

# Guide to the Funds Request Workflow for Cost Object Approvers

## iLab Core Facilities Management System

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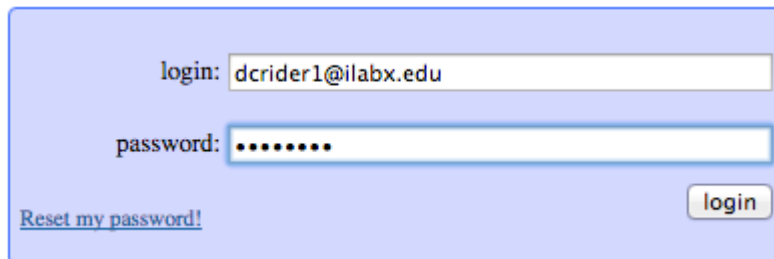
## Overview

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](mailto: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

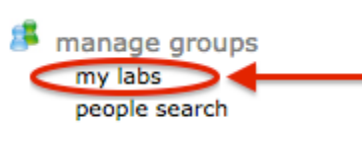


login:

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](#)



#### [Lab-wide approval settings](#)

Click the pencil icon next to the person below whom you would like to make the financial approver.

Default auto-approval threshold  

Cost overage buffer  

### 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

### ▼ Request access to additional Cost Objects

🔗 If you don't see a Cost Object that you should have access to, please type it in below. The Institution Administrator will receive a notification and approve or deny your request.

To request access to additional Cost Objects, enter the Cost Object in the field below and click "Request." Your request will be submitted to the SAP designated Approver. If approved, you will receive a notification and the Cost Object will be displayed in the above Cost Object grid.



★ Cost Object

### 7. A grid will show below with the information regarding the Cost Object request

Your Cost Object requests:

Cost Object	Requested on	Status	Owned by	Resolved on	Resolved by	Notes by Institution Administrator
80011446	Mar 14 '16	approved	<a href="#">Keisha Poole</a>	Mar 14 '16	<a href="#">Keisha Poole</a>	Example note provided by cost object approver.
1000008002	Mar 14 '16	pending	<a href="#">Barbara MacConnell</a>			

### 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  

Inbox x



**iLab No Reply**

9:32 PM (9 minutes ago) ☆



to me ▾

Hello Barbara MacConnell,

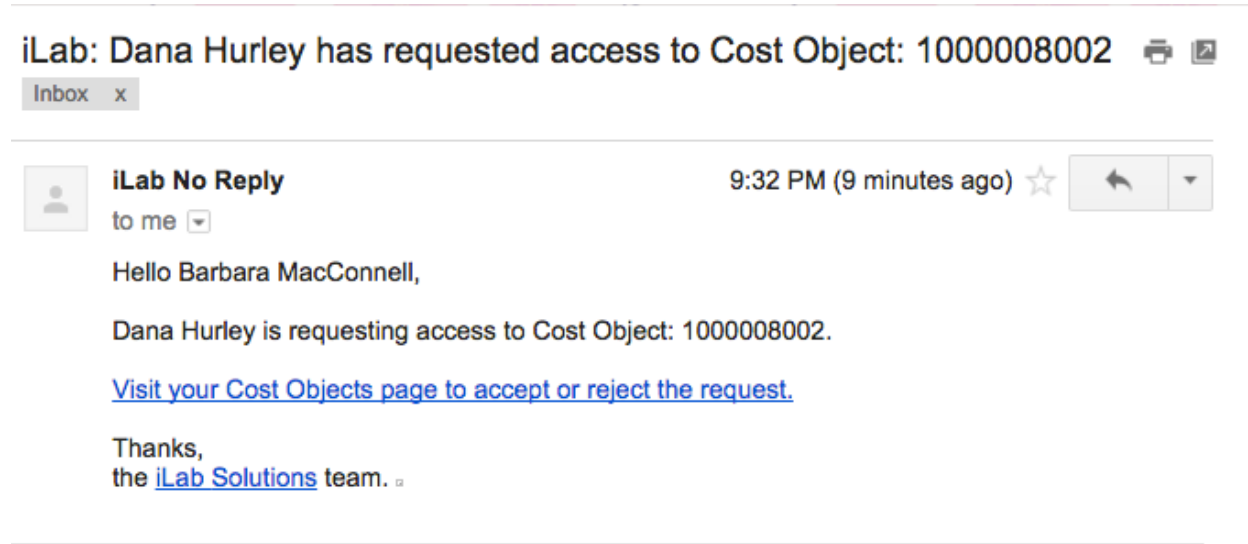
Dana Hurley is requesting access to Cost Object: 1000008002.

