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:

![Main Menu Screen](image)

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:
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.

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:

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.

   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.
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.