



Subject and Task: CWRU Cores Revenue Workflow

Note: Dates vary pending the last business day of the month.

All Month
Core Administrators select "Complete" to complete Service Request and send charges to the billing queue.

About Our Core	Schedule Equipment	Request Services	View All Requests	Reservations	People	Reporting	Billing	Administration
----------------	--------------------	------------------	--------------------------	--------------	--------	-----------	---------	----------------

date	for	service id	status	payment number	cost
Jun 10 (Jun 10 2024)	Internal iLab Test user Admin Lab (CWRU)	CWRUM.SR-IITU-7 Test (Matt delete...	Processing		\$40.00 (\$0.00)

29th of the Month
Core Administrators confirm Charges listed in the billing queue.

30th of the Month
Research Administration processes monthly Billing.

Merge Drafts	View Charges	New Billing Event	View Detached Invoices
--------------	--------------	-------------------	------------------------

Displaying 30 out of 127 results. (Page 1 of 5)

← Previous 1 2 3 4 5 Next →

Name	Created By	Status	Date Added	Value (# of charges)	Actions
CORE - March 2024 External	Harleigh Tennant	File sent	Mar 26 '24	\$7,074.25 (9)	Summary Invoices
CORE - March 2024 Internal	Harleigh Tennant	File sent	Mar 26 '24	\$25,083.76 (71)	Summary Invoices

31st of the Month
File Sent = The billing event was successfully processed

Core Administrators can confirm their billing by viewing the following reports.

- 1.) iLab Report
- 2.) Income & Expense Report (from CWRU Accounting)
- 3.) Aging Report (from CWRU Accounting)

iLab Report

Shows charge was sent to be added to CWRU records.

The screenshot shows the iLab Reporting interface. At the top, there is a navigation menu with items: About Our Core, Schedule Equipment, Request Services, View All Requests, Reservations, People, **Reporting**, Billing, and Administration. Below this is a sub-menu with: Charges, Requests, Events, and Custom Forms. A welcome message reads: "Welcome to your reporting page. Please use the buttons below to load reports, build new reports or navigate to your reporting homepage. [iLab reporting tutorial](#)".

Below the welcome message are four buttons: "Load default" (highlighted with an orange box), "Load saved", "Build new", and "Reporting home".

The "Report settings" section contains four steps:

1. Select a date range: Start: October 1, 2024; End: October 31, 2024.
2. Select date field: "Date file sent to erp (integrator)" (highlighted with an orange box).
3. Customize display: "Charts and tables..."
4. Apply settings: "Run report!" (highlighted with an orange box).

Below the settings is the report title: "Charge reporting for October 1, 2024 to October 31, 2024 by date file sent to erp (integrations only)". There is a "Hide Filters" link and a "Core" filter dropdown.

At the bottom, there is a message: "No data was available. Please choose a different date range." To the right are buttons for "Save...", "Share...", "Email...", "Export..." (highlighted with an orange box), and "Print preview...". The "Export..." dropdown menu is open, showing "Charts/tables as PDF" and "Source data as CSV/XLS" (highlighted with an orange box).

The Excel file generated will provide a lot of useful details, but for this please see the following columns.

Note: Column letters vary.

Column P—Speedtype = The Core Speedtype that the revenue is received in.

Column S—Account (Internal Debit|Internal Credit|External Credit) = The Account code for the Income and Expense Report (next page).

Column X—Total Price = The total dollar amount of revenue.

