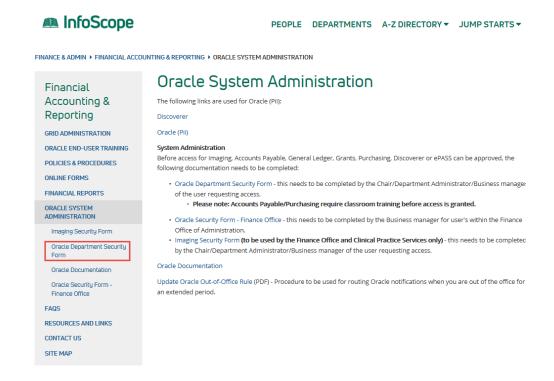
## Maintain iLab Form Procedures

 InfoScope/Departments/Controller's Office/Financial Accounting & Reporting/Oracle System Administration/Oracle Department Security Form

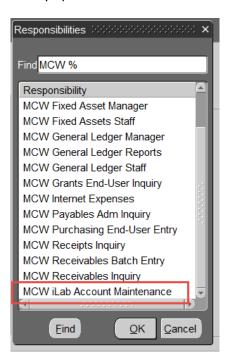


• Fill out the necessary fields on the form, and then Select 'YES' for MCW iLab End-User Entry

Please check applicable applications:

## AP Not Applicable ✓ (MCW Payables End-User Inquiry Only) FA Not Applicable ✓ (MCW Fixed Assets End-User Inquiry Only) GM Not Applicable ✓ (MCW Grants End-User Inquiry Only) GL Not Applicable ✓ (MCW General Ledger End-User Inquiry Only) YES ✓ (MCW iLab End-User Entry) GRID Not Applicable ✓ (MCW GRID End-User Inquiry Only)

- After the security form has been processed by the Financial Systems team, open Oracle, and click on the MCW Maintain iLab Account Maintenance Responsibility
  - o This should automatically open the Maintain iLab Accounts Form



- Enter the Cost Center, Fund, and Activity intended to be used for payment to the cores for the services performed or products received.
- Optional can set date parameters which would automatically begin or end access to that GL Account string.

