



WaveWorks!

Procurement User Guide

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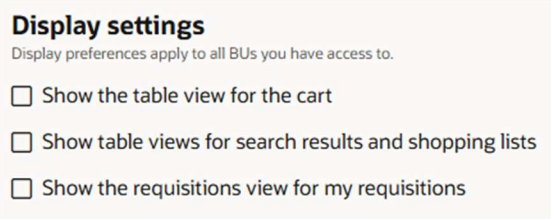

 RASU Expenditure Types 63

Procurement Basics





How to set up preferences

Upon initial access to the Procurement module, an employee will be prompted to set their preferences. Those preferences may be updated at any time.

Once in WaveWorks, navigate to the Procurement tab.	
Click on Purchase Requisitions (RSSP) tile.	 <p>Purchase Requisitions (RSSP)</p>
Click on the Preferences box.	 <p>This is on the right-hand side of the screen.</p>
Update your Delivery Address using the drop-down menu.	 <p>This delivery address is based on your HCM record Only internal Tulane addresses may be chosen</p>

<p>Add an expense favorite using the Project costing box.</p>	 <p>This is for Non-Sponsored and Sponsored Projects See How to create a Non-Sponsored or Sponsored Project Expense Favorite for specific instructions</p>
<p>Add an expense favorite using the Charge accounts.</p>	 <p>This is for GL Projects. See How to create a GL Project Expense Favorite for specific instructions</p>
<p>Choose Display Settings.</p>	 <p>This will show your information as lists or cards</p>
<p>Click Update.</p>	

How to create a Non-Sponsored or Sponsored Project Expense Favorite

<p>Add an expense favorite using the Project costing box.</p>	 <p>This is for Non-Sponsored and Sponsored Projects.</p>
<p>The Task number should default.</p>	
<p>Choose the Expenditure Type.</p>	 <p>This is the natural account</p>
<p>Choose the Expenditure Organization.</p>	

How to create a GL Project Expense Favorite

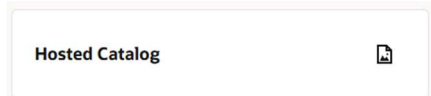
Add an expense favorite using the Charge accounts.	<div style="border: 1px solid #ccc; padding: 5px;"> Charge accounts + </div> <p style="text-align: center;">This is for GL Projects.</p>
Set the Account Nickname.	<div style="border: 1px solid #ccc; padding: 5px;"> <input type="text" value="Charge Account Nickname"/> <p style="text-align: right; font-size: small;">Required</p> </div>
Click the arrow to choose the project	<div style="border: 1px solid #ccc; padding: 5px;"> <input type="text" value="Charge To"/> ↗ <p style="text-align: right; font-size: small;">Required</p> </div>
Choose the Project.	<div style="border: 1px solid #ccc; padding: 5px;"> <p>Search for combination</p> <p> Cost Center Fund Natural Account Classification Cost Center Program University Activity Project Future Use 1 Future Use 2 InterFund </p> </div>
Choose the correct chart string.	<div style="border: 1px solid #ccc; padding: 5px;"> <p>139210 . 100 . 62110 . 670 . 00000 . 0000 . GL221248 . 000000 . 0000 . 000</p> </div>
Click Apply.	<div style="border: 1px solid #ccc; padding: 5px; text-align: center;"> Cancel Apply </div>

What is a Hosted Catalog?

A hosted catalog is a predefined collection of supplier goods created by the procurement team. It allows users to search, view and order products directly from within WaveWorks without needing to punch out to a specific supplier.

Tulane’s current hosted catalog contains items from Blick Art Supplies.

The hosted catalog can be found on the Self-Service Procurement tab under Shop by category.



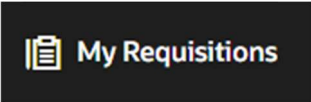

What is the My Requisitions tab?

The My Requisitions tab allows an employee to see all their requisitions.

