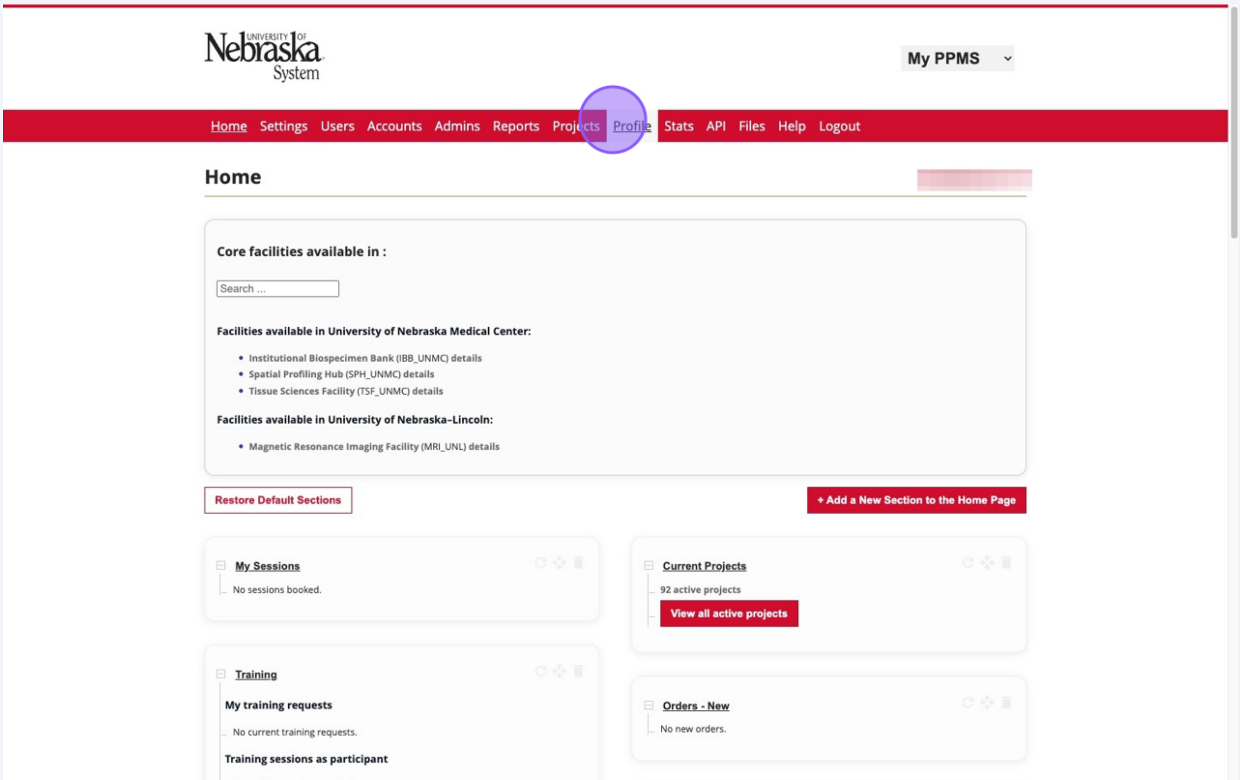
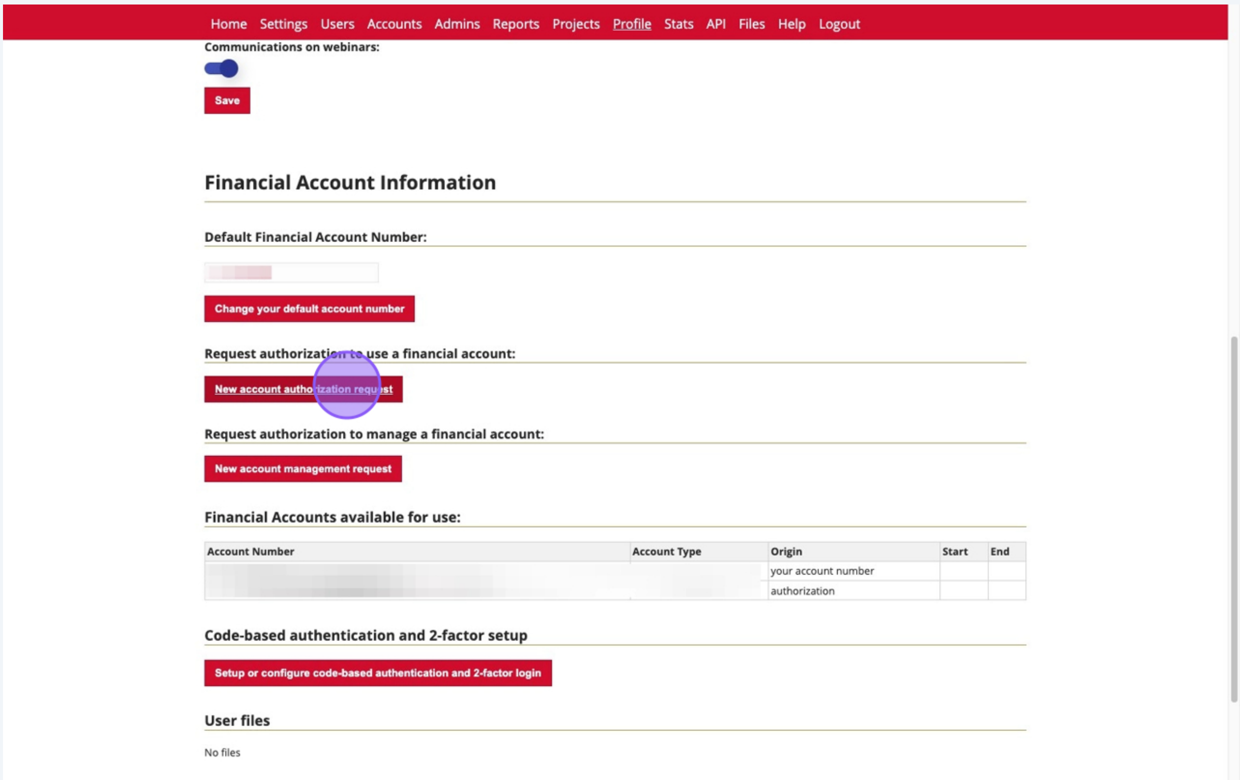
Adding a New Cost Object/Financial Account

