

# **CWERP Invoicing**

School Invoicing System

# Logging In

- Go to <https://cwerpinvoice.pitt.edu> and enter your Username and Password. If you have forgotten your password or do not have one, click on the link to have it emailed to you.

## CWERP Invoicing

Forgot your username and/or password - [Click Here](#)

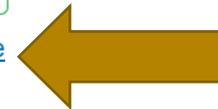
Note: All screen shots are for a generic school, and your school information will appear when you are logged in.

# Login Information

- To obtain your Username and Password, please click **“Forgot your username and/or password – Click Here”** Your Username and Password will be emailed to you. Please contact Alicia Johnson ([adj56@pitt.edu](mailto:adj56@pitt.edu)) or Brooke Rawls ([bnr21@pitt.edu](mailto:bnr21@pitt.edu)).

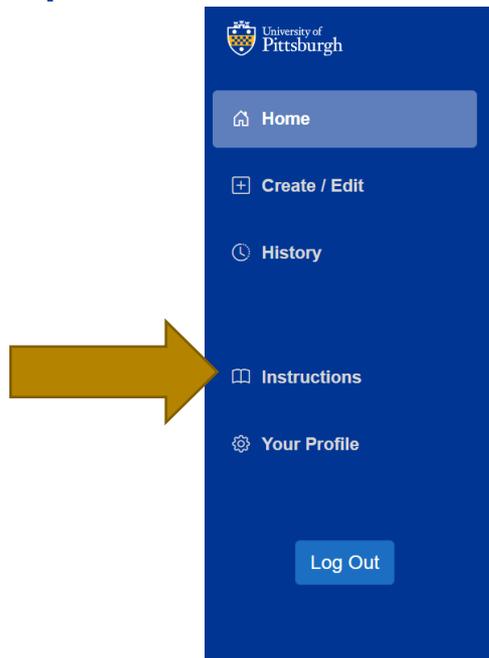
## CWERP Invoicing

Forgot your username and/or password - [Click Here](#)



# Home page

- On this page you will find a link to the “**Instructions**” (this document).
- Information for your CWEB and CWEL Primary Contact is provided.



[About CWERP](#)

## Welcome to CWERP Invoicing

Click on an option on the left menu to get started.

Your Primary Contacts are:

**CWEB:**  
Brooke Rawls, Ph.D., LCSW  
CWEB Academic Coordinator  
Email: [bnr21@pitt.edu](mailto:bnr21@pitt.edu)  
Phone: 412-624-2830  
Fax: 412-624-1159

**CWEL:**  
Alicia Johnson, Ph.D.  
CWEL Academic Coordinator  
Email: [adj56@pitt.edu](mailto:adj56@pitt.edu)  
Phone: 412-512-0815  
Fax: 412-624-1159

# Your Profile

- Address information will already be in the system. Please review the “**Invoice Payments Will Be Sent To**” section under “**Your Profile**” and update as necessary. This includes the “**Attention To**” name and mailing address. Click “**Edit.**” (Please Note: Required fields will have an asterisk)

University of Pittsburgh

Home

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History

Instructions

**Your Profile**

Log Out

About CWERP

### Your Profile

Invoice Payments Will Be Sent To:

Organization Name: Shippensburg University  
Attention To: Felicia Murphy  
Address Line 1: Student Accounts Office  
Address Line 2: Old Main room 100  
Address Line 3: 1871 Old Main Drive  
Address Line 4:  
City: Shippensburg  
ZIP Code: 17257  
ZIP Code Extension:

[Edit](#)

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Your Contact Information:

First Name: Bob  
Last Name: Winners  
Title: Data Manager  
Organization Name: University of Pittsburgh  
Address Line 1: 4200 Fifth Avenue  
Address Line 2: 2028 Cathedral of Learning  
Address Line 3:  
City: Pittsburgh  
Zipcode: 15260  
Zipcode Extension:

# Your Profile

- Please review **“Your Contact Information”** section under **“Your Profile”** and update as necessary. Click **“Edit”**

The image shows a user interface for the University of Pittsburgh. On the left is a dark blue sidebar menu with the following items: Home, Create / Edit, History, Instructions, **Your Profile** (highlighted with a yellow arrow), and Log Out. The main content area on the right displays contact information. At the top, there is a section for 'Address Line 2: Old Main room 100', 'Address Line 3: 1871 Old Main Drive', 'Address Line 4:', 'City: Shippensburg', 'ZIP Code: 17257', and 'ZIP Code Extension:'. An 'Edit' button is located below this section. Below a horizontal line, the 'Your Contact Information:' section lists: 'First Name: Bob', 'Last Name: Winners', 'Title: Data Manager', 'Organization Name: University of Pittsburgh', 'Address Line 1: 4200 Fifth Avenue', 'Address Line 2: 2028 Cathedral of Learning', 'Address Line 3:', 'City: Pittsburgh', 'Zipcode: 15260', 'Zipcode Extension:', 'Work Phone: 412-383-3414', 'Work Phone Ext:', 'Fax:', and 'Email: bob.winners@gmail.com'. An 'Edit' button is located below this section. A yellow arrow points from the 'Your Profile' menu item to the 'Edit' button in the contact information section.

