C.O.R.E.S. -- Core Ordering and Reporting Enterprise System

Abbreviated User Guide

To access CORES, go to https://cfuis.mc.vanderbilt.edu/login.cfm and use your VUnet ID and ePassword to log in.

Add center numbers in CORES

To manage center numbers in CORES, ensure that you are logged in to CORES as a "Department Administrator" (or designee).

1. From the Main Menu, select Maintenance Menu, then Center Number Maintenance, then Add/Edit/Delete Center Numbers.
2. Type the center number in the search field and click Search. If the center is not active in CORES, you will be prompted to create a center number. Click Yes.
3. Select the responsible PI from the drop-down menu
4. If necessary, select the responsible department from the drop-down menu.
5. Assign a title/description for the center, and designate begin/end dates (optional). Click Add Center Number to activate the center.

Delete center numbers in CORES

To manage center numbers in CORES, ensure that you are logged in to CORES as a "Department Administrator" (or designee).

1. From the Main Menu, select Maintenance Menu, then Center Number Maintenance, then Add/Edit/Delete Center Numbers.
2. Type the center number in the search field and click Search.
3. If the center is active in CORES, it will come up on the screen with a Delete button on the right. Click Delete to remove the center from CORES.
   > **NOTE:** If the center is "IN USE" and unable to be deleted, please contact the core manager directly to have the pending charges either cancelled or changed to a different cost center. Once the pending charges are removed, the center will be available to be deleted.

Request center number cards

1. From the Main Menu, click Request Center Number Cards.
2. Select the PI that is associated with the center. (If you are the PI, CORES will skip this step).
3. A complete list of all center numbers associated with that PI will be displayed. In the "Cards Requested" column, select the number of cards you would like to request for each center.
4. Confirm the email address of the person who should receive confirmation that the cards have been sent. They will be sent out to you via campus mail.
5. Click Submit.

Request a CORES user account

Please submit the New User Account request form at
http://www.mc.vanderbilt.edu/root/vumc.php?site=CFUIS&doc=13512

Review center numbers available for invoicing in CORES

From the Main Menu, select *Reports*, then *PI/Center Number Report*. A complete list of center numbers available for your department will be displayed. You can download this report in Excel or PDF format by clicking on either option near the upper right corner of the screen.

Review, correct and redistribute charges in CORES throughout the month

From the Main Menu, select *Reports*, then *Usage Report* or *Pre-Invoice Report* to view details of charges to your cost centers. Or use the *Center Number Correction/Distribution* option before the upload to transfer charges to a different center number.

Monthly upload schedule

Final billing for each month is complete by noon on the second working day of each new month. All CORES charges are uploaded to the general ledger once each month, on the third business day of each new month.

Correct/transfer posted charges after upload

After the monthly upload, contact the appropriate core manager for a refund of incorrect charges, or prepare a journal entry to transfer charges to a different center number.

Invoice copies

1. From the *Reports* menu, use the *Query* option to obtain copies of invoices.
2. Choose a search period at the top of the page.
3. Enter the invoice number, center number or PI name in the appropriate field and click *Search*.
4. Click the PDF or Excel hyperlinks in the top right of the screen to downloaded and saved the results in PDF or Excel format.

For more information, visit our website: http://www.mc.vanderbilt.edu/CFUIS, or send an email to CoresEmail@vanderbilt.edu.