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.
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.
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 administrator 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 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)