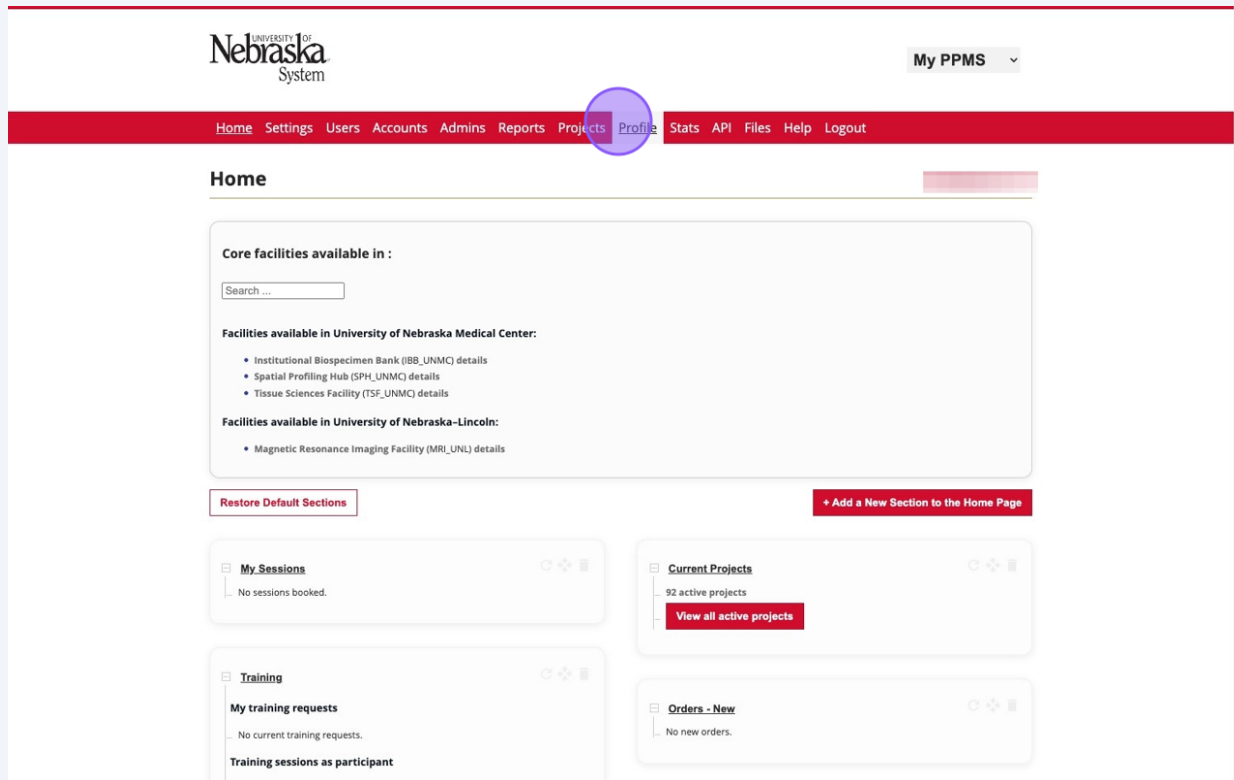


# Adding a New Cost Object/Financial Account

1 Click "Profile"



## 2 Click "New account authorization request"

Home Settings Users Accounts Admins Reports Projects Profile Stats API Files Help Logout

Communications on webinars:

Save

### Financial Account Information

Default Financial Account Number:

Change your default account number

Request authorization to use a financial account:

New account authorization request

Request authorization to manage a financial account:

New account management request

Financial Accounts available for use:

Account Number	Account Type	Origin	Start	End
		your account number		
		authorization		

### Code-based authentication and 2-factor setup

Setup or configure code-based authentication and 2-factor login

### User files

No files

## 3 Enter cost object number.

Home Settings Users Accounts Admins Reports Projects Profile Stats API Files Help Logout

Communications on webinars:

### Account authorization request

Select an account type

NU Internal (SAP)

Type Description:

Select or create an account

search an account...

