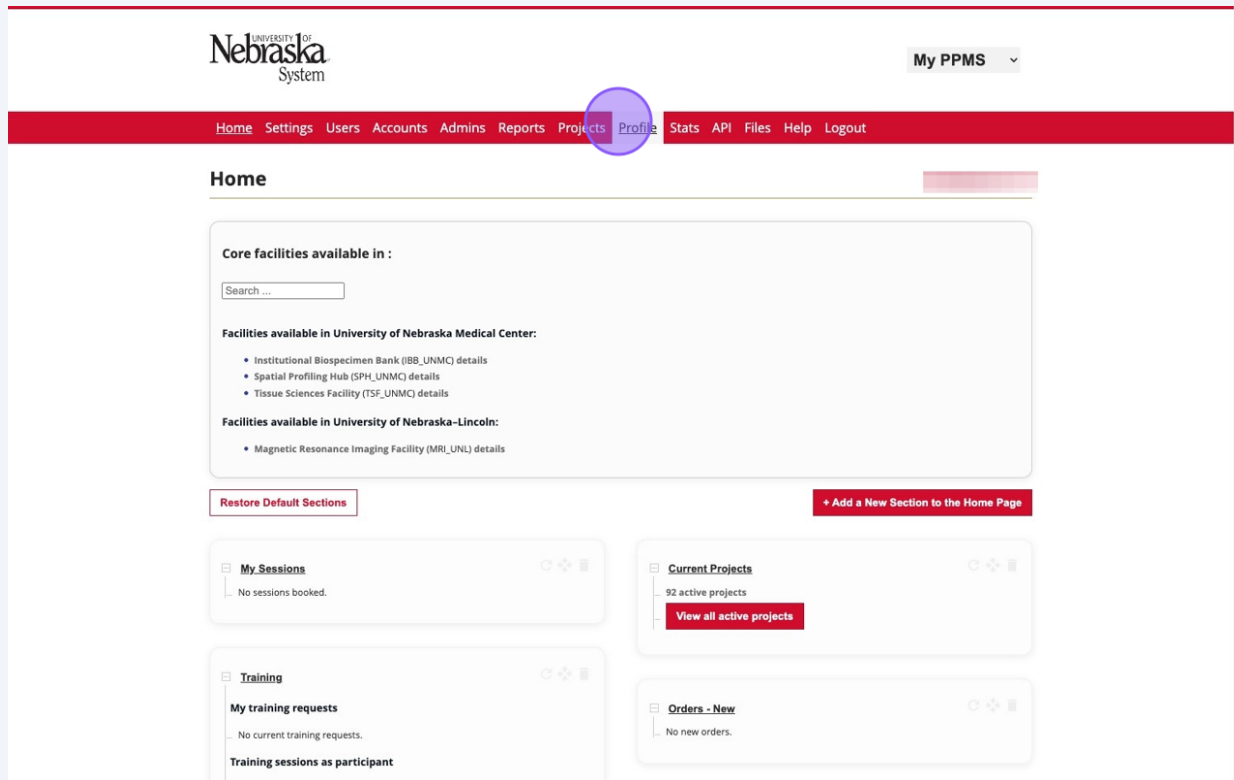


Cost Object/Financial Account Manager Request

1 Click "Profile"



2 Click this button field.

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

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		
		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

Save

Account manager request

Select an account type

NU Internal (SAP)

Type Description:

Select or create an account

Search an account.

4

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

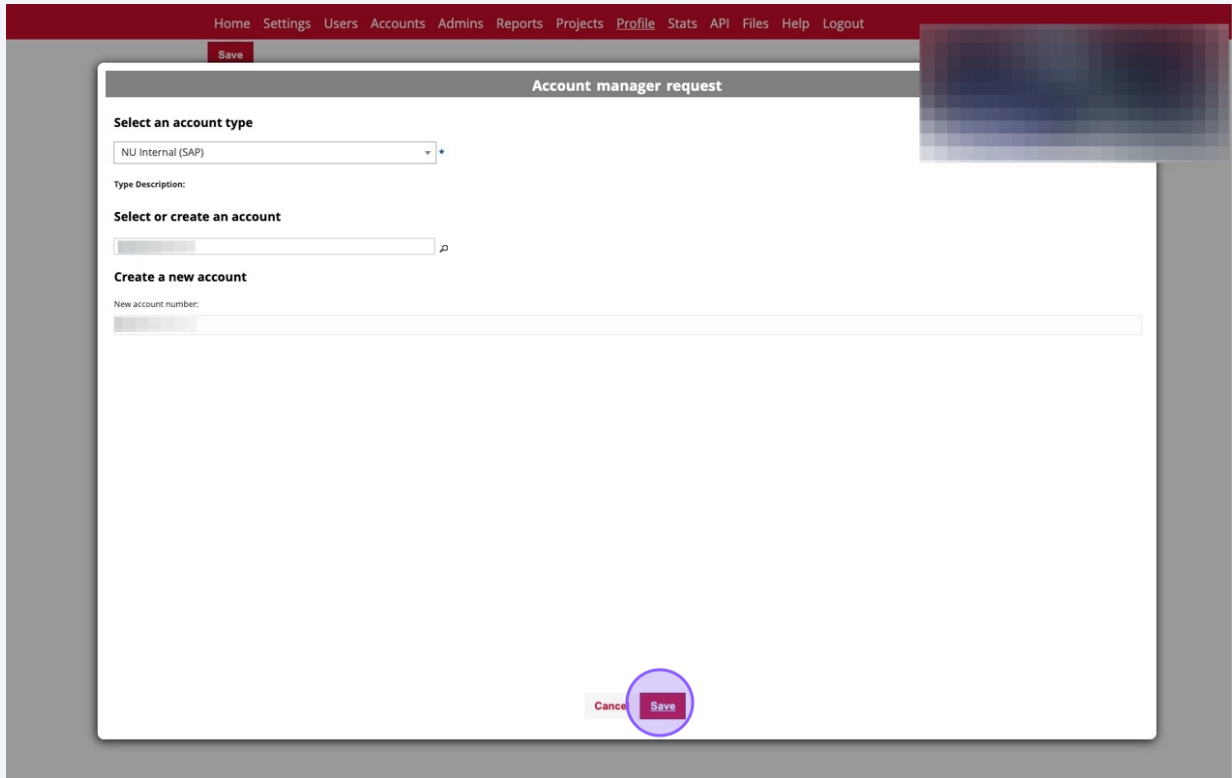
All cost objects will be validated with SAP. Invalid cost objects cannot be added.

