For this training, your CORES user role should be:

• Department Administrator

• Lab Manager/Assistant to a Department Administrator

• If you need to update your user roles, contact: CORESemail@Vanderbilt.edu

This training does not apply to you if your CORES user role is:
• Principal Investigator
• Service Core Manager
• Center Administrator
• Lab Manager/Assistant to these roles.
C.O.R.E.S

Department Administrator Training

Adding new cost centers
Log into CORES.
Note: If you have more than one CORES user role, be sure to select the Department Administrator role.

Your new Main Menu will include a new option:

**Add/Edit/Delete Center Numbers**
Click on Add/Edit/Delete Center Numbers.
In the Search field, enter the cost center number to be added.
Click **Search**.
A pop-up box appears.

Click OK.
Complete the center number form:

Use the dropdown menu to select the PI name.
Complete the center number form:

Use the dropdown menu to select the PI name.

Enter the cost center description in the designated field.

Click **Add Center Number.**
The Center Number has been added.
C.O.R.E.S

Department Administrator Training

Deleting old cost centers
Log into CORES.
Note: If you have more than one CORES user role, be sure to select the Department Administrator role.

Click on Add/Edit/Delete Center Numbers
In the Search field, enter the cost center number to be deleted.
Click Search.
Cost Center Number details appear.

Click on the check box next to the PI/Center number that you wish to delete.
Click Delete Center Number(s).
A confirmation screen is displayed.

Click **Delete Center Number(s)** a second time to confirm this action.
The Center Number(s) 4049871234 have been deleted.
C.O.R.E.S

Department Administrator Training

Notes and Tools
Log into CORES.  
Note: If you have more than one CORES user role, be sure to select the Department Administrator role.

Click on Add/Edit/Delete Center Numbers
Alternate method: Batch deleting Cost Centers

In the Search field, enter the PI name, then click Search.
You can batch delete by checking the box next to each center, then clicking on **Delete Center Numbers**.

The asterisk * marks cost centers that cannot be deleted.
Most common reasons that a cost center cannot be deleted:

• A reservation to use core equipment is still active in the system.

• A recurring order has been set up with a core, so that billing occurs automatically each month.

• The cost center is assigned to a PI not in your department, or whose user account does not indicate your department.

• The cost center is already deleted/inactive in CORES.

Options:

• Contact the core manager to change the reservation/recurring order,

  or

• Contact CORESEmail@Vanderbilt.edu for assistance
If cost center numbers are associated to active reservations, recurring or open orders, you will see the asterisk * indicating the cost centers that cannot be deleted.

<table>
<thead>
<tr>
<th>Name</th>
<th>Center Number</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gore, John</td>
<td>1042070030</td>
<td>ANIMAL STUDIES FUND (VUIG)</td>
</tr>
<tr>
<td>Gore, John</td>
<td>1042070050</td>
<td>HUMAN IMAGING RESEARCH</td>
</tr>
<tr>
<td>Gore, John</td>
<td>1042070060</td>
<td>EDUCATION/TRAINING ($450K FUNDING) VUIG</td>
</tr>
<tr>
<td>Gore, John</td>
<td>1042070070</td>
<td>Start Up Funds - Kevin Waddell</td>
</tr>
<tr>
<td>Gore, John</td>
<td>1042079799</td>
<td>KENNEDY CENTER RESEARCH IMAGING - LEVITT DEV COMMITMENT</td>
</tr>
<tr>
<td>Gore, John</td>
<td>1301000000</td>
<td>KENNEDY CENTER RESEARCH PROGRAM DEVELOPMENT FUND</td>
</tr>
<tr>
<td>Gore, John</td>
<td>4045001621</td>
<td>CAT109116-01A2 MRI DIFFUSION IN TUMORS USING OSCILLATING GR</td>
</tr>
<tr>
<td>Gore, John</td>
<td>4045000213</td>
<td>HD42951-06 SUB UNIV OF HOUSTON COGNITIVE INSTRUCTIONAL SCI</td>
</tr>
<tr>
<td>Gore, John</td>
<td>4045000501</td>
<td>EB002526-08/09 BIOPHYSICAL BASIS OF FUNCTIONAL BRAIN MRI</td>
</tr>
<tr>
<td>Gore, John</td>
<td>4045001061</td>
<td>EB002214-15A1 PROTON RELAXATION AND CONTRAST MECHANIS MED CT</td>
</tr>
<tr>
<td>Gore, John</td>
<td>404501431</td>
<td>South Eastern Center for Imaging Animal Models of Cancer</td>
</tr>
<tr>
<td>* Gore, John</td>
<td>404501711</td>
<td>INTEGRATED IMAGING OF BRAIN FUNCTION AT 7 TESLA (FMRI - MEDIC)</td>
</tr>
<tr>
<td>Gore, John</td>
<td>404501251</td>
<td>Vanderbilt In Vivo Cellular and Molecular Imaging Center (Py)</td>
</tr>
</tbody>
</table>

