

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

## ENTERING BUDGET INFORMATION

### Internal FSU 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 **FSU PO**

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

FSU PO

External Account

- 3) Enter the FSU **Department ID** and click **Continue**

**Tip:** If you enter the wrong Department ID, click **Clear** to start over

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

FSU PO

External Account

Enter Department ID !

6-digit code identifying your unique FSU department

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- 4) The on-screen form will update with fields for **Recurring** and **Non-Recurring** budget information  
**Note:** Refer to your estimate to identify if you need to provide budget details for recurring, non-recurring, or both.

Enter Department ID ⓘ  
108000

Recurring Billing Information

Fund Code ⓘ

Project ID ⓘ

PO ⓘ

Line Number ⓘ

Non-Recurring Billing Information

Fund Code ⓘ

Project ID ⓘ

PO ⓘ

Line Number ⓘ

- 5) In the **Fund Code** box, click the **magnifying glass** and choose from the list

Recurring Billing Information

Fund Code ⓘ

- 6) In the **Project ID** box, click the **magnifying glass** and choose from the list  
**Note:** If no project is associated with your request, select **No Project ID**

Project ID ⓘ

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7) In the **PO** box, click the **magnifying glass** and choose from the list




PO 

0001901556  
0001901560  
0001903277  
0001903283

8) In the **Line Number** box, click the **magnifying glass** and choose from the list



Line Number 

1  
Fu

9) Repeat steps 5-8 for entering additional budget details, if needed.

10) 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