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 is a modal window titled "Account manager request". Inside the modal, there is a "Save" button in the top left corner. The form contains the following elements:

- A section titled "Select an account type" with a dropdown menu showing "NU Internal (SAP)".
- A section titled "Type Description:".
- A section titled "Select or create an account" with a text input field and a "Create this new account" link.
- A "Cancel" button and a "Save" button at the bottom right of the modal.

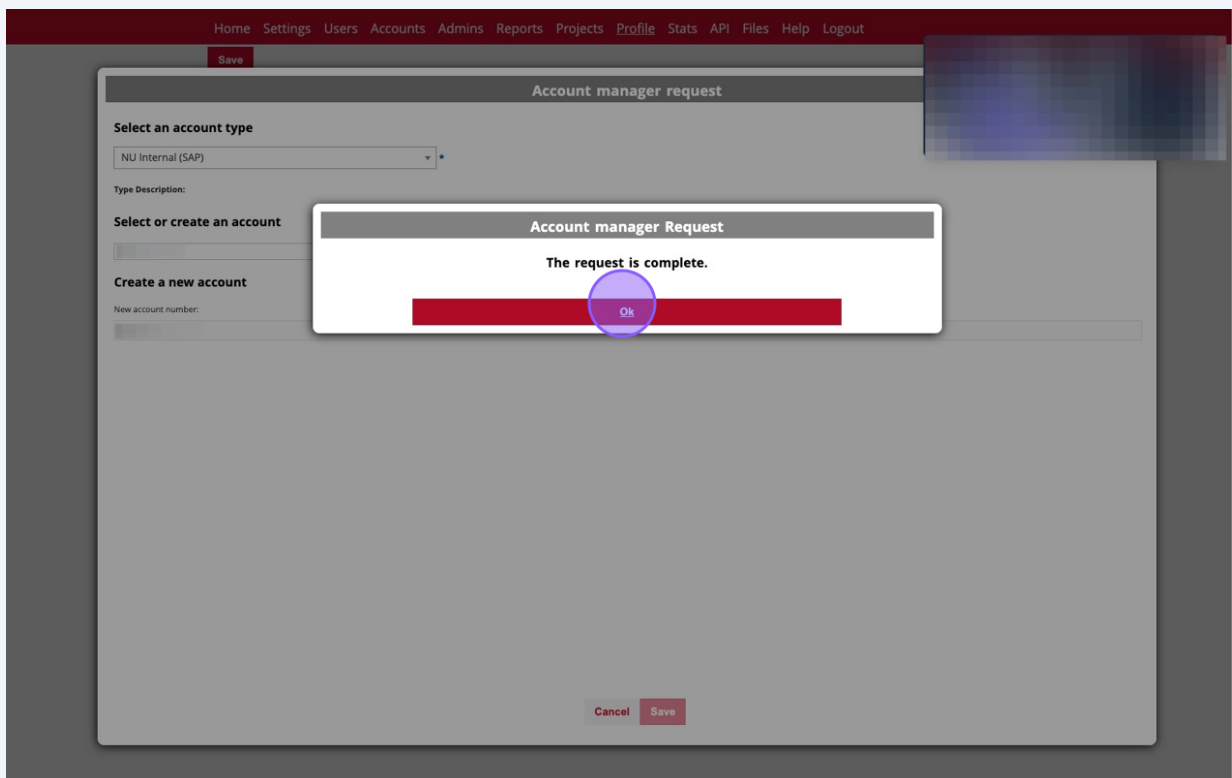
A purple circle highlights the "Create this new account" link.

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 modal window titled "Account manager request" is displayed. The modal has a "Save" button in the top left corner. The form inside the modal includes a dropdown menu for "Select an account type" (currently showing "NU Internal (SAP)"), a "Type Description:" label, a "Select or create an account" section with a text input field, and a "Create a new account" section with a "New account number:" label and a text input field. At the bottom right of the modal, there are "Cancel" and "Save" buttons. The "Save" button is highlighted with a purple circle.

6 Click "Ok"



The screenshot shows the same web application interface as the previous one. The "Account manager request" modal is still open. A confirmation dialog box titled "Account manager Request" is now displayed in the center of the screen. The dialog box contains the text "The request is complete." and an "Ok" button. The "Ok" button is highlighted with a purple circle. The background modal is dimmed, and the "Cancel" and "Save" buttons at the bottom are still visible.

7

Wait for a system administrator to approve your request.