Column AD—Date file sent to ERP = The Date/Time the charge was sent to CWRU Accounting

Income and Expense Report

Shows charge has been added to CWRU Records

Report ID: [REDACTED]
 Fiscal Year: 2025
 From Period: 3 To Period: 3
 Department: [REDACTED] Core
 Manager: [REDACTED]

Case Western Reserve University
 Statement of **Income and Expense**
 DETAIL
 SpeedType: OPR695 [REDACTED]

Account Line	Description	Event	Amount	Transaction Date	Journal Number	Receipt	PO Number	A/P Vchr	SRC
511100	HCM Payroll Distribution		[REDACTED]						
513200	HCM Payroll Distribution		[REDACTED]						
513800	HCM Payroll Distribution		[REDACTED]						
516100	HCM Payroll Distribution		[REDACTED]						
512200	FRINGE BENEFIT 34%		[REDACTED]						
TOTAL Salary & Fringe			[REDACTED]						
531220	[REDACTED]		[REDACTED]						
531220	[REDACTED]		[REDACTED]						
531220	[REDACTED]		[REDACTED]						
531220	[REDACTED]		[REDACTED]						
TOTAL - General Supplies Control			[REDACTED]						
533100	[REDACTED]		[REDACTED]						
533100	[REDACTED]		[REDACTED]						
TOTAL - Outside Services Control			[REDACTED]						
582910	SRV SEPTEMBER 2024		-15,628.98	28-SEP-2024	00005892				SRV
TOTAL - Billings to Other Depts Control			-15,628.98						
TOTAL Non-Salary									
TOTAL Direct Cost									
406080	AR Billing		-216.00	28-SEP-2024	AR005892				AR
TOTAL - Other Income Control			-216.00						
TOTAL Income			-216.00						

Note: These Account codes are specific and can be verified using **Column S—Account (Internal Debit|Internal Credit|External Credit)** of the iLab report (previous page).

The Income and Expense Report shows that the revenue has been added to CWRU Records.

582910—Billings to Other Depts Control = Revenue from Internal Invoices (CWRU Core to CWRU Lab—*automatically* paid by CWRU Speedtype)

406080—Other Income Control = Revenue from External Invoices (CWRU Core to External Lab—*manually* paid by external funds)

Aging Report

Shows CWRU Records have been closed.

A	B	C	D	E	F	G	H	I	J	K	L
Customer	Name	Item ID	Status	Entry Type	Item Balance	As Of	Descr	Orig Item Amt	Speedtype	Account	Collector
MAR12345	ABC Company	0000COR1234567A	Closed	IN	0.000	10/31/2024		105.000	OPR123456	123456	Name
MAR12345	ABC Company	0000COR1234568A	Open	IN	1610.000	10/31/2024	Current	1610.000	OPR123457	123456	Name
MAR12345	ABC Company	0000COR1234569A	Open	IN	367.500	9/30/2024	31-60	367.500	OPR123458	123456	Name
MAR12345	ABC Company	0000COR1234570A	Open	IN	1150.000	8/31/2024	61-90	1150.000	OPR123459	123456	Name
MAR12345	ABC Company	0000COR1234571A	Open	IN	1050.000	7/31/2024	90-120	1050.000	OPR123460	123456	Name
MAR12345	ABC Company	0000COR1234572A	Open	IN	157.500	6/30/2024	120+	157.500	OPR123461	123456	Name

The Aging Report shows that external payment was received for the charge and CWRU Records have been closed.

Column D—Status = Paid/Closed or Not Yet Paid/Open

Note: Any invoice **90 days past due** is actively being collected on by CWRU Research Administration. Research Administration will send the Core Administrators quarterly updates on the Core’s collections.

Collections Workflow

Send Email

To: Invoice Owner Harleigh Tennant Financial Managers Nichole Thomas Department Managers William Schieman Principal Investigator Michael Piccirillo Researchers Jane Doe

- Day 1: Research Administration emails all **external** invoices to IO, FM, & PI.
- Day 90: *If the invoice is 90 Days Past Due*, Research Administration sends follow up email to IO, FM, & PI, and verifies lab contact information.
- Day 120: *If the customer does not reply to the 90 Day Follow Up*, Research Administration will cc DM.
- Day 150: *If the customer still does not reply*, Research Administration will cc CWRUCore Administrators for additional assistance.