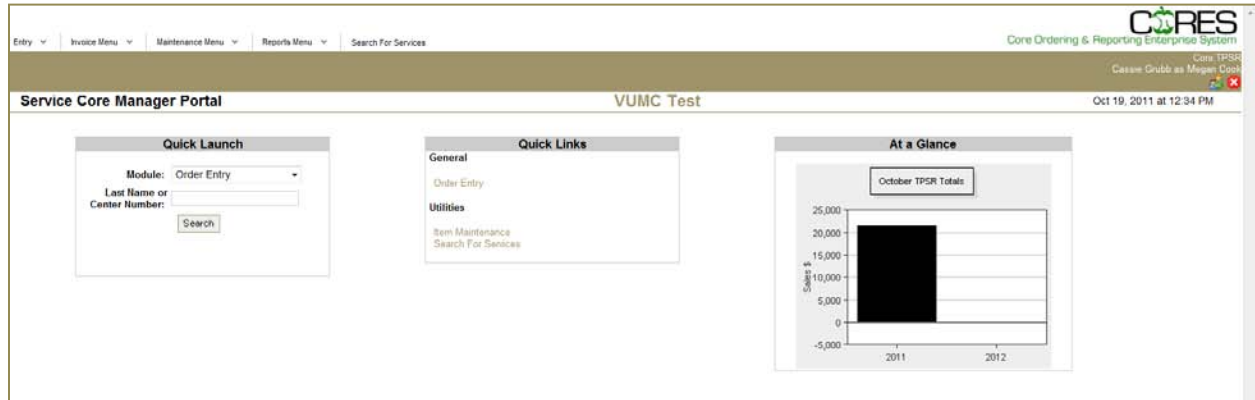


# CORES Order Entry Instructions

To enter an order for a Vanderbilt investigator, log in to CORES using your VUNet ID and ePassword. If you have multiple role options, select Service Core Manager (or Service Core Associate). You will see this Main Menu page:



## Verify cost center numbers in CORES

To verify that a cost center number is available for billing, select **Center Number Search** in the Quick Launch module on the Main Menu screen. Type or copy/paste a cost center or investigator last name into the search field, and click on **Search**.

If the cost center number or PI is in the system, a list will display showing details. If the cost center number is not in the system, a message will display:

**"Sorry, there were no results for "4041234567"**

If you get this message, please ask the user to provide another cost center number for billing. Alternatively, the user should contact his/her administrative officer for assistance in adding a cost center number to the CORES system.

## Order Entry in CORES

1. Select Order Entry in the Quick Launch module on the Main Menu screen.
2. Type a cost center number in the search field and click on **Search**. If the number is available for billing, CORES will display the name, cost center number and description:

Order Entry: Select Customer

Search For:

Enter a Last Name or Center Number

Project ID:

Date Service Provided: 11/17/11

Name	Center Number	Description
Bernard, Gordon	1040689010	VICTR Institutional Commitment

3. Select the appropriate Project ID from the Project ID drop-down list (if applicable).
4. Check that the date is appropriate for billing. The default is always "today's date"
5. Click on the cost center number to advance to the Order Entry screen.

Order Entry - Item Information

VUMC Test

Oct 19, 20

VUMC PI: James Crowe

Center Number: 1042010000 VANDERBILT VACCINE CENTER

Core Name: TPSR

Core Center Number: 3042318008

Service Provided: 10/19/11

Category	Description	Quantity	Price	Subtotal
Histology	Blocks Processed each	1,000	2.45	2.45

Comments:

512 characters left

Split Payments?

6. Select the correct item to bill from the **Description** dropdown
7. If you want to add a line item, click on **Add Item**
8. The order subtotal and total amounts be will automatically updated and displayed
9. Enter any pertinent information regarding the order in the **Comments** box.
10. CORES 2.0 has the functionality to allow an order to be split between multiple cost centers that belong to the same PI. To split the order between multiple cost centers, check the box at the bottom left marked "Split Payments?"
11. When the order is complete, click on **Submit Order**. CORES will prompt you to confirm the order. Click **OK** to finalize the order.

## Splitting Orders Between Multiple Cost Centers

If you have chosen to split the order between multiple cost centers, CORES will display the following screen after Step #11 of the order entry process:

Order Entry - Split Payment VUMC Test

Center: 1040689010- victr institutional commitment Total: \$102.00

Date	Order Number	Item/Category Description	Qty	Price	Amount	New Center
11/17	675322.000	for-profit/clinical trial: assistant professor, per h	1.0000	\$102.00	\$102.00	Select New Center # or Center # Distribution

Submit Cancel

12. From the drop-down menu on the right, specify how you want to split the order. If you select a center number from this drop-down list, the order will be charged *entirely* to this new center number. To *split* the order, choose one of the two “distribute” options:
  - Distribute evenly across multiple center #s
  - Manually distribute across multiple center #s
13. If you select, “**Distribute evenly across multiple center #s**”, CORES will display the following screen. Check the box next to each center number that should be charged. CORES will automatically split the total cost evenly between the centers selected. For example, in the order below, \$102 split between three selected centers will automatically charge \$34 per cost center.

