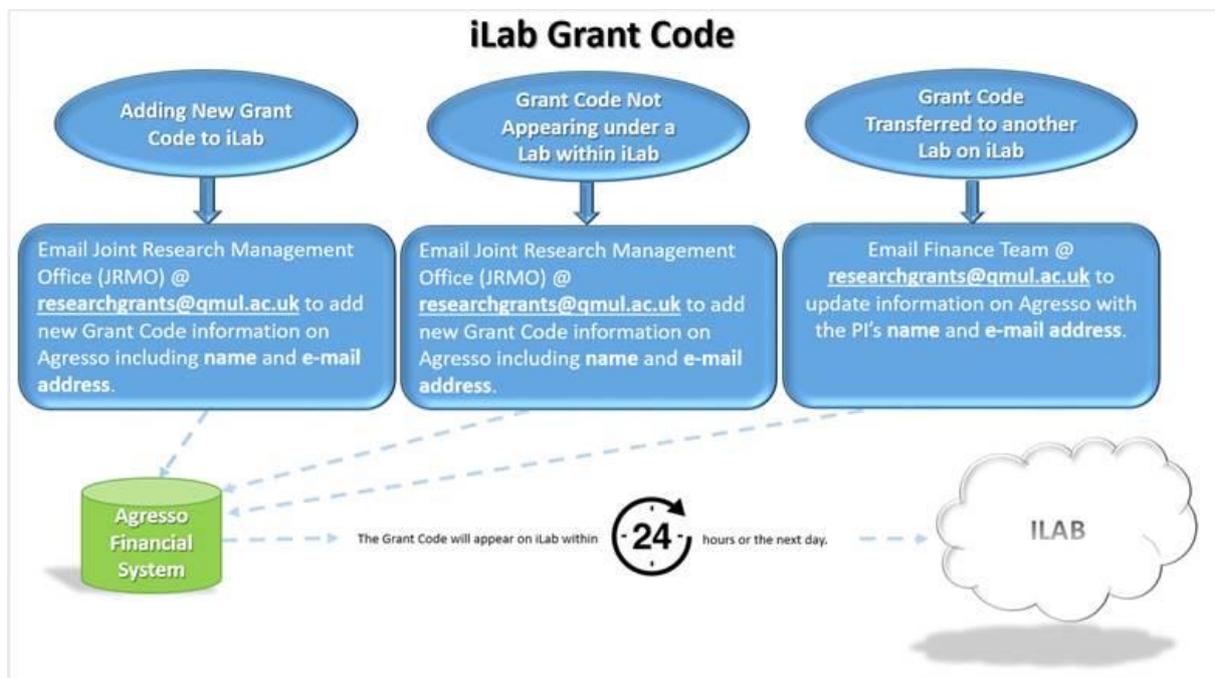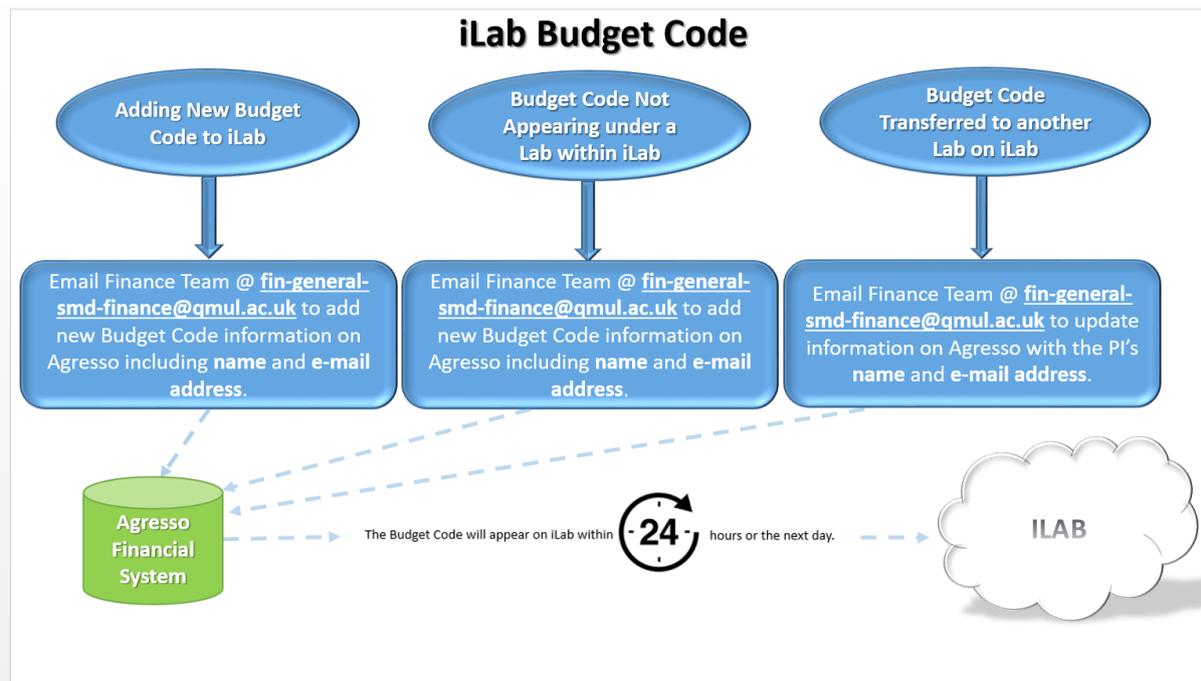# Process of Adding New Labs and Amending Budget Codes