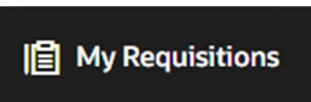

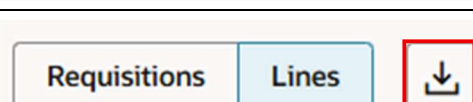
Employees may also download information related to full requisitions or individual line items of requisitions. This download gives the employee information such as requisition number, status, item description and

category, amount, quantity, requester, delivery address, etc. all in one report.

How to download a Requisition Report.

Click on the My Requisitions Tab.	
Choose the Requisitions tab.	
Click the download button.	 The report will download to the chosen place on the employee's computer

How to download a Lines Report.

Click on the My Requisitions Tab.	
Choose the Lines tab.	
Click the download button.	 The report will download to the chosen place on the employee's computer

Understanding Reserved Funds Status

Reserved Funds is part of Tulane's new encumbrance accounting process whereby funds are committed to a Project. When a requisition is approved and becomes a PO the funds will be committed. Once the PO is paid, the funds will be converted into actuals.

Status	Applies To	Description
Reserved	Requisition, Line	Funds successfully reserved for all lines. Transaction can proceed.
Reserved partial	Requisition, Line	Funds reserved for some, but not all lines. Review needed for incomplete items.

Reserved warning	Requisition, Line	Funds reserved but with warnings (e.g., minor issues). Proceed with caution.
Reserved no control budget	Distribution	Reservation done; no control budget assigned.
Not reserved passed	Requisition, Line	Funds check passed without reservation needed.
Not reserved partial funds	Requisition, Line	Funds check failed for some lines/distributions.
Not reserved warning	Requisition, Line	Funds check passed with warnings.
Failed	Requisition, Line	Funds check or reservation fully failed due to insufficient funds.
Not applicable	Requisition, Line	Funds validation not required.
Liquidated	General	Funds commitment fully consumed or charged (e.g., after invoicing).

Suppliers

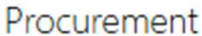

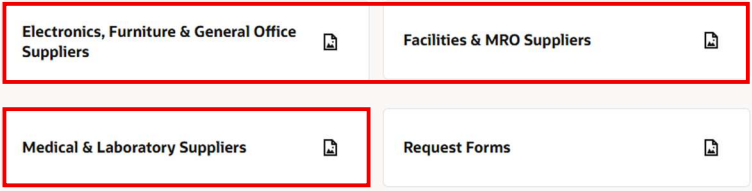


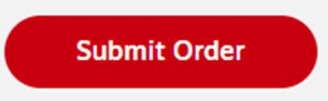

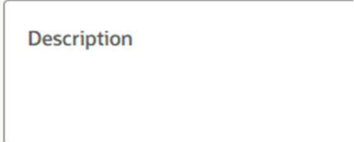
In WaveWorks, suppliers will not be able to be added by our users. This will ensure that new supplier additions are need-justified, non-duplicative, compliance-screened, and properly handed off for system record creation.

How to request a new supplier



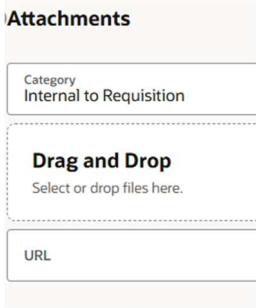
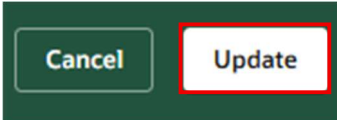
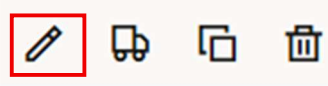
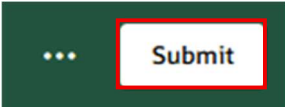
1. The Tulane Requester will complete the online Supplier Onboarding Intake Form.
****TIP**** The link may be found on Tulane’s procurement site and on the WaveWorks Training site.
2. The completed form will be sent to the Supplier Support team.
3. Supplier support will determine if the supplier will be onboarded.
4. If not approved, the Tulane Requester will be given alternative supplier options to the requested one.
5. If approved, supplier support will provide an onboarding link directly to the supplier. The supplier may contact suppliersupport@tulane.edu for assistance with any issues.
6. The supplier will provide Tulane with all necessary information.
7. Accounts Payable will verify that Tulane has received all necessary information and complete the Supplier set up.