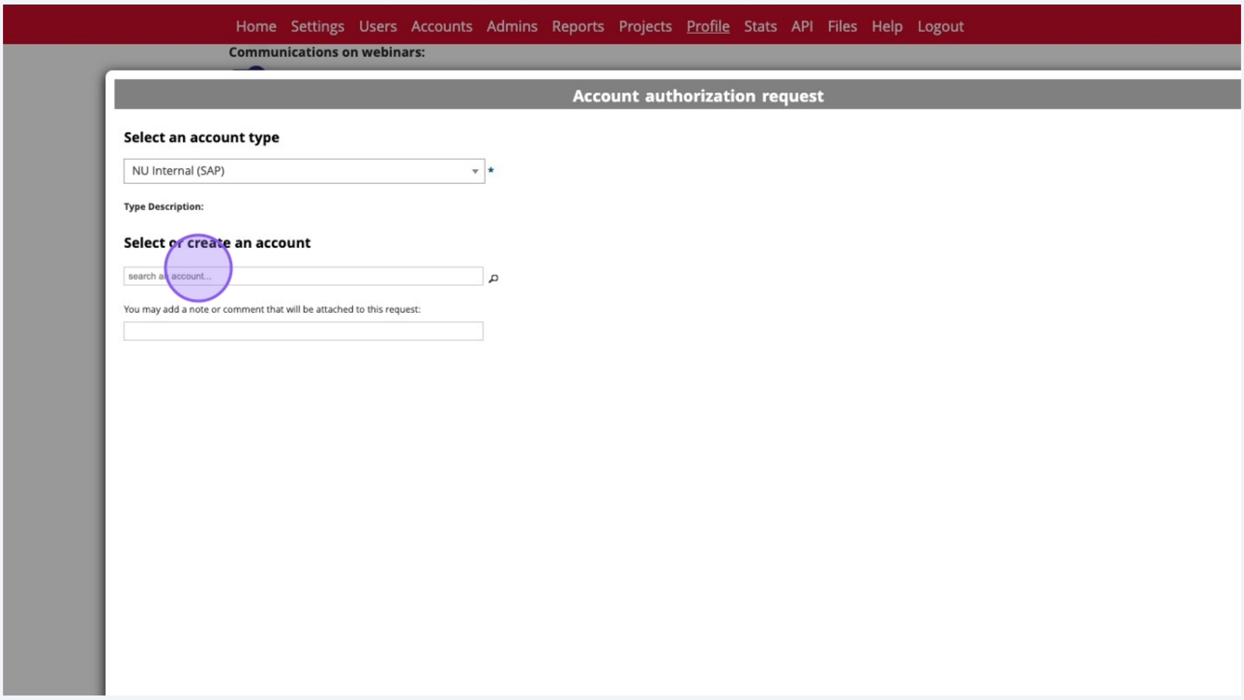
1 Click "Profile"



