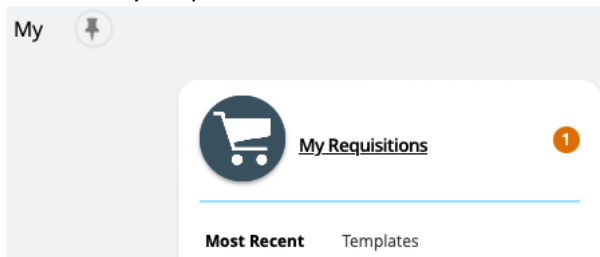
## 1. Login to [OneFinance](#):




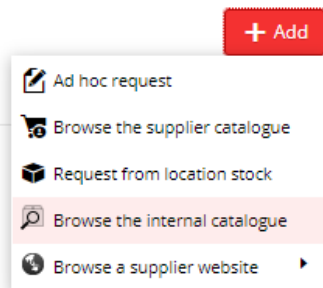
- Log in to OneFinance and in the Home page click “My” in the navigation bar



- 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 “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	
<input checked="" type="checkbox"/> Academia Ltd	6

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

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

The screenshot shows a search results page for 'Adobe Acrobat Pro Subscription'. On the left, there are filter sections for 'CATALOGUE' and 'SUPPLIER'. Under 'CATALOGUE', 'IT Catalogue' is selected with 6 items. Under 'SUPPLIER', 'Academia Ltd' is selected with 6 items. The main content area shows a single item: 'Adobe Acrobat Pro Subscription' from 'academia technology group'. The item details include: '65297936BB | Academia Ltd | 65297936BB04A12 | Software', '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))', and a price of 'GBP 87.60' (73.00 (Ex) EACH (1) with a 7 DAY lead time). A quantity input field is set to '1'. There are 'Add' and 'Add and continue' buttons.

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

- Click on the  button

The screenshot shows the 'Requested Items' section of a requisition screen. It displays one item: 'Adobe Acrobat Pro Subscription' from 'academia technology group'. The item details include: '65297936BB | Academia Ltd | 65297936BB04A12', 'Quantity: 1.00', 'Unit Amount (Inclusive): 87.60', and 'REQUIRED 16-JUL-2024'. There are also 'PURCHASE' and 'NOT FULLY COSTED' status indicators. The price is shown as 'GOODS GBP 87.60' (73.00 (Ex) EACH) with a '1 DISSECTION' note. There are 'Add', 'Edit', and '...' buttons.

## 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	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)
Comment	1969 Joe Bloggs j.bloggs@lse.ac.uk

## 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 *	UUUGEN (LSE Delivery Pol...	Delivery Point *	TBC
Destination Inventory Location		Accounting Admin	
Categorisation		106	Post Room-Accounting
Commodity Code	43211503 (Notebook computers)	107	Post Room-Accounting Admin
IT Procurement		108	Post Room-CARR
IT Service Desk Number		109	Post Room-Anthropology
		110	DTS Administration
		Advanced search	
Unit Amount (Exclusive) (GBP)	678.54	Line Amount (Exclusive) (GBP)	678.54
Delivery Point Type *	UUUGEN (LSE Delivery Pol...	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 "T23-070"

## ^ Procurement Policy

Procurement Procedure followed CAT (Catalogue Order) <span style="float: right;">▼</span>
Contract / Framework Reference No. T23-070
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.

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

Components	Accounts
Entity	10 (LSE) ✓
Activity	0000 (Default) ✓ Inactive
Cost Centre	@@@ Invalid
Nominal Account	34002 (IT Hardware Accessories) ✓

Components	Accounts
Entity	10 (LSE) ✓
Activity	1000 (Operating - Core) ✓
Cost Centre	1271 (End User Computing) ✓
Nominal Account	34101 (IT Application Software) ✓

10.0.1000.1271.34101 ✓

- 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

P1 (Partially Recoverable - ...)

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

Speare Reference (IGC Staff Only)

Planon Reference (Estates Staff Only)

^ Cost Account

Charge Type \*  
UJKRDEFAULT (Default Itte...)

Charge Code \*  
NA (NA)

Ledger \*  
GL (24GLACT)

Account \*  
10.0.1000.1271.34001 (IT Hardwa...)

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

Apply Cost Account To All Lines  Add Another Cost Account

Cancel **Save**

REQUISITION UNAPPROVED

Requisition RQ00039158

Reference Issued 09-Jul-2024  
Required 16-Jul-2024  
Requisition User Gervase Howells

Requisition Total GBP 87.60

Additional Details

Do you need to Reprint Purchase Order(s) to the Supplier? Y Display Amounts on Purchase Order(s) Y

Description	Quantity	Unit	Unit Price (Exclusive)	Line Amount (Exclusive)
Adobe Acrobat Pro Subscription Academia Ltd - 65297936BB04A12	1.00	each	73.00	GBP 73.00

Costing Summary

Ledger	Account	Exclusive	Inclusive
GL	10.0.1000.1271.34001	73.00	GBP 87.60
DISACT	LSE - Cost - Arch User Comput - IT Hardware		
<b>Total</b>			<b>87.60</b>

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

**Submit for Approval**

Requisition (RQ00039158) 1 item, Total (Exclusive) GBP 73.00

Requested Items 1 item

Requested Items 1 record.

<p>Costing Summary 1 dissection</p> <p>Settings LSE purchasing location Required 16-Jul-2024 <b>Entered</b></p>	<p><b>academia</b> Adobe Acrobat Pro Subscription 65297936BB   Academia Ltd   65297936BB04A12</p> <p>Quantity 1.00</p> <p>REQUIRED 16-JUL-2024</p> <p><b>PURCHASE</b></p>	<p>Unit Amount (Inclusive) 87.60</p> <p>TBC</p>	<p><b>GOODS</b> <b>GBP 87.60</b> 73.00 (Ex) EACH 1 DISSECTION</p> <p><b>Edit</b> <b>...</b></p>
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- You will then be notified that the requisition has been successfully submitted for approval.

**1 SAVED MESSAGE**

Successfully performed Submit for Approval.

- Please note you order will not be placed until budget holder approval has been given via the One Finance approvals process.