Guide to the Funds Request Workflow for Cost Object Approvers
iLab Core Facilities Management System

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Overview

The JHU iLab core facilities management system receives a nightly feed of our active sponsored and non-sponsored cost objects; internal orders and cost centers. The purpose of this guide is to provide you with the approval process that was developed to control who has charging authority to these accounts. For sponsored cost objects (IOs and CCs), the system will pull the responsible person from the grant master data tables in SAP. Typically this is the Principal Investigator. For non-sponsored cost objects, the system will use the existing SRM Purchasing approval process and lookup the authorized individual (Cost Object Approver) for the non-sponsored CC or IO at the cost center level. The identified Cost Object approver will then receive an email with the requestor’s information similar to our current SAP shopping cart process. Please note, this approval process is outside of the SAP Inbox process. The only role of this individual is to grant or deny access for non-sponsored IO’s to individuals requesting access to these funds. By linking it to the SRM purchasing roles, we will maintain the integrity of the existing SAP security workflow for purchases on non-sponsored accounts.

If you experience any problems using iLab, do not hesitate to click the 'leave iLab feedback' link in the upper right-hand corner once you are logged in. Alternatively, send an email to support@ilabsolutions.com with your question and we will respond as soon as we can.
2. How does a user request access to a non-sponsored cost object?

1. PI logs into the system

   
   login: dcrider1@ilabx.edu
   password: ********

   Reset my password!

2. PI clicks on “my labs” in the left-hand panel

3. PI clicks the “Membership Requests & Cost Objects” tab

   Hurley, Dana (JHU) Lab

5. PI clicks on “Request access to additional Cost Objects”

   Request access to additional Cost Objects

6. PI enters the value of a Cost Object and click the “request” button
7. **A grid will show below with the information regarding the Cost Object request**

<table>
<thead>
<tr>
<th>Cost Object</th>
<th>Requested on</th>
<th>Status</th>
<th>Owned by</th>
<th>Resolved on</th>
<th>Resolved by</th>
<th>Notes by Institution Administrator</th>
</tr>
</thead>
<tbody>
<tr>
<td>80014145</td>
<td>Mar 14 '16</td>
<td>approved</td>
<td>Keisha Poole</td>
<td>Mar 14 '16</td>
<td>Keisha Poole</td>
<td>Example note provided by cost object approver.</td>
</tr>
<tr>
<td>1000008002</td>
<td>Mar 14 '16</td>
<td>pending</td>
<td>Barbara MacConnell</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

8. **An email will be sent to the Cost Object Approver asking them to accept or reject**

iLab: Dana Hurley has requested access to Cost Object: 1000008002

9:32 PM (9 minutes ago)

Hello Barbara MacConnell,

Dana Hurley is requesting access to Cost Object: 1000008002.

Visit your Cost Objects page to accept or reject the request.

Thanks,
the iLab Solutions team.
3. How do I accept or reject cost object requests?

1. As the Cost Object Approver you will receive an email asking you to accept or reject the request

   ![Email screenshot](image)

   **iLab: Dana Hurley has requested access to Cost Object: 1000008002**

   [Inbox]

   **iLab No Reply**

   to me

   Hello Barbara MacConnell,

   Dana Hurley is requesting access to Cost Object: 1000008002.

   [Visit your Cost Objects page to accept or reject the request.]

   Thanks,

   the [iLab Solutions] team.

2. To accept/reject the Cost Object request, you can either log in as the Cost Object Approver, or follow the link in the email.

   a. Approve by logging in as the Cost Object Approver

      i. Click “view funds” on the left-hand panel. View funds will display a list of Cost Object requests.

      ![View funds](image)

      ii. If applicable, provide a note and then click the “accept” or “reject” button

   ![Cost Objects table](image)
iii. An email will be sent to the requester notifying them if the request was accepted or rejected.

b. Approve by following the link provided in the email.

i. If the Cost Object Approver is not already logged in, they will be asked to do so.

ii. If applicable, provide a note and click the “accept” or “reject” button.
iii. An email will be sent to the requester notifying them if the request was accepted or rejected. (Same as screen shots above.)