Requisitions

How to create a Catalog Requisition

<p>Once signed into WaveWorks, click on the Procurement Tab.</p>	
<p>Click on the Purchase Requisitions (RSSP) shopping cart.</p>	
<p>Choose the appropriate category of the punch out.</p>	 <p>Request forms are non-catalog requests</p>
<p>Click on Go to Site button for the desired punch out.</p>	
<p>Placed desired items into the cart on the punch out site.</p>	
<p>Submit the order.</p>	
<p>Click on the pencil next to the Requisition Summary</p>	
<p>Enter a Description if applicable.</p>	 <p>These notes will only be seen by the Tulane buyer and approvers</p>

<p>Update the Deliver-to-Location if needed.</p>	<div data-bbox="727 205 1263 403" style="border: 1px solid #ccc; padding: 5px;"> <p>Delivery</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">Requested Delivery Date 04/17/2026 </div> <div style="border: 1px solid #ccc; padding: 2px;">Deliver-to Location Poydras Street Bldg ▼</div> </div> <p>This field needs to match the delivery address in the Additional Information</p>
<p>Enter either the GL, Non-Sponsored, or Sponsored Project in the appropriate field.</p>	<div data-bbox="690 514 1299 787" style="border: 1px solid #ccc; padding: 5px;"> <p>Project costing</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">Project Number ▼</div> <p>Charge account</p> <div style="border: 1px solid #ccc; padding: 2px;">Charge To 364900.410.75402.610.00000.0000.ER420089.0C </div> </div> <p>Only use the Charge Account if the account starts with GL See the How to Check Out section of the guide for more information</p>
<p>Budgetary control should be today's date.</p>	<div data-bbox="690 976 1299 1134" style="border: 1px solid #ccc; padding: 5px;"> <p>Budgetary control</p> <div style="border: 1px solid #ccc; padding: 2px;">Budget Date 04/02/2026 </div> </div> <p>This is the date that will appear on the budget statement</p>
<p>Add the recipient.</p>	<div data-bbox="690 1249 1299 1354" style="border: 1px solid #ccc; padding: 5px;"> <div style="border: 1px solid #ccc; padding: 2px;">Attention to (Receipt of Package or Service) ▼</div> <p style="text-align: right; font-size: small;">Required</p> </div> <p>This is to whom the package will be addressed **TIP** Search is last name, first name</p>
<p>Add the recipient's delivery building.</p>	<div data-bbox="673 1459 1315 1585" style="border: 1px solid #ccc; padding: 5px;"> <div style="border: 1px solid #ccc; padding: 2px;">Deliver-To Building Name ▼</div> <p style="text-align: right; font-size: small;">Required</p> </div> <p>This needs to match the building in the Delivery section</p>

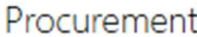

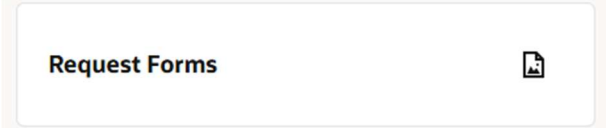

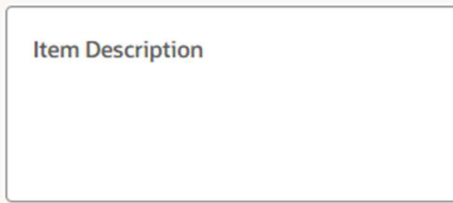

<p>Add the recipient's room number.</p>	 <p>**TIP** If delivering to JBJ, choose JBJ for the building and enter the specific building and room number here</p> <p>**TIP** If delivering to TNBRC, choose TNBRC for the building and enter the specific building and room number here</p>
<p>Add a note to Supplier if applicable.</p>	 <p>These notes will be seen by the supplier</p>
<p>Add Attachments if applicable.</p>	
<p>Click Update.</p>	
<p>Update any line items.</p>	 <p>This is where split allocations and adding the RASU details occur, complete those steps if applicable</p>
<p>Click Submit.</p>	 <p>The three dots will allow a requisitioner to check funds, view approvers, view a pdf of the requisition or save for later</p>

How to create a Non-Catalog Requisition for a Good

Non-catalog request allow goods purchases not available in a catalog. Please verify that the item is not available in a catalog before requesting.