All budget codes are setup in Agresso – this is the source system for the user data in iLabs.
The JMRO set up the Research Grant codes and General SMD set up the Non-Research Grant codes and it should only be them who amend the details.

An overnight interface picks up all active budget codes and transfers the data into iLabs – the key information being: Budget Code (known as "Lab" in iLabs), the Principal Investigator (lab lead) and their email address.

Any new budget codes set up or any which have their PI amended during the day will not be visible in iLabs until the following morning.

Graphic explanation of the process:

iLab Grant Code

Adding New Grant Code to iLab	Grant Code Not Appearing under a Lab within iLab	Grant Code Transferred to another Lab on iLab
Email Joint Research Management Office (JRMO) @ researchgrants@qmul.ac.uk to add new Grant Code information on Agresso including **name** and **e-mail address**.	Email Joint Research Management Office (JRMO) @ researchgrants@qmul.ac.uk to add new Grant Code information on Agresso including **name** and **e-mail address**.	Email Finance Team @ researchgrants@qmul.ac.uk to update information on Agresso with the PI's **name** and **e-mail address**.

Agresso Financial System

The Grant Code will appear on iLab within **24** hours or the next day.

ILAB

iLab Budget Code

Adding New Budget Code to iLab

Budget Code Not Appearing under a Lab within iLab

Budget Code Transferred to another Lab on iLab

Email Finance Team @ **fin-general-smd-finance@qmul.ac.uk** to add new Budget Code information on Agresso including **name** and **e-mail address**.

Email Finance Team @ **fin-general-smd-finance@qmul.ac.uk** to add new Budget Code information on Agresso including **name** and **e-mail address**.

Email Finance Team @ **fin-general-smd-finance@qmul.ac.uk** to update information on Agresso with the PI's **name** and **e-mail address**.

Agresso Financial System

The Budget Code will appear on iLab within 24 hours or the next day.

ILAB

If a colleague/Phd student needs access to a lab (for the purposes of placing orders against the associated budget code), they need to email a request via https://qmul.corefacilities.org/account/saml/qml.
An email is then sent to the PI/Manager of the lab to approve or reject the request. ITS do not amend this data as it is under the financial control of the PI.

Once the request is approved, the PI/Manager can log onto iLabs to give the individual access to budget codes within the lab.

If the person who is associated with the budget code needs changing/updating, an email is sent to either the JMRO (researchgrants@qmul.ac.uk) or General SMD (Finance in-general-smd-finance@qmul.ac.uk) depending on the type of budget code, who then update the data on Agresso.