2 Click "New account authorization request"



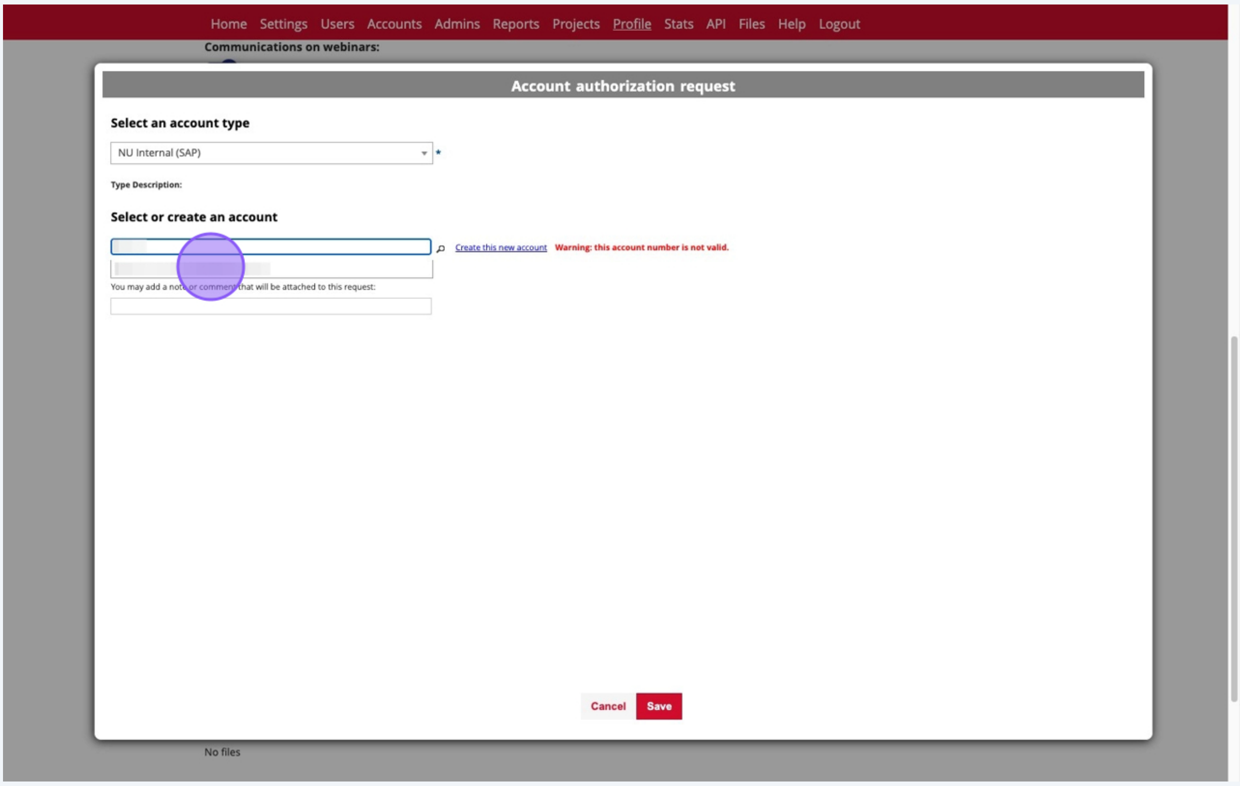
3 Enter cost object number.