These are the required steps for a non-catalog requisition. Other fields are optional.

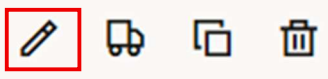
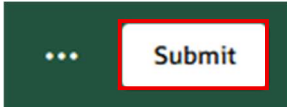
Each line of a Quote should be entered separately to ensure PO matching and payment.

Once signed into WaveWorks, click on the Procurement Tab.	
Click on the Purchase Requisitions (RSSP) shopping cart.	 <p>Purchase Requisitions (RSSP)</p>
Click on Request Forms under the Shop by category.	
Choose the appropriate form for goods. Click Create Request.	
Enter a Description.	 <p>These notes will only be seen by the Tulane buyer and approvers</p>
Choose your category.	

Enter a Quantity.	<div data-bbox="695 216 1292 310" style="border: 1px solid #ccc; padding: 5px;"> <input type="text" value="Quantity"/> </div> <p style="text-align: right; font-size: small;">Required</p>
Enter a Unit of Measure.	<div data-bbox="695 352 1292 447" style="border: 1px solid #ccc; padding: 5px;"> <input type="text" value="UOM"/> </div> <p style="text-align: right; font-size: small;">Required</p>
Enter a Price.	<div data-bbox="695 495 1292 590" style="border: 1px solid #ccc; padding: 5px;"> <input type="text" value="Price"/> </div> <p style="text-align: right; font-size: small;">Required</p>
Choose the Supplier.	<div data-bbox="695 621 1313 688" style="border: 1px solid #ccc; padding: 5px;"> <input type="text" value="Supplier"/> </div> <p style="text-align: center;">To search all Suppliers enter %%% for the full list If the supplier is not available, follow the new supplier request process</p>
Choose the Supplier Site.	<div data-bbox="695 842 1292 919" style="border: 1px solid #ccc; padding: 5px;"> <input type="text" value="Supplier Site"/> </div> <p style="text-align: center;">Please choose the proper address if multiple options</p>
Add the item into the Supplier Item Field.	<div data-bbox="695 1010 1271 1087" style="border: 1px solid #ccc; padding: 5px;"> <input type="text" value="Supplier Item"/> </div>
Add a note to Supplier if applicable.	<div data-bbox="849 1136 1159 1276" style="border: 1px solid #ccc; padding: 5px;"> <input type="text" value="Note to Supplier"/> </div> <p style="text-align: center;">These notes will be seen by the supplier</p>
Add Attachments.	<div data-bbox="867 1356 1122 1650" style="border: 1px solid #ccc; padding: 5px;"> <p>Attachments</p> <p>Category Internal to Requisition</p> <hr/> <p>Drag and Drop Select or drop files here.</p> <hr/> <p>URL</p> </div> <p style="text-align: center;">Add quotes and sole source justifications here A URL is not an acceptable format for a quote as prices may change</p>

