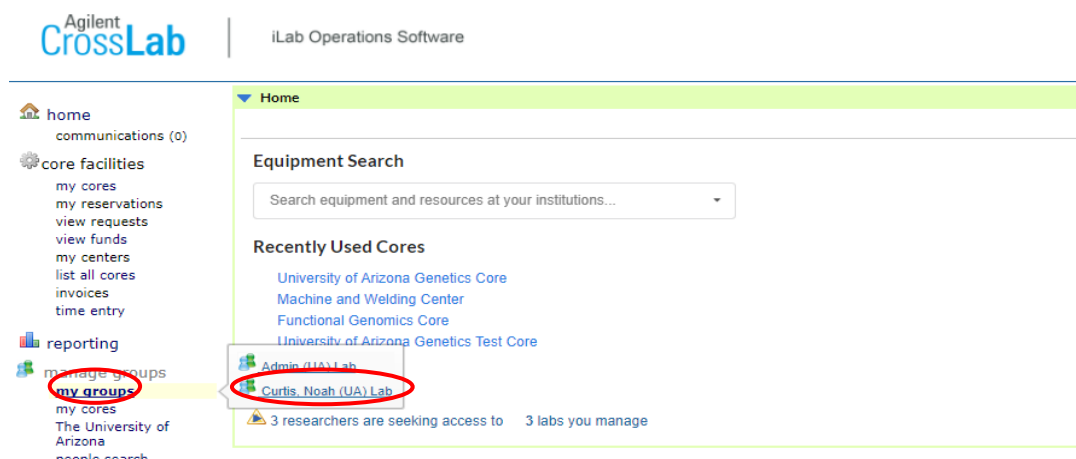# No Account Number Assigned

Navigating to Your Lab Group Page

1. Once logged in (see instructions above), look for the link in the left-hand menu that says 'my groups.' Hover over this link, and then select your lab, or simply click the 'my groups' link and then click the link for the lab group you want to manage.

2. The default tab you will land on when you navigate to your lab group's page is the 'Members' tab. The various functions you will need to perform as PI can be performed via tools in the tabs seen here.

Granting UAccess Financial Account Access to Lab Members (PI, Financial Manager)

1. Navigate to the 'Membership Requests & Account Number(s)' tab (see above).

2. Find the member in the list under 'Manage Account Number(s)' section.

3. Select the checkbox(es) to the right of their name for the financial account number(s) you wish to permit them to use.

Note: Your lab members will not be able to create equipment reservations or create service requests without having accounts assigned to them.

Manage Account Numbers

▶ Customize Account number Grid

ⓘ Click on the check boxes to change funding assignments in real time. A green highlight indicates a saved change.

Filter Account Number numbers

Filter Members

Name	Default Account Number	2111200-3T	2111200-ADMIN	2111200-BCF	2111200-KOSHY	5823740
Noah Curtis	None	☑	☑	☑	☑	☑
Abhinav Sharma	None	☐	☑	☐	☐	☑
Bob Quiroz	None	☑	☐	☑	☐	☐
Jason Josef Pototsky	None	☐	☑	☐	☐	☐
Kari Duling	None	☐	☐	☑	☐	☐
Khuyen Huynh	None	☐	☐	Khuyen Huynh ☑	☐	☐
Yvonne Quintero	None	☐	☑	☐	☐	☐

Showing 1 to 7 of 7 entries   First   Previous   1   Next   Last

▶ Request access to additional Account Numbers

Adding UAccess Financial Accounts to Your Lab Group (PI, Financial Manager)

1. Log in and navigate to the 'Membership Request & Account Numbers' tab of your lab group's page (see instructions above).

2. Open the third section down on this tab titled 'Request access to additional Account Numbers."

3. Type the UAccess Financials account number, or account number-subaccount number (concatenate these values via a single dash) into the box and then click the 'Request' button.

4. An authorization request will be sent to the account's owner, or controller, as defined in the section How Does iLab Recognize Account Owners, or Controllers?.

5. Once approved by the owner, or controller, the members of the lab group will need to be granted access to use the new account (see Granting UAccess Financial Account Access to Lab Members).

▼ Request access to additional Account Numbers

ⓘ If you don't see a Account Number that you should have access to, please type it in below. The Fund Owner will receive a notification and approve or deny your request.

★ Account Number: [   ] Request

Your Account Number requests:

Account Number	Requested on	Status	Owned by	Resolved on	Resolved by	Notes by Fund Owner	Archive request
2111200-BCF	Jan 24 '18	approved	Khuyen Huynh	Jan 24 '18	Noah Curtis		🗄
2111200-ADMIN	Jan 24 '18	approved	Khuyen Huynh	Jan 24 '18	Noah Curtis		🗄
2111200-3T	Jan 24 '18	approved	Khuyen Huynh	Jan 24 '18	Noah Curtis		🗄
2111200-KOSHY	Jan 24 '18	approved	Khuyen Huynh	Jan 24 '18	Noah Curtis		🗄
5823740	Oct 26 '17	approved	Bob Quiroz	Nov 02 '17	Noah Curtis		🗄
2111200	Oct 26 '17	approved	Khuyen Huynh	Oct 26 '17	Khuyen Huynh		🗄

How Does iLab Recognize Financial Account Owners, or Controllers?

There are two ways that iLab could designate you as an account owner, or controller, by default. Each of these is dependent upon one of two specific fields within UAccess Financials. iLab will look to one and only one of these two fields for each account in UAccess Financials in order to determine the owner, or controller, for that account. If the account in question is related to a Sponsored Project (i.e. a 3 or 4 series account), then iLab will determine the owner based on the individual named within the Director Name field in the Award Account section of the Awards tab in the Account Inquiry screen within UAccess Financials.

For all other accounts (and account-subaccount pairs) iLab will determine the owner, or controller, based on the individual named within the Fiscal Officer Principal Name field in the Account Responsibility tab in the Account Inquiry screen within UAccess Financials.