

# INTRODUCING AN ENHANCED *MYFSU* *SERVICE CENTER* EXPERIENCE

## ENTERING BUDGET INFORMATION

### External Customers

- 1) Once you have approved an **Estimate**, you will be asked to provide budget information on the next screen

**Payment  
Information**

Before we can begin the requested work, please provide your payment information. FSU departments must provide valid Purchase Order (PO) details; FSU Budget Managers will be notified once the PO information has been submitted. External customers must provide a valid external account.

If you have any questions, please contact the ITS Service Desk at 850-644-4357 or [help.fsu.edu](http://help.fsu.edu).

- 2) Click the **radio button** next to **External Account**

**\* How do you plan to pay for this service?**

FSU PO

External Account

- 3) Click the **magnifying glass** and select the **External Account** from the provided list

**\* External Account** ⓘ

🔍 |

- 📄 (DIRECTO)
- 📄 /Volusia Counties
- 📄 000000352
- 📄 000003673
- 📄 000005331
- 📄 000007239
- 📄 000009083
- 📄 000010323

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## 4) Click **Next**



## 5) Confirmation screen will appear. You do not need to take any further action.

### **Response Received**

Your ITS estimate approval and budget information has been sent to our staff.

If you have any questions, please add a comment to your myFSU Service Center case or contact the ITS Service Desk at [help.fsu.edu](http://help.fsu.edu).

myFSU Service Center