# Your Profile

- Under the “**Your Profile**” screen scroll to the “**Change Username and/or Password**” section to update your login information, including password, if you wish. Click “**Update.**”
- Note: If someone is taking over for you as the new CWERP Invoice contact, please contact CWERP so that the new information can be set up in our system.)

The image shows a navigation menu on the left with the following items: Home, Create / Edit, History, Instructions, and Your Profile (highlighted). Below the menu is a 'Log Out' button. A large blue arrow points from the 'Your Profile' menu item to the right-hand side of the image.

The right-hand side shows the 'Your Contact Information' section with a link for 'About CWERP'. The contact details are:

- First Name: Bob
- Last Name: Winners
- Title: Data Manager
- Organization Name: University of Pittsburgh
- Address Line 1: 4200 Fifth Avenue
- Address Line 2: 2028 Cathedral of Learning
- Address Line 3:
- City: Pittsburgh
- Zipcode: 15260
- Zipcode Extension:
- Work Phone: 412-383-3414
- Work Phone Ext:
- Fax:
- Email: bob.winners@gmail.com

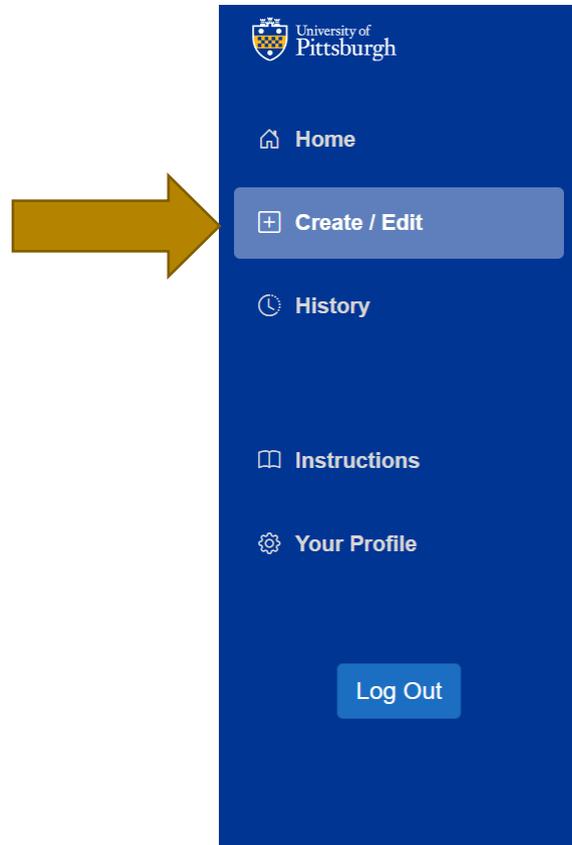
Below the contact information is an 'Edit' button. A horizontal line separates this from the 'Change Username and/or Password' section, which contains the following form fields:

- Username:
- Old Password:
- New Password:
- Confirm New Password:

Below the form fields is an 'Update' button. A large blue arrow points from the 'Update' button back to the left.

# New Invoice

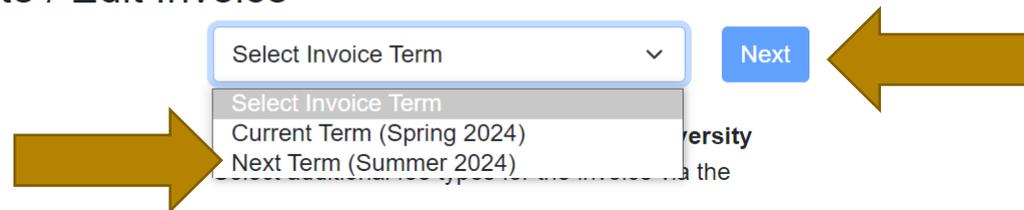
- To start a new invoice click on the **“Create/Edit”** button on the left menu bar.



# New Invoice

- You can check on which of your students are eligible for funding for the next semester by using the “**Select Invoice Term**” dropdown menu, selecting “**Next Term,**” and clicking “**Next.**”
  - Tip: You will NOT see students whose CWEL or CWEB admissions process has not yet been completed.

Create / Edit Invoice



- You can also submit an invoice for the current term by selecting “**Current Term.**” Anyone for whom you have already submitted an invoice for this semester will no longer appear on the list. If you need to submit an additional charge for any students for the current semester, please ask your primary contact to make those students available for entry again.

# New Invoice

- Fee types for your school are also displayed on this page. You can add additional fee types by selecting from the dropdown menu at the bottom of the list and clicking on ‘Show’. The additional fee type will then appear in the main list.
  - Tip: You will be able to hide these additional fee types, by clicking on “**Hide,**” without losing any data that has already been entered.

#### Invoice Fee Type For: Shippensburg University

Select additional fee types for the invoice via the footer in the table below. Please note that selecting a column to hide does not delete any data that may have previous been entered in that column.

