

I'm a PI. How do I assign budgets to my people?

I want to get my people started on iLAB. How do I get them started and assign funds for them to use?

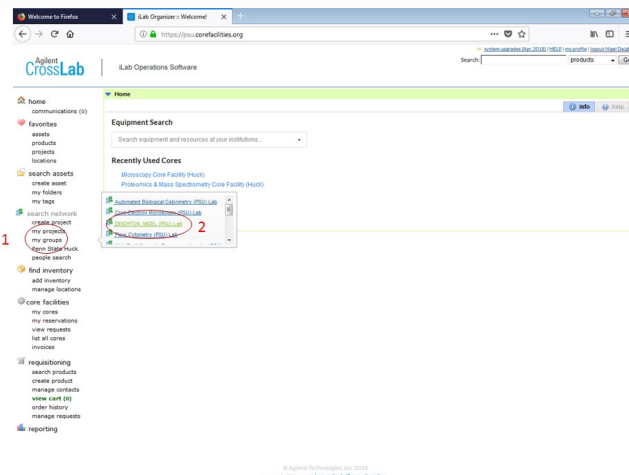
Step-by-step guide

1. Log into iLAB at: psu.corefacilities.org
2. Select 'my groups' and then choose your lab group.
3. Select Members tab
4. If necessary add users
5. Select membership requests and cost centers tab
6. Grant access to cost centers
7. Set default budget by clicking 'None' and select from pull down menu

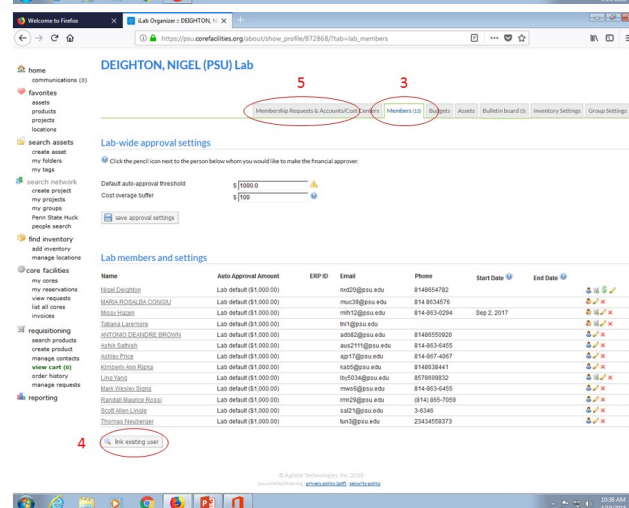
Log into iLAB
psu.corefacilities.org

Then from the landing page

1. Select my groups
2. Choose your Lab group



3. Select Members tab
4. If necessary add users,
and cost centers tab



- Grant access to cost centers
- Set default by clicking here, pull-down menu appears

The screenshot shows two pages from the Lab Organizer web application. The top page is 'Manage Accounts/Cost Centers' and the bottom page is 'Lab-wide approval settings'.

Manage Accounts/Cost Centers: This page displays a table of users and their assigned default account/cost centers. The table has columns for Name, Default Account/Cost Center, and a checkbox. Two rows are circled in red: the row for 'MARI ROSALBA CONGU' with 'None' as the default center (circled with a '7'), and the row for 'MIMI HAZAN' with 'None' as the default center (circled with a '6').

Name	Default Account/Cost Center	
Nigel Deighton	None	<input type="checkbox"/>
MARI ROSALBA CONGU	None	<input checked="" type="checkbox"/>
MIMI HAZAN	None	<input checked="" type="checkbox"/>
Tatiana Lavmore	None	<input type="checkbox"/>
ANTONIO DEANDRE BROWN	None	<input type="checkbox"/>
AMM Babush	None	<input type="checkbox"/>
Ashley Price	None	<input type="checkbox"/>
Kimberly Ann Riggs	None	<input type="checkbox"/>
Ling Yang	None	<input type="checkbox"/>
Mark Wesley Signs	None	<input type="checkbox"/>
Randall Maurice Rossi	None	<input type="checkbox"/>
Scott Allen Longe	None	<input type="checkbox"/>
Thomas Meuburger	None	<input type="checkbox"/>

Lab-wide approval settings: This page shows settings for lab-wide approval. It includes a 'Default auto-approval threshold' set to \$1000 and a 'Cost average buffer' set to \$100. Below these settings is a table of lab members and their settings.

Name	Auto Approval Amount	ERP ID	Email	Phone	Start Date	End Date	
MIMI HAZAN	Lab default \$1,000.00	aut21@osu.edu	mi21@osu.edu	614-863-5472			<input type="checkbox"/>
MARI ROSALBA CONGU	Lab default \$1,000.00	miu3@osu.edu	miu3@osu.edu	614-863-3476			<input type="checkbox"/>
MIMI HAZAN	Lab default \$1,000.00	miu1@osu.edu	miu1@osu.edu	614-863-0294	Sep 2, 2017		<input type="checkbox"/>
Tatiana Lavmore	Lab default \$1,000.00	ta1@osu.edu	ta1@osu.edu				<input type="checkbox"/>
ANTONIO DEANDRE BROWN	Lab default \$1,000.00	aut1@osu.edu	aut1@osu.edu	614-865-0920			<input type="checkbox"/>
AMM Babush	Lab default \$1,000.00	aut271@osu.edu	aut271@osu.edu	614-863-5455			<input type="checkbox"/>
AMM Babush	Lab default \$1,000.00	aut1@osu.edu	aut1@osu.edu	614-863-4887			<input type="checkbox"/>
Blair Chesnut	Lab default \$1,000.00	blu1@osu.edu	blu1@osu.edu	614-863-4887	May 1, 2018		<input type="checkbox"/>
JULIA ELSCH	Lab default \$1,000.00	je1@osu.edu	je1@osu.edu	614-863-3441	May 1, 2018		<input type="checkbox"/>
Kimberly Ann Riggs	Lab default \$1,000.00	kar1@osu.edu	kar1@osu.edu	614-863-3441			<input type="checkbox"/>
LING YANG	Lab default \$1,000.00	lyu104@osu.edu	lyu104@osu.edu	617-699-8822			<input type="checkbox"/>
Maria Rosa Congu	Lab default \$1,000.00	miu104@osu.edu	miu104@osu.edu	614-863-1011	Apr 27, 2018	Dec 29, 2018	<input type="checkbox"/>
Mark Wesley Signs	Lab default \$1,000.00	msw1@osu.edu	msw1@osu.edu	614-863-3446			<input type="checkbox"/>
Randall Maurice Rossi	Lab default \$1,000.00	rmr2@osu.edu	rmr2@osu.edu	614-865-7059			<input type="checkbox"/>
Scott Allen Longe	Lab default \$1,000.00	sal1@osu.edu	sal1@osu.edu	614-865-9595	May 1, 2018		<input type="checkbox"/>
Thomas Meuburger	Lab default \$1,000.00	tmu1@osu.edu	tmu1@osu.edu	614-863-3441			<input type="checkbox"/>

At the bottom of the table, there is a dropdown menu for 'Lab Member' with 'MIMI HAZAN' selected. Below the table, there is a red text instruction: 'Make a group member the financial contact so you don't have to do anything'.

Related articles

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