You may add a note or comment that will be attached to this request:

4

Select cost object from drop down if it shows up **or** click "create this new account".

All cost objects will be validated with SAP. Invalid cost objects cannot be added.

Home Settings Users Accounts Admins Reports Projects Profile Stats API Files Help Logout

Communications on webinars:

**Account authorization request**

Select an account type

NU Internal (SAP)

Type Description:

Select or create an account

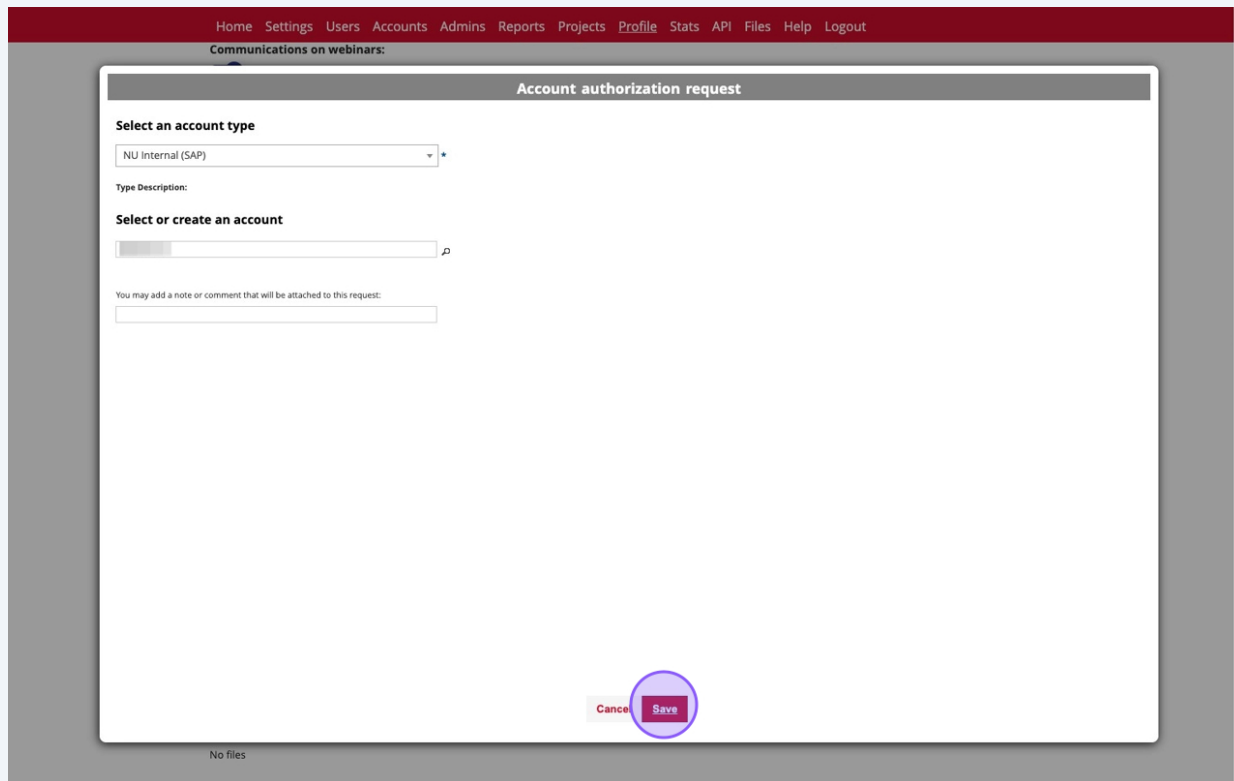
Create this new account Warning: this account number is not valid.