Activity Fee
Educational Services
General Fee
Graduation Fee
Health Services/Center
Other Student Fee
Recreation/Rec/Fitness Center
Student Facilities
Student/University Union
Technology
Tuition
Tuition Deposit
Select Additional Fee Type <input type="button" value="Add"/>

# Completing an Invoice

- When you open the new invoice, you will see the list of eligible students. Click **“Edit”** to select the student.
  - Please enter the number of tuition units the student is taking, the full amount of the tuition, and each fee. When you have entered all the information for a particular student, click **“Save”** on the far left.
  - Students may be listed, but do not have an **“Edit”** button to the left of their name. This occurs if the student is ineligible for this semester (example academic leave or withdrawn from the program).
  - Please remember to enter all tuition deposits paid by CWEL students into the invoice for the semester in which the student enters school.



Edit	[REDACTED]	CWEL	[REDACTED]	Eligible	PT	0.00	credit	\$0.00	No	\$0.00
Edit	[REDACTED]	CWEL	[REDACTED]	Eligible	PT	0.00	credit	\$0.00	No	\$0.00
	[REDACTED]	CWEL	[REDACTED]	Ineligible	PT	0.00	credit	\$0.00	No	\$0.00

# Completing an Invoice

- Click on “**Continue**” to go to the Summary / Signature Page
  - This page displays summary data for tuition and fees for this invoice. Enter your name to complete the “**Electronic Signature,**” and click on “**Submit.**”

Create / Edit Invoice

Tuition & Fees invoice for Shippensburg University

Invoice #: 24049

**Tuition:** \$2,566.00

**Fees:** \$0.00

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**Total:** \$2,566.00

The charges on the preceding invoice are subject to the provisions of the Child Welfare Program Contract with the University of Pittsburgh Social Work. I hereby certify that the charges are for appropriate purposes and in accordance with the agreements set forth in the Child Welfare Research agreement.

**Note:** Enter your name exactly as it appears in your contact information section on the Your Profile page.

**Electronic Signature:**

**Title:** Data Manager

**Date:** 5/20/2024

Back

Submit

# Completing an Invoice

- This screen will indicate “**Your Invoice has been submitted.**” You should note the reference number in bold. Then be sure to “**Log Out**” when finished.



Your invoice has been submitted.

Your invoice reference number is **24049**. The invoice will be reviewed and processed by the CWERP Program.

Check will be made payable to: Shippensburg University

Check will be mailed to: Shippensburg University

Felicia Murphy

Student Accounts Office

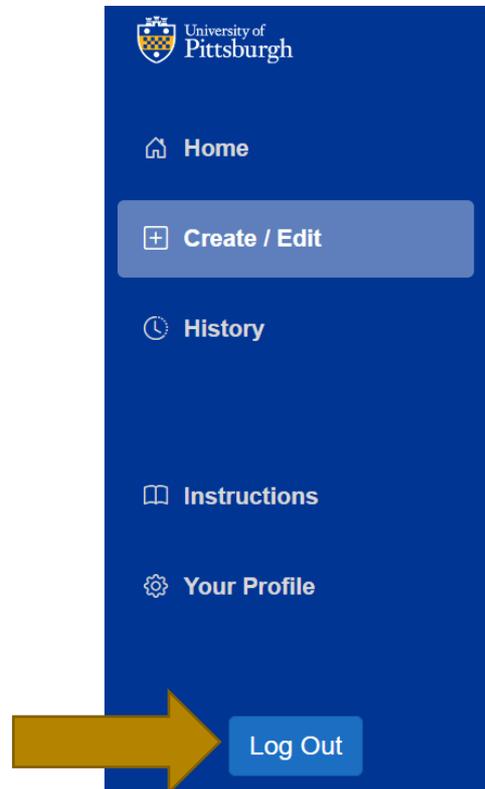
Old Main room 100

1871 Old Main Drive

Shippensburg, PA 17257

# Log Out

- Once you Log Out, you will be forwarded back to the login screen.



# Invoice History

- History screen is where you can view the Status and detail Summary of your invoices.
  - All invoices have a status: **Created**, **Submitted**, **Revision Required**, **Under Review**, **Paid**
  - An invoice will start in a status of “**Created.**” After you submit the invoice, it will have a status of “**Submitted.**” A period of review will follow and during that time it will have a status of “**Under Review**” until the final status of “**Paid.**”
  - You can submit an additional invoice for the current semester for any student for whom an invoice has NOT already been submitted, until the end of the semester.

## Invoice History

		Invoice ID ↓	Date Submitted	Term		Status	
		<a href="#">View Details</a>	24049	5/20/2024	Summer 2024	\$2,566.00	Submitted
		<a href="#">View Details</a>	23943	9/13/2023	Fall 2023	\$59,711.00	Paid
		<a href="#">View Details</a>	23919	8/4/2023	Summer 2023	\$0.00	Created
		<a href="#">View Details</a>	23846	6/1/2023	Summer 2023	\$15,024.00	Paid



**Thank You**