

Unit Financial System (UFS) User Guide

Requesting a New Web UFS Node

1. To request a new **Web UFS Node**, expand Finance and select **Web UFS New Node**. Do not choose Web UFS as this is to request access for an existing node.
 2. Select Request Type (New or Existing Unit)
 3. Enter Unit Opening Date
 4. Select the correct business line. (This indicates the type of Web UFS Node you are creating. If you select the incorrect business line, the wrong type of node will be created. A node type determines the GL Accounts that are available to you as well as what menu options within UFS you will see.)
 5. Enter the 8-digit SAP Unit Number
 6. Enter Unit Name (becomes node name)
 7. Choose State in which unit operates using drop down arrow.
 8. Add all sub-units that will be included in this new node. If you omit a unit, this may affect future access requests. (if there are any sub-units added down the road, please advise the [UFS Administrator](#) so this can be connected back-end)
 9. Submit the request for processing. Once a “completed” email is received, you will need to request access to this new node. Once access is completed, you will need to perform a new node configuration.
- [Configuring a New Web UFS Node](#)