Add to Cart.	<div style="background-color: #2e5436; color: white; padding: 5px; display: flex; justify-content: space-around;"> Cancel Add to List Add to Cart </div>
Click on the pencil next to the Requisition Summary	<div style="background-color: #f0f0f0; padding: 5px; display: flex; justify-content: space-between;"> Requisition summary </div>
Enter a Description if applicable.	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p style="font-size: small; margin: 0;">Description</p> </div> <p style="text-align: center;">These notes will only be seen by the Tulane buyer and approvers</p>
Update the Deliver-to-Location if needed.	<div style="background-color: #f0f0f0; padding: 5px; margin-bottom: 10px;"> <p>Delivery</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;"> <p style="font-size: x-small; margin: 0;">Requested Delivery Date</p> <p style="margin: 0;">04/17/2026 </p> </div> <div style="border: 1px solid #ccc; padding: 2px;"> <p style="font-size: x-small; margin: 0;">Deliver-to Location</p> <p style="margin: 0;">Poydras Street Bldg </p> </div> </div> <p style="text-align: center;">This field needs to match the delivery address in the Additional Information</p>
Enter either the GL, Non-Sponsored, or Sponsored Project in the appropriate field.	<div style="background-color: #f0f0f0; padding: 5px; margin-bottom: 10px;"> <p>Project costing</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;"> <p style="font-size: x-small; margin: 0;">Project Number </p> </div> <p>Charge account</p> <div style="border: 1px solid #ccc; padding: 2px;"> <p style="font-size: x-small; margin: 0;">Charge To</p> <p style="margin: 0;">364900.410.75402.610.00000.0000.ER420089.0C </p> </div> </div> <p style="text-align: center;">Only use the Charge Account if the account starts with GL</p> <p style="text-align: center;">See the How to Check Out section of the guide for more information</p>
Budgetary control should be today's date.	<div style="background-color: #f0f0f0; padding: 5px; margin-bottom: 10px;"> <p>Budgetary control</p> <div style="border: 1px solid #ccc; padding: 2px;"> <p style="font-size: x-small; margin: 0;">Budget Date</p> <p style="margin: 0;">04/02/2026 </p> </div> </div> <p style="text-align: center;">This is the date that will appear on the budget statement</p>

<p>Add the recipient.</p>	<div data-bbox="695 218 1299 310" style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <input type="text" value="Attention to (Receipt of Package or Service)"/> </div> <p style="text-align: right; margin-right: 10px;"><small>Required</small></p> <p>This is to whom the package will be addressed **TIP** Search is last name, first name</p>
<p>Add the recipient's delivery building.</p>	<div data-bbox="675 436 1315 529" style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <input type="text" value="Deliver-To Building Name"/> </div> <p style="text-align: right; margin-right: 10px;"><small>Required</small></p> <p>This needs to match the building in the Delivery section</p>
<p>Add the recipient's room number.</p>	<div data-bbox="678 659 1318 751" style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <input type="text" value="Room Number"/> </div> <p style="text-align: right; margin-right: 10px;"><small>Required</small></p> <p>**TIP** If delivering to JBJ, choose JBJ for the building and enter the specific building and room number here **TIP** If delivering to TNBRC, choose TNBRC for the building and enter the specific building and room number here</p>
<p>Add a note to Supplier if applicable.</p>	<div data-bbox="847 1031 1159 1180" style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <input type="text" value="Note to Supplier"/> </div> <p style="text-align: center;">These notes will be seen by the supplier</p>
<p>Add Attachments if applicable.</p>	<div data-bbox="867 1247 1120 1549" style="border: 1px solid #ccc; padding: 5px;"> <p>Attachments</p> <p>Category Internal to Requisition</p> <hr/> <p>Drag and Drop Select or drop files here.</p> <hr/> <p>URL</p> </div>
<p>Click Update.</p>	<div data-bbox="828 1570 1162 1692" style="border: 1px solid #333; padding: 10px; background-color: #2e5496; color: white; text-align: center;"> Cancel Update </div>

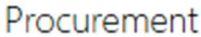



Update any line items.	 <p>This is where split allocations and adding the RASU details occur, complete those steps if applicable</p>
Click Submit.	 <p>The three dots will allow a requisitioner to check funds, view approvers, view a pdf of the requisition or save for later</p>

How to create a Non-Catalog Requisition for a Service




Non-catalog request allow service purchases not available in a catalog.

These are the required steps for a non-catalog requisition. Other fields are optional.


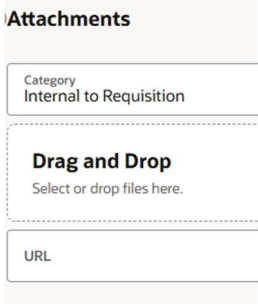
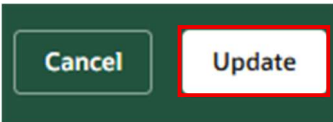
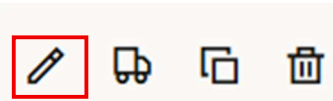
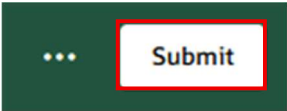
Each line of a Quote should be entered separately to ensure PO matching and payment.

