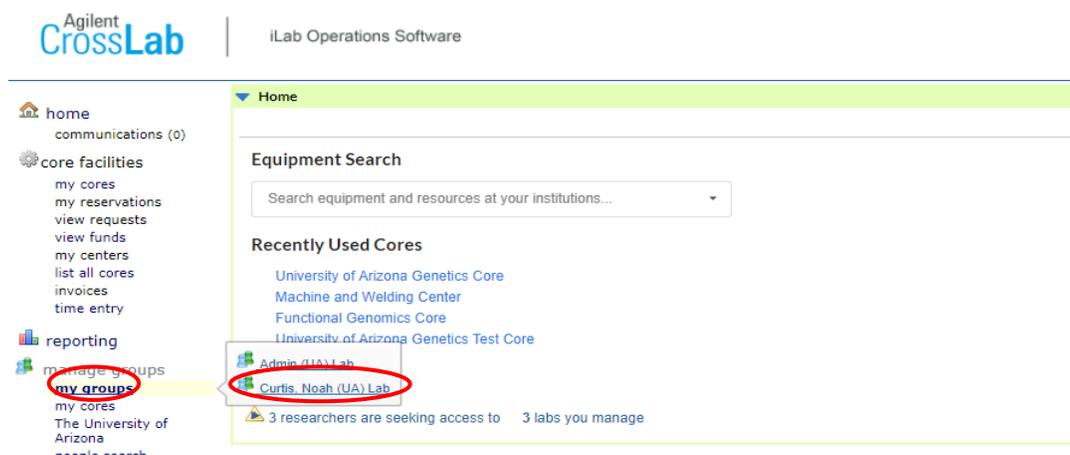


No Account Number Assigned

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 | <input checked="" type="checkbox"/> |
| Abhinav Sharma | None | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Bob Quiroz | None | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Jason Josef Pototsky | None | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Karl Duling | None | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Khuyen Huynh | None | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Yvonne Quintero | None | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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

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.

Account Inquiry expand all collapse all

Account Details hide

| | |
|---|---|
| Chart Code: | UA - University of Arizona-Management |
| Account Number: | 3013511 |
| Account Name: | Earths in Other Solar Systems: Toward Fo |
| Organization Code and Description: | 0404-Steward Observatory |
| Campus Code: | MC - Main Campus |
| Account Effective Date: | 01/14/2015 |
| Account Expiration Date: | 01/13/2020 |
| Account Postal Code: | 85721 |
| Account City Name: | TUCSON |
| Account State Code: | AZ - ARIZONA |
| Account Street Address: | Steward Obs N208 |
| Account Off Campus Indicator: | No |
| Closed?: | No |
| Account Type Code: | OX - ORGANIZATIONAL OPERATIONS |
| SubFund Group Code: | FEDSUB - Federal/Sub-Federal Sponsored Projects (|
| Account Fringe Benefit: | Yes |
| Fringe Benefit Chart Of Accounts Code: | |
| Fringe Benefit Account Number: | |
| Higher Ed Function Code: | IPR - Individual or Project Research |
| Account Restricted Status Code: | N - NOT APPLICABLE |
| Account Restricted Status Date: | |
| Endowment Chart of Accounts Code: | |
| Endowment Account Number: | |
| Institutional Fringe COA Code: | |
| Institutional Fringe Account: | |

Account Responsibility show

Contracts and Grants show

Guidelines and Purpose show

Account Description show

Additional Account Attributes show

Awards hide

Award Account hide

| | |
|-------------------------|-------------|
| Proposal Number: | 134681 |
| Director Name: | Daniel Apai |

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.

Account Inquiry expand all collapse all

Account Details hide

| | |
|---|---------------------------------------|
| Chart Code: | UA - University of Arizona-Management |
| Account Number: | 2101072 |
| Account Name: | UA Core Support |
| Organization Code and Description: | ARLA-ARL Administration |
| Campus Code: | MC - Main Campus |
| Account Effective Date: | 03/01/2013 |
| Account Expiration Date: | 06/30/2022 |
| Account Postal Code: | 85721 |
| Account City Name: | TUCSON |
| Account State Code: | AZ - ARIZONA |
| Account Street Address: | GOULD-SIMPSON 1013 |
| Account Off Campus Indicator: | No |
| Closed?: | No |
| Account Type Code: | OX - ORGANIZATIONAL OPERATIONS |
| SubFund Group Code: | IDCDEV - IDC-Development (N3) |
| Account Fringe Benefit: | Yes |
| Fringe Benefit Chart Of Accounts Code: | |
| Fringe Benefit Account Number: | |
| Higher Ed Function Code: | IPR - Individual or Project Research |
| Account Restricted Status Code: | N - NOT APPLICABLE |
| Account Restricted Status Date: | |
| Endowment Chart of Accounts Code: | |
| Endowment Account Number: | |
| Institutional Fringe COA Code: | |
| Institutional Fringe Account: | |

Account Responsibility hide

| | |
|---|------------------------------|
| Fiscal Officer Principal Name: | khuyh - Khuyen Bao Huynh |
| Account Supervisor Principal Name: | cmgarria - Caroline M Garcia |