

**VUMC Department, PI, Lab Manager, and User Access in VU C.O.R.E.S.  
(Summary of External User Access)**

**What will be different for VUMC Departments and VUMC PIs after Legal Close?**

<b>Department Administrator User Role:</b>	VUMC Department Administrators will no longer have the "Department Administrator" role in VU C.O.R.E.S.	All VUMC Department Administrators will need to be assigned the "Lab Manager/Assistant" role for each PI within his/her department to access reporting data.  The Office of Contract and Grants Accounting will be adding the Lab Manager/Assistant role onto VU Department Administrator accounts to prepare for the new external state. If you need access to additional PI accounts, please submit a request by email to <b>CoresVU@vanderbilt.edu</b> .
<b>Adding or Deleting Center Number</b>	VUMC Departments will no longer be able to add, edit, or delete VUMC cost center numbers in VU C.O.R.E.S.	To add or remove VUMC cost centers to VU C.O.R.E.S., email CoresVU@vanderbilt.edu.
<b>Pre Invoice Reports:</b>	VUMC Departments will no longer be able to view the pre-invoice reports.	See the "Invoice Reports" section for details on viewing core charge information.
<b>Billing Number Correction/Distribution Function:</b>	VUMC Departments will no longer be able to use the center distribution tool to update or redistribute core charges on the pre-invoice report to a different cost center number(s).	All core orders will be charged to VUMC Cost Center selected at the time the order or reservation was entered into the VU C.O.R.E.S. application.  Use the VUMC journal entry process to make corrections/move charges between your VUMC cost centers after charges have posted to the VUMC General Ledger.
<b>Invoice Reports:</b>	VUMC Department Administrators will need to select the "Lab Manager/Assistant" role for the specific PI to view the invoice reports for core charges applied to the PI's cost center.	VU C.O.R.E.S. --> Reports Menu --> Invoice Reports --> Invoice
<b>Invoice Approval Process:</b>	The Approve/Dispute Invoice function will no longer be available to VUMC PIs or Departments in VU C.O.R.E.S.	See the "Refund Requests and Disputing Orders" section for additional details.
<b>Refund Requests and Disputing Orders:</b>	VUMC PIs or Lab Managers will no longer be able to approve or dispute an invoice in VU C.O.R.E.S.	Refund requests should be made by email to the specific VU core manager.

**What will stay the same for VU Departments and VU PIs after Legal Close?**

<b>Equipment Reservations:</b>	VUMC PIs, Lab Managers, and Resource Users will still be able to log into VU C.O.R.E.S. and make equipment reservations for VU C.O.R.E.S.
<b>Authorizing Resource Users:</b>	VUMC PIs and Lab Managers will be able to authorize Resource Users to make equipment reservations on behalf of the VUMC PI in VU C.O.R.E.S.
<b>Scholarships:</b>	VUMC PIs, Lab Managers, and Resource Users will still be able to use a Scholarship to pay for core services in VU C.O.R.E.S.
<b>VICTR StarBRITE Voucher:</b>	VUMC PIs, Lab Managers, and Resource Users will still be able to use a VICTR StarBRITE Voucher to pay for core services in VU C.O.R.E.S.

**Contact CoresVU@vanderbilt.edu if you need assistance with VU C.O.R.E.S.**