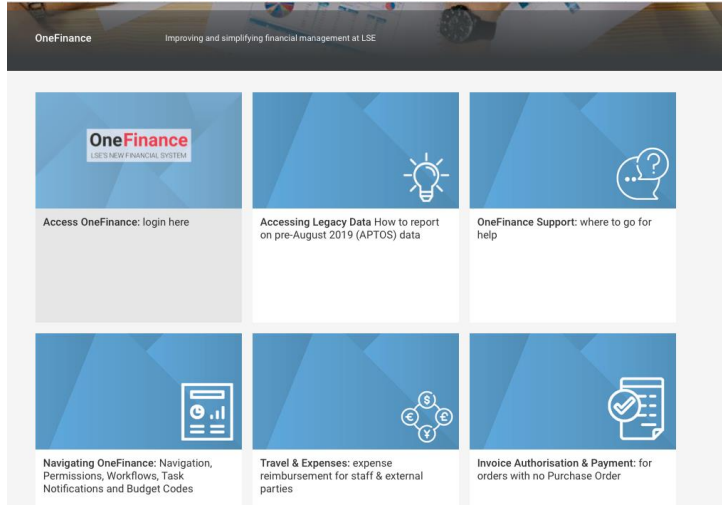
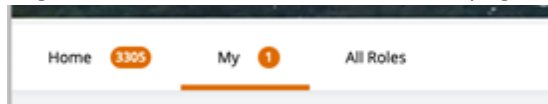


Visio Online Subscription: Step-by-Step Guide

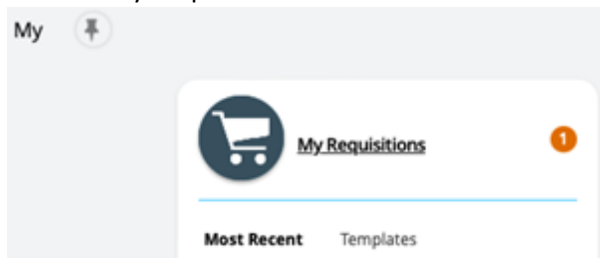
1. Login to OneFinance:



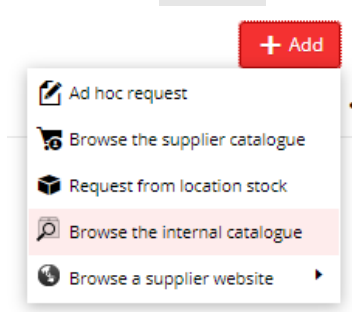
- Log in to OneFinance and in the Home page click “**My**” in the navigation bar



- 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 Visio Online subscription required:

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

^ CATALOGUE	Clear	<input type="checkbox"/>		EES Visio Online	GBP 11.81
<input type="checkbox"/> Estates Stores	0			EES VISIO Phoenix Software Ltd P4U-00001 ADDITIONAL Software	9.84 (Ex)
<input checked="" type="checkbox"/> IT Catalogue	11			EES Visio Online Plan 2 for Education Shared Server All Languages Subscription Per User (Additional Product) *Monthly Subscription* - Academic - Licence	EACH (1) 🕒 7 DAYS
<input type="checkbox"/> LSE Main Catalogue	0				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				<input type="button" value="+ Add"/>	<input type="button" value="📄"/>
🔍 1 record.				<input type="button" value="🖨"/>	<input type="button" value="⋮"/>
	EES Visio Online EES VISIO Phoenix Software Ltd P4U-00001 ADDITIONAL	Quantity 1.00	Unit Amount (Inclusive) 11.81	GOODS GBP 11.81 9.84 (Ex) EACH	📄 1 DISSECTION
	📅 REQUIRED 16-SEP-2024		👤 TBC	<input type="button" value="Edit"/>	<input type="button" value="⋮"/>
<input type="button" value="PURCHASE"/> <input type="button" value="NOT FULLY COSTED"/>					

5. **Add End User Details:**

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

The screenshot shows a 'Requested Items' form with the following fields:

- Line Type:** Catalogue
- Line Action:** Purchase
- Description *:** EES Visio Online
- Long Description:** EES Visio Online Plan 2 for Education Shared Server All Languages Subscription Per User (Additional Product) *Monthly Subscription* - Academic - Licence
- Comment:** Joe Bloggs
Joe.B@lse.ac.uk

The comment field is highlighted with a red border and includes a character count of 1973.

6. **Specify Delivery Details**

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

The screenshot shows a dropdown menu for 'Delivery Point' with the following options:

- Accounting Admin
- 106 Post Room Accounting
- 107 Post Room Accounting Admin
- 108 Post Room CARE
- 109 Post Room Anthropology
- 110 DTS Administration

Below the dropdown, the 'Delivery Point' is set to '110 (DTS Administration)'. The 'Unit Amount (Exclusive) (GBP)' is 678.54.

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.

Account	Account Name
100.1000.1267.2000.4	LSC, Operating - Core, Service Line Mana
100.1000.1267.2000.9	LSC, Operating - Core, Service Line Mana
100.1000.1267.2000.17	LSC, Operating - Core, Service Line Mana
100.1000.1267.2400.2	LSC, Operating - Core, Service Line Mana
100.1000.1268.2400.1	LSC, Operating - Core, Research, IT Hand
100.1000.1268.2400.1	LSC, Operating - Core, Research, IT Appl
100.1000.1268.2400.3	LSC, Operating - Core, Research, IT Clou

- 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 

Requested Items

EES Visio Online Cancel Save

Item : EES Visio Online (P4U-00001 ADDITIONAL)

Line Type
Catalogue

Line Action
Purchase

Description *
EES Visio Online

Long Description
EES Visio Online Plan 2 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 RQ00040726

Reference Issued 09-Sep-2024

Required 16-Sep-2024

Requisition User Georgios Mavridis

Requisition Total GBP 11.81

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 Visio Online <small>Phoenix Software Ltd - P4U-00001 ADDITIONAL</small>	1.00	each	9.84	GBP 9.84

Costing Summary

Ledger	Account	Exclusive	Inclusive
GL	@@.0.@@@0.@@@0.34101	9.84	GBP 11.81
25GLACT	***** IT Application		
Total			11.81

- Submit the request for approval – click Submit for Approval

Submit for Approval

Requisition (RQ00040726) 1 item, Total (Exclusive) GBP 9.84

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 1 record.

EES Visio Online

EES VISIO | Phoenix Software Ltd | P4U-00001 ADDITIONAL

Quantity 1.00 Unit Amount (Inclusive) 11.81

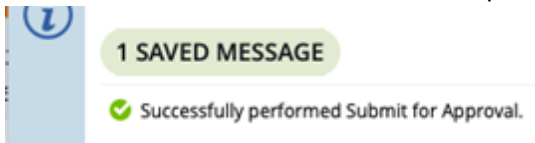
REQUIRED 16-SEP-2024 TBC

PURCHASE NOT FULLY COSTED

GOODS
GBP 11.81
9.84 (Ex)
EACH
1 DISSECTION

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.