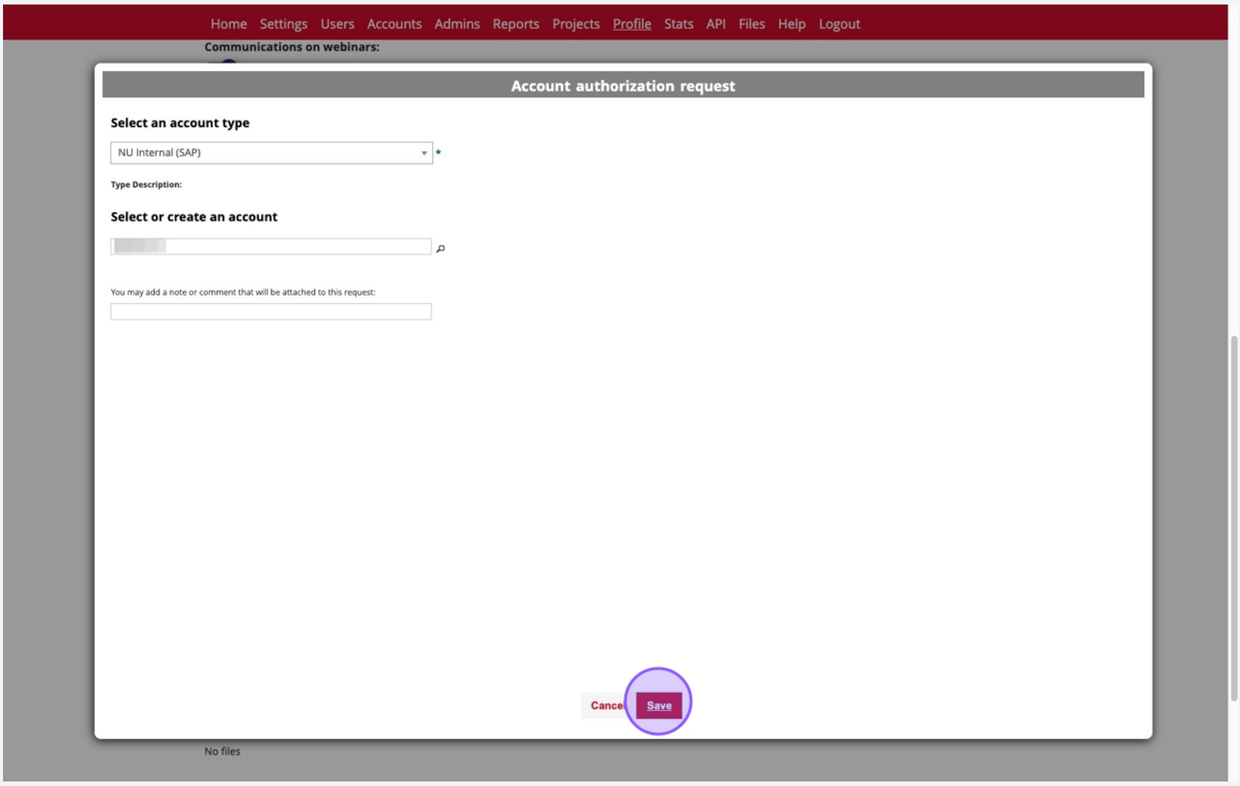
4

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

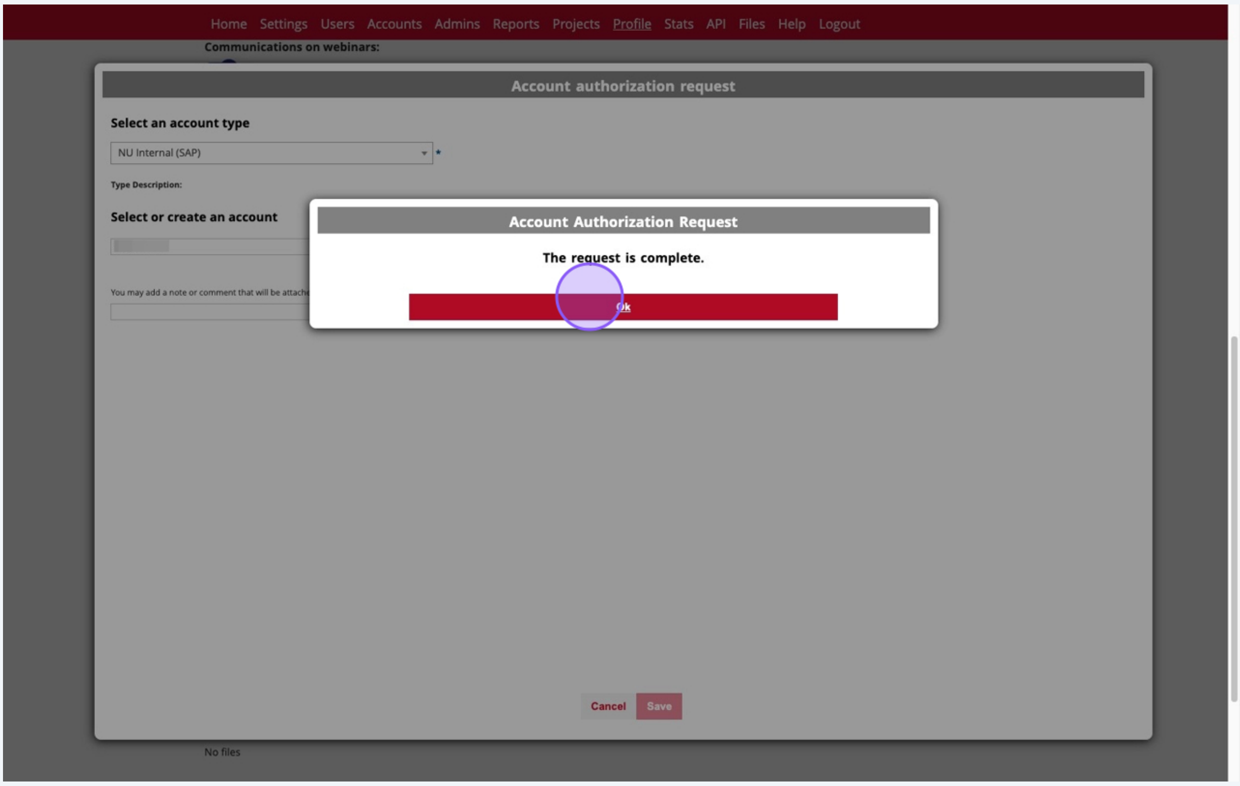
All cost objects will be validated with SAP. Invalid cost objects cannot be added.



5 Click "Save"



6 Click "Ok"



7 Wait for a system administrator to approve your request.