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

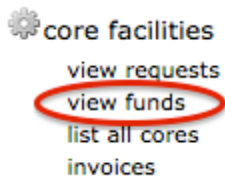
Thanks,  
the [iLab Solutions](#) team. ☺

### 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



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.







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




#### Cost Objects





Pending Access Requests							
Created	Lab	Requestor	Fund Owner	Fund	Notes	State	Actions
Mar 14 '16	Hurley, Dana (JHU) Lab	Dana Hurley (dcrider1@ilabx.edu) (Principal Investigator)	Barbara MacConnell	100008002	<input type="text"/>	pending	<input type="button" value="Approve"/> <input type="button" value="Reject"/>
Mar 14 '16	Hurley, Dana (JHU) Lab	iLab Admin (admin@ilabx.com) ()	Barbara MacConnell	100000002	<input type="text"/>	pending	<input type="button" value="Approve"/> <input type="button" value="Reject"/>
Mar 14 '16	Barnouin, Olivier (JHMI) Lab	iLab Admin (admin@ilabx.com) ()	Barbara MacConnell	100000000	<input type="text"/>	pending	<input type="button" value="Approve"/> <input type="button" value="Reject"/>

- iii. An email will be sent to the requester notifying them if the request was accepted or rejected.



iLab: Your Cost Object access request has been approved.  Inbox x  

 **iLab No Reply** <no-reply@ilabsolutions.com> 10:25 PM (0 minutes ago) ☆    
to me   
Hello Dana Hurley,  
Your request to access Cost Object: 1000008002 has been approved.  
[Visit your lab page to manage your Cost Objects.](#)  
Thanks,  
the [iLab Solutions](#) team. ☺






iLab: Your Cost Object access request has been rejected.  Inbox x  

 **iLab No Reply** <no-reply@ilabsolutions.com> 10:29 PM (0 minutes ago) ☆    
to me   
Hello Dana Hurley,  
Your request to access Cost Object: 1000000004 has been rejected.  
Notes added by the fund manager:  
No spending being allowed on this Cost Object.  
[Visit your lab page to manage your Cost Objects.](#)  
Thanks,  
the [iLab Solutions](#) team. ☺

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

iLab: Dana Hurley has requested access to Cost Object: 1000000004  

Inbox x

 **iLab No Reply** 10:27 PM (3 minutes ago) ☆    
to me   
Hello Barbara MacConnell,  
Dana Hurley is requesting access to Cost Object: 1000000004.  
[Visit your Cost Objects page to accept or reject the request.](#)   
Thanks,  
the [iLab Solutions](#) team. ☺

- 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.

## Cost Objects

▼ Pending Access Requests							
view all: <a href="#">pending</a> <a href="#">approved</a> <a href="#">rejected</a>							
Created	Lab	Requestor	Fund Owner	Fund	Notes	State	Actions
Mar 14 '16	Hurley, Dana (JHU) Lab	Dana Hurley (dcrider1@ilabx.edu) (Principal Investigator)	Barbara MacConnell	1000008002	<input type="text"/>	pending	<input type="button" value="Approve"/> <input type="button" value="Reject"/>
Mar 14 '16	Hurley, Dana (JHU) Lab	iLab Admin (admin@ilabx.com) ()	Barbara MacConnell	1000000002	<input type="text"/>	pending	<input type="button" value="Approve"/> <input type="button" value="Reject"/>
Mar 14 '16	Barnouin, Olivier (JHMI) Lab	iLab Admin (admin@ilabx.com) ()	Barbara MacConnell	1000000000	<input type="text"/>	pending	<input type="button" value="Approve"/> <input type="button" value="Reject"/>

- iii. An email will be sent to the requester notifying them if the request was accepted or rejected. (Same as screen shots above.)