CORES Quick Guide

Reports That Can Be Generated – PI

1. Log in to CORES: [https://cores-usc.mis.vanderbilt.edu](https://cores-usc.mis.vanderbilt.edu). Enter your USC (Shibboleth) user name and password.

2. In the Principal Investigator Portal, click on the Reports Menu tab to see a dropdown list of available reports.

   - Click on any to go to that report’s site. Most reports can also be seen in Excel and/or PDF.

3. The reports available include:
   - Disputed Invoice Reports – Click on Reports Menu > Invoice Reports > Disputed Invoice.
   - Invoice Report:
     - Click on Reports Menu > Invoice Reports > Invoice. To open and view an invoice, click on its number link. To search for an invoice, fill in information requested and click . To print invoices, click on the appropriate squares and then on .
Pre-Invoice: Pre-Invoicing allows the PI to see a list of all invoices in his/her name, before the invoices have been submitted (via final invoicing for the month). Click on Reports Menu > Invoice Reports > Pre-Invoice to enter the Pre-Invoice Detail screen.

Group the listed invoices as needed, using the radio buttons.

Click on Reports Menu > PI/Accounts. A list of accounts, along with account numbers and descriptions, will appear.

Query:

To launch a query about a report, click on Reports Menu > Query; fill out fields in the screen, then click.
To generate a Refund Report, click on Reports Menu > Refund. On the Refund Report page, designate the search period, choose other details using radio buttons, pick the core name, then click Submit.

To submit a Refund Report, click on radio buttons/dropdowns, and click Submit.

To view resource reservations, click on Reports Menu > Resource Reservation. The Reservation Calendar Report screen displays a list of resources for which reservations have been made. Clicking on the day number will bring up that day’s screen.

http://research.usc.edu/cores/  USCCORES@usc.edu  Last Updated: 09/12/2013
Darker gray areas are reserved times. Lighter gray areas are open times.

Reservations for the current month may not be visible on the calendar if invoices have not yet been submitted for that month (invoicing is usually done around the 11th or 12th of the month).

Other Reports:

- Account Summary – generates a report summary on all accounts per fiscal or calendar year.
- Usage Reports – generates a report per usage, core, and month.
- Usage Extract – a combination of both Usage Reports and Account Summary.