You may add a note or comment that will be attached to this request:

Cancel Save

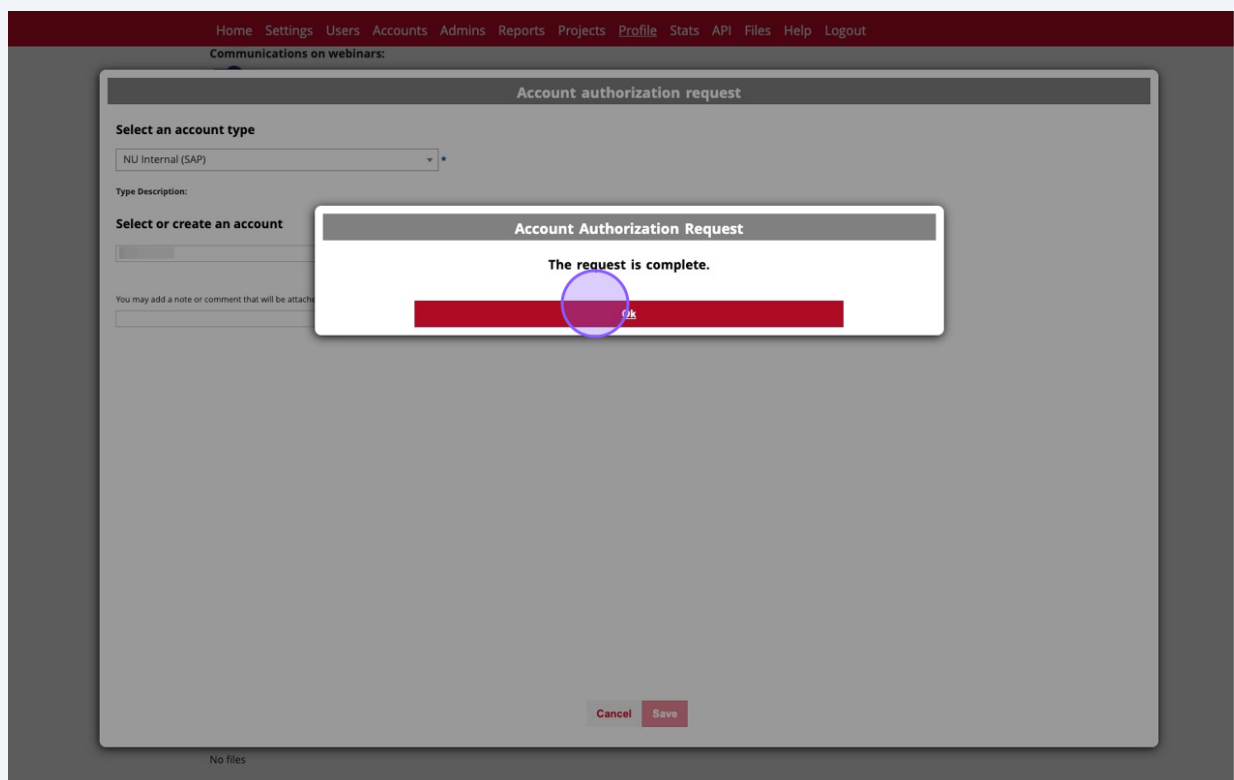
No files

## 5 Click "Save"



The screenshot shows a web application interface with a dark red header bar containing navigation links: Home, Settings, Users, Accounts, Admins, Reports, Projects, Profile, Stats, API, Files, Help, and Logout. Below the header, a sub-header reads "Communications on webinars:". The main content area features a form titled "Account authorization request". The form includes a dropdown menu labeled "Select an account type" with "NU Internal (SAP)" selected. Below this is a "Type Description:" label. Further down is a section "Select or create an account" with a text input field. At the bottom of the form is a text area labeled "You may add a note or comment that will be attached to this request:". At the bottom right of the form, there are two buttons: "Cancel" and "Save". The "Save" button is highlighted with a purple circle.

## 6 Click "Ok"



This screenshot shows the same "Account authorization request" form as in the previous step. A modal dialog box is now displayed in the center of the screen. The dialog has a title bar that says "Account Authorization Request" and a message that reads "The request is complete." Below the message is a red bar with a white "Ok" button. The "Ok" button is highlighted with a purple circle. The background form is dimmed, and the "Cancel" and "Save" buttons at the bottom are no longer visible.

**7**

Wait for a system administrator to approve your request.