

## FAQs for VUMC Department Administrators

### How do I activate, update, or delete VUMC Center Numbers in iLab?

All VUMC PIs will use the billing number payment method. VUMC PIs and Labs will need to contact their department administrators to activate new billing numbers in iLab.

- Note: Once a center number has been added to iLab by the department administrator, it will automatically be assigned to the PI only. The PI and/ or the Lab Manager will need to grant access to the center for any lab members or lab managers.

### Adding VUMC Cost Centers:

1. Click on 'my departments' menu option on the left-hand side.
2. Click 'view' for the department you wish to view.
3. Click the 'Billing Numbers' tab to view all billing numbers associated with this department.
4. Click 'Add a new Billing Number' and complete the required fields.
  - a. Optionally, add a status of active or inactive.
  - b. Optionally, set a fund limit. We recommend leaving this field blank.
  - c. Optionally, set an expiration date.
5. Click "Save" to create a new center number within the department.
6. The VUMC center number will appear in the list of results.
7. Assign the center number to a PI by placing your cursor in the "assign" box and type in the PI's name.
  - a. **NOTE:** iLab allows center numbers to be assigned to multiple PIs.
8. The PI will receive an email when the center number has been added.

Department Name: 104066: Office of Research

Members Settings Billing Numbers 3 ting

Hide Filters

Keywords

Owner

Status

Active (12)

Labs

Expires At

Apply Filters

Reset Filters

Displaying 12 out of 12 results. (Page 1 of 1)

Name	Description	Owner	Status	Total amount	Expires	Assign
1040665555	Test Ctr - Vanderbilt IDASC Lab	104066: Office of Research (543225)	Active	click to edit	click to edit	x Vanderbilt IDASC (VU Lab)
1040667777	OOD demo	104066: Office of Research (543225)	Active	click to edit	click to edit	x Meyn, Susan (VUMC) Lab

Add a New Billing Number

Number \*

Name \*

Amount

Status active

Expires On

Submit

Status = make the fund active or inactive

Total Amount = add a fund limit

Expires = Add an expiration date

Enter PI's last name, live search will bring up results. Select the PI that should have access to this center number

Add a New Billing Number

Displaying 12 out of 12 results. (Page 1 of 1)

Name	Description	Owner	Status	Total amount	Expires	Assign	Actions
1040665555	Test Ctr - Vanderbilt IDASC Lab	104066: Office of Research (543225)	Active	click to edit	click to edit	Meyn	x

Meyn, Susan (VUMC) Lab

## Inactivating VUMC Cost Centers:

1. Click on 'my departments' menu option on the left hand side.
2. Click 'view' for the department you wish to view.
3. Click the 'Billing Numbers' tab to view all billing numbers associated with this department.
4. Update the "Expires On" field to a date that either the center expires or should no longer be used.
  - a. **NOTE:** Clicking the red x will remove the cost center from the iLab system.
    1. If any pending orders/reservations have been placed using this cost center, the core will not be able to bill for the services requested.
    2. We encourage the core use to use the "expires on" field to expire center numbers instead of deleting the numbers.

The screenshot shows a table of cost centers with the following columns: Name, Description, Owner, Status, Total amount, Expires, Assign, and Actions. A callout box points to the Status column, explaining that it can be used to make a fund active or inactive. Another callout points to the Total amount and Expires columns, explaining that they can be used to add a fund limit and an expiration date, respectively. A third callout points to the Assign column, explaining that entering a PI's last name in the search dropdown will bring up results, and the user should select the PI that should have access to this center number. The search dropdown shows the text 'Meyn' and a result 'Meyn, Susan (VUMC) Lab'. A red 'x' icon is visible in the Actions column.

Name	Description	Owner	Status	Total amount	Expires	Assign	Actions
1040665555	Test Ctr - Vanderbilt IDASC Lab	104066: Office of Research (543225)	Active	click to edit	click to edit	Meyn Meyn, Susan (VUMC) Lab	📊 ✖

## How do I gain access to use a VUMC Cost Center in iLab?

Managing VUMC cost centers is a two-step process in iLab.

- STEP 1: VUMC department administrators are responsible for activating VUMC cost centers in iLab.
- STEP 2: After they are activated, the PI or Lab Manager can grant lab members access to the specific fund numbers.

If you also need the lab manager role for your investigators to assist with this process, email [VUMCcores@vumc.org](mailto:VUMCcores@vumc.org) and we will update your account.

### Instructions for PIs or Lab Managers:

1. Click on **my groups** on the left side of the iLab page.
2. Click the lab name under the **Labs/Groups I Manage** section.
3. Click the **Membership Requests & Billing Numbers** tab to view the active center numbers for the lab.
4. All lab members and active centers will be displayed.
  - a. **Check the box** on the row for the user to grant access to the specific center number.
5. The system will **automatically save your changes**. All new changes will be highlighted green.

**TIP:** Use the Filter options at the top of the lab group grid to find the billing number (cost center, voucher, scholarship fund)

**Meyn, Susan (VUMC) Lab**

Membership Requests & Billing Numbers | Members (2) | Budgets | Bulletin board (0) | Group Settings

Membership Requests

✔ No Access Requests require approval!

Manage Billing Numbers

Customize Billing Number Grid

Click on the check boxes to change funding assignments in real time. A green highlight indicates a saved change.

Filter Billing Number numbers

Filter Members

Name	Default Billing Number	1040001234	1040002345	1040005555	1040007777	1040007890	1000007879	4041215000	4045006231	4045554209	4045470133	4044320899	S-Core Allocation Testing: 1051190 (400.00)	S-FY18 Scholarship Training: 1345000 (500.00)	S-Test Scholarship Allocation 2: -1101145 (291.00)	S-Ti SoNok Alloc: 0-110 (100)
Susan Meyn	None	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>										
Aleanha Harris	None	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						