Order Entry - Split Payment VUMC Test

Note: 1) To select multiple centers, click the checkboxes beside the desired centers.  
2) You may select from 2 up to 9 center #s.

Center: 1040689010- victr institutional commitment Total: \$102.00

Date	Item Description	Amount	New Center
11/17/11	For-Profit/Clinical Trials: Assistant Professor, per hour	\$102.00	<input checked="" type="checkbox"/> 1040689010- victr institutional commitment <input type="checkbox"/> 1042420040- ctsa coord ctr - ops <input type="checkbox"/> 1086921000- ori - operating budget research informatics <input type="checkbox"/> 3042428002- biovu <input type="checkbox"/> 4042350531- ctsa year 05 - crc nursing <input type="checkbox"/> 4042421121- victr/ctsa year 05 biostats staff charges <input type="checkbox"/> 4042421371- ctsa sleep supplement <input type="checkbox"/> 4043837862- rudiy w jacobson chair endowment

Continue Delete Changes

If you select, “**Manually distribute across multiple center #s**”, CORES will display the following screen. CORES will allow you to split the charge between up to 9 cost centers. Type the dollar amount you would like to charge to each cost center in the corresponding **Amount** box.

**Order Entry - Split Payment** VUMC Test

Note: 1) Enter the appropriate dollar amount for each center to which you wish to distribute this item.  
 2) You may enter amounts for 2 up to 9 center s/s.  
 3) Amounts may be adjusted slightly due to rounding.

Center: 1040689010- vctr institutional commitment Total: \$102.00

Date	Item Description	Amount	Qty
11/17/11	For-Profit/Clinical Trials: Assistant Professor, per hour	\$102.00	1.00

**Remaining to Distribute**

1040689010- vctr institutional commitment	<input type="text" value="0"/>	<input type="text" value="0"/>
1042420040- ctsa coord ctr - ops	<input type="text" value="0"/>	<input type="text" value="0"/>
1086921000- ori - operating budget research informatics	<input type="text" value="0"/>	<input type="text" value="0"/>
3042428002- biovu	<input type="text" value="0"/>	<input type="text" value="0"/>
4042505031- ctsa year 05 - crc nursing	<input type="text" value="0"/>	<input type="text" value="0"/>
4042421121- vctr/ctsa year 05 biostat staff changes	<input type="text" value="0"/>	<input type="text" value="0"/>
4042421371- ctsa sleep supplement	<input type="text" value="0"/>	<input type="text" value="0"/>
4043837862- rudy w jacobson chair endowment	<input type="text" value="0"/>	<input type="text" value="0"/>
<b>Currently Distributed</b>	<input type="text" value="0.00"/>	

14. Once you have made your allocations in either screen, click **Continue** at the bottom of the page. CORES will display one last screen for you to confirm the distribution. If everything is correct, click **Submit** to finalize the order.

VANDERBILT UNIVERSITY MEDICAL CENTER

**Order Entry - Split Payment** VUMC Test

Center: 1040689010- vctr institutional commitment		Total: \$55.00				
Date	Order Number	Item/Category Description	Qty	Price	Amount	New Center
11/17	675323.011	for-profit/clinical trial: assistant professor, per h	0.5392	\$102.00	\$55.00	<input type="text" value="Select New Center #"/>

Center: 1042420040- ctsa coord ctr - ops		Total: \$25.00				
Date	Order Number	Item/Category Description	Qty	Price	Amount	New Center
11/17	675323.012	for-profit/clinical trial: assistant professor, per h	0.2451	\$102.00	\$25.00	<input type="text" value="Select New Center #"/>

Center: 1086921000- ori - operating budget research informatics		Total: \$12.02				
Date	Order Number	Item/Category Description	Qty	Price	Amount	New Center
11/17	675323.013	for-profit/clinical trial: assistant professor, per h	0.1178	\$102.00	\$12.02	<input type="text" value="Select New Center #"/>

Center: 3042428002- biovu		Total: \$9.98				
Date	Order Number	Item/Category Description	Qty	Price	Amount	New Center
11/17	675323.014	for-profit/clinical trial: assistant professor, per h	0.0979	\$102.00	\$9.98*	<input type="text" value="Select New Center #"/>