The asterisk * marks cost centers that cannot be deleted.
If the cost center is assigned to a PI not in your department, or whose user account does not indicate your department, you will see this message:
If the cost center is already deleted/inactive in CORES, you will see this message:
Useful tool:

The PI/Center Number report will give you a list of all center numbers and scholarships active in CORES for your department PIs.

All CORES reports can be downloaded as an Excel spreadsheet.
The asterisk * marks cost centers that cannot be deleted.

Reports Menu: PI/Center Number Report

<table>
<thead>
<tr>
<th>PI Name</th>
<th>Center Number</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baldwin, Ronald</td>
<td>3046500140</td>
<td>RADIOCHEM LABS</td>
</tr>
<tr>
<td>Baldwin, Ronald</td>
<td>4046500163</td>
<td>PET and SPECT Ligands for Imaging Neuronal Apoptosis</td>
</tr>
<tr>
<td>Chekmenev, Eduard</td>
<td>1046500920</td>
<td>Development</td>
</tr>
<tr>
<td>Chekmenev, Eduard</td>
<td>4046500761</td>
<td>Novel Hyperpolarized C-13 and N-15 Biomarkers for Metabolic</td>
</tr>
<tr>
<td>Chen, Limin</td>
<td>1046500150</td>
<td>Development - Chen</td>
</tr>
<tr>
<td>Chen, Limin</td>
<td>4046500561</td>
<td>High Resolution fMRI of Incisional of SL of Monkeys</td>
</tr>
<tr>
<td>Chen, Limin</td>
<td>4046500202</td>
<td>High Resolution MRI Mapping of CNS Plasticity Following Spin</td>
</tr>
<tr>
<td>Coffey, Robert</td>
<td>1042110000</td>
<td>EBC Operating</td>
</tr>
<tr>
<td>Coffey, Robert</td>
<td>1042190000</td>
<td>COFFEY DEVELOPMENT</td>
</tr>
<tr>
<td>Coffey, Robert</td>
<td>1042310020</td>
<td>VUMC Commitment to GI SPORE grant</td>
</tr>
<tr>
<td>Coffey, Robert</td>
<td>1043550010</td>
<td>VPSD MENTOR FUNDS</td>
</tr>
<tr>
<td>Coffey, Robert</td>
<td>1302600000</td>
<td>PROTEOMICS &amp; FUNCTIONAL BIOLOGY BIOINFORMATICS INITIATIVE</td>
</tr>
</tbody>
</table>
Most common reasons that you cannot see billing information for a PI or cost center:

• The cost center is assigned to a PI not in your department, or whose user account does not indicate your department (even though it should).

• When the PI user account was first set up, your department was not selected. An update to the PI department assignment will enable access going forward, but not to historical data.

• The cost center or PI is not active in CORES – you will be able to see historical data for deleted or inactive cost centers and PIs.

For best access to current and historical data, make sure that your PIs set up their user accounts with the correct department designation.

Options:
• Contact CORESemail@Vanderbilt.edu for assistance
Useful tool:

You can request Center Number Cards directly in CORES.  
Note: *Make sure the cost center has been added first.*

Click on **Request Center Number Cards**.
Click on the PI name.
Use the dropdown box to select the number of cards (1).

Enter the email address for the person who should receive product core purchase receipts (2).

Click Submit.
Questions?