Once signed into WaveWorks, click on the Procurement Tab.	
Click on the Purchase Requisitions (RSSP) shopping cart.	 <p>Purchase Requisitions (RSSP)</p>
Click on Request Forms under the Shop by category.	
Choose the appropriate form for services. Click Create Request.	

Enter a Description.	<div data-bbox="781 216 1227 411" style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p style="text-align: center; color: #666;">Item Description</p> </div> <p style="text-align: center;">These notes will only be seen by the Tulane buyer and approvers</p>
Choose your category.	<div data-bbox="688 537 1300 642" style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p style="text-align: center;">Category ▼</p> </div> <p style="text-align: right; font-size: small; color: #666;">Required</p>
Enter an Amount.	<div data-bbox="695 674 1300 758" style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p style="text-align: center;">Amount</p> </div> <p style="text-align: right; font-size: small; color: #666;">Required</p>
Update the Currency if applicable.	<div data-bbox="688 806 1300 884" style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p style="text-align: center;">Currency USD ▼</p> </div>
Choose the Supplier.	<div data-bbox="711 915 1292 982" style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p style="text-align: center;">Supplier ▼</p> </div> <p style="text-align: center;">To search all Suppliers enter %%% for the full list If the supplier is not available, follow the new supplier request process</p>
Choose the Supplier Site.	<div data-bbox="711 1136 1292 1209" style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p style="text-align: center;">Supplier Site ▼</p> </div> <p style="text-align: center;">Please choose the proper address if multiple options</p>
Add the item into the Supplier Item Field.	<div data-bbox="711 1304 1273 1371" style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p style="text-align: center;">Supplier Item</p> </div>
Add a note to Supplier if applicable.	<div data-bbox="846 1430 1159 1566" style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p style="text-align: center; color: #666;">Note to Supplier</p> </div> <p style="text-align: center;">These notes will be seen by the supplier and should include the Quote Number</p>

<p>Add Attachments.</p>	<div data-bbox="868 205 1122 485"> <p>Attachments</p> <p>Category Internal to Requisition</p> <hr/> <p>Drag and Drop Select or drop files here.</p> <hr/> <p>URL</p> </div> <p>Add quotes and sole source justifications here A URL is not an acceptable format for a quote as prices may change</p>
<p>Add to Cart.</p>	<div data-bbox="686 646 1304 751"> <p>Cancel Add to List Add to Cart</p> </div>
<p>Click on the pencil next to the Requisition Summary</p>	<div data-bbox="638 772 1352 877"> <p>Requisition summary </p> </div>
<p>Enter a Description if applicable.</p>	<div data-bbox="824 919 1174 1066"> <p>Description</p> </div> <p>These notes will only be seen by the Tulane buyer and approvers</p>
<p>Update the Deliver-to-Location if needed.</p>	<div data-bbox="732 1171 1263 1371"> <p>Delivery</p> <p>Requested Delivery Date 04/17/2026 </p> <p>Deliver-to Location Poydras Street Bldg </p> </div> <p>This field needs to match the delivery address in the Additional Information</p>

<p>Enter either the GL, Non-Sponsored, or Sponsored Project in the appropriate field.</p>	<div style="border: 1px solid #ccc; padding: 10px; background-color: #f9f9f9;"> <p>Project costing</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> Project Number ▼ </div> <p>Charge account</p> <div style="border: 1px solid #ccc; padding: 5px;"> Charge To 🔗 364900.410.75402.610.00000.0000.ER420089.0C </div> </div> <p style="text-align: center;">Only use the Charge Account if the account starts with GL</p> <p style="text-align: center;">See the How to Check Out section of the guide for more information</p>
<p>Budgetary control should be today's date.</p>	<div style="border: 1px solid #ccc; padding: 10px; background-color: #f9f9f9;"> <p>Budgetary control</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> Budget Date 📅 04/02/2026 </div> </div> <p style="text-align: center;">This is the date that will appear on the budget statement</p>
<p>Add the recipient.</p>	<div style="border: 1px solid #ccc; padding: 10px; