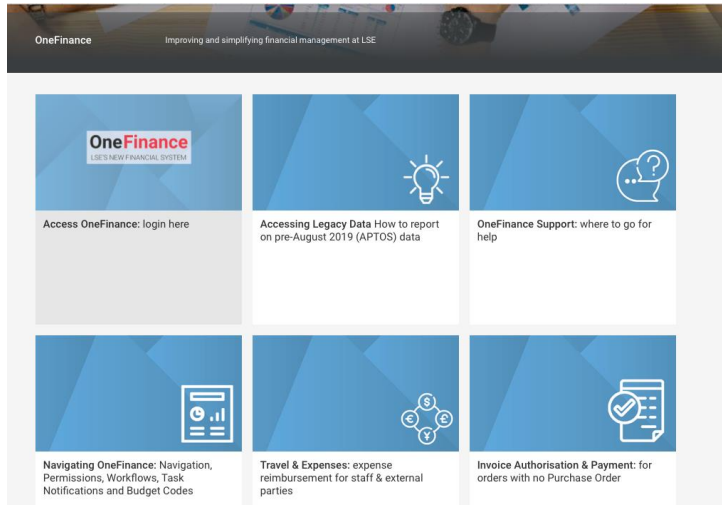
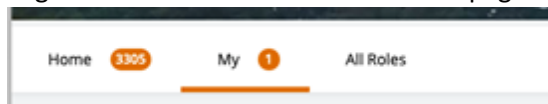


Power BI Professional Subscription: Step-by-Step Guide

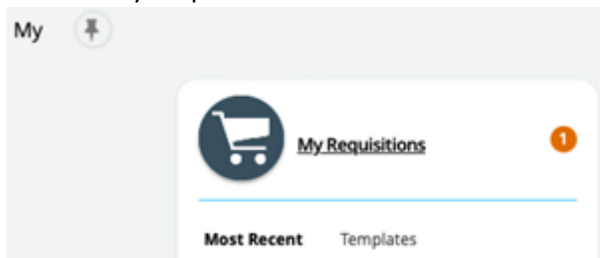
1. Login to OneFinance:



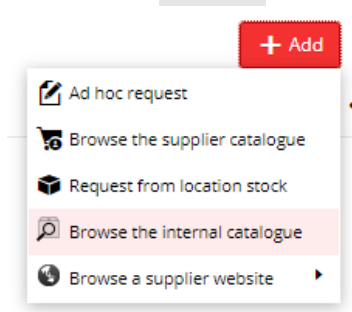
- Log in to OneFinance and in the Home page click “**My**” in the navigation bar



- Click on My Requisitions



- Click on the **+ Add** 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 “IT Catalogue”

Filters	Clear all
^ CATALOGUE	Clear
<input type="checkbox"/> Estates Stores	0
<input checked="" type="checkbox"/> IT Catalogue	11
<input type="checkbox"/> LSE Main Catalogue	0

3. **Choose the EES Power BI Professional subscription required:**

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

<input type="checkbox"/>		EES Power BI Professional POWER BI Phoenix Software Ltd NK5-00001 ADDITIONAL Software EES Power BI Professional for Education Shared Server All Languages Subscription Per User (Additional Product) *Monthly Subscription* - Academic - Licence	GBP 11.30 9.42 (Ex) EACH (1) 🕒 7 DAYS	Quantity <input type="text" value="1"/>	<input type="button" value="Add"/>
--------------------------	---	---	---	---	------------------------------------

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

- Click on the button

Requested Items + Add

1 record.

	EES Power BI Professional		GOODS
	POWER BI Phoenix Software Ltd NK5-00001 ADDITIONAL		GBP 11.30
	Quantity 1.00	Unit Amount (Inclusive) 11.30	9.42 (Ex) EACH
	REQUIRED 16-SEP-2024	TBC	1 DISSECTION
PURCHASE NOT FULLY COSTED		Edit ...	

5. **Add End User Details:**

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

← Requested Items

EES Power BI Professional

^ Item : EES Power BI Professional (NK5-0001 ADDITIONAL)

Line Type
Catalogue

Line Action
Purchase

Description *
EES Power BI Professional

Long Description
EES Power BI Professional for Education Shared Server All Languages
Subscription Per User (Additional Product) *Monthly Subscription* -
Academic - Licence

Comment 1973
Joe Bloggs
Joe.B@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 *
UURGEN (LSE Delivery Poi...

Destination Inventory Location

Categorisation

Commodity Code
43211503 (Notebook computers)

IT Procurement

IT Service Desk Number

Delivery Point *
TBC

- 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 *
UURGEN (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 **“S24-ID-303”**

^ **Procurement Policy**

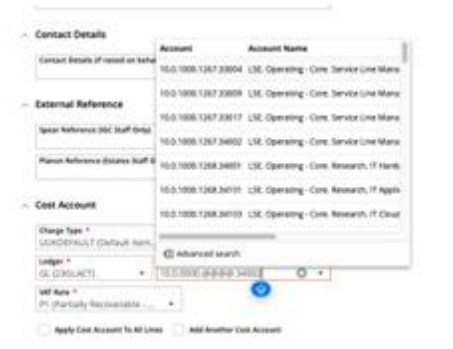
Procurement Procedure followed
CAT (Catalogue Order) ▼

Contract / Framework Reference No.
S24-ID-303

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.



- 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

PI (Partially Recoverable - ...)

Apply Cost Account To All Lines Add Another Cost Account

9. **Save and Submit for Approval:**

- Save the information – click  .

Requested Items

EES Power BI Professional Cancel Save

Item : EES Power BI Professional (NK5-00001 ADDITIONAL)

Line Type
Catalogue

Line Action
Purchase

Description *
EES Power BI Professional

Long Description
EES Power BI Professional for Education Shared Server All Languages Subscription Per User (Additional Product) *Monthly Subscription* - Academic - Licence

Comment
Joe Bloggs
Joe.B@lse.ac.uk

Goods / Service
Goods

Due *
16-Sep-2024

VAT Rate *
S (Standard Ra...)

REQUISITION UNAPPROVED

Requisition: RQ00040729

Reference Issued: 09-Sep-2024

Reference Required: 16-Sep-2024

Requisition User: Georgios Mavridis

Requisition Total: GBP 11.30

Additional Details

Do you want to Transmit Purchase Order(s) to the Supplier: Y Display Amounts on Purchase Order(s): Y

Description	Quantity	Unit	Unit Price (Exclusive)	Line Amount (Exclusive)
EES Power BI Professional <small>Phoenix Software Ltd - NK5-00001 ADDITIONAL</small>	1.00	each	9.42	GBP 9.42

Costing Summary

Ledger	Account	Exclusive	Inclusive
GL	000.0.00000.00000.34101	9.42	GBP 11.30
25GLACT IT Application		
Total			11.30

- Submit the request for approval – click Submit for Approval

Submit for Approval

Requisition (RQ00040729) ↔ ↵

1 item, Total (Exclusive) GBP 9.42

Requested Items

1 item
1 item is not fully costed

Costing Summary

1 dissection

Settings

LSE purchasing location
Required 16-Sep-2024
Entered

Requested Items + Add 📄

📶 🔍 1 record. 🖨️ ⋮

EES Power BI Professional GOODS

POWER BI | Phoenix Software Ltd GBP 11.30

NK5-00001 ADDITIONAL 9.42 (Ex)

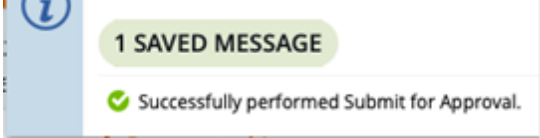
EACH

Quantity: 1.00 Unit Amount (Inclusive): 11.30 ☰ 1 DISSECTION

📅 REQUIRED 16-SEP-2024 📍 TBC

PURCHASE ▾ 1 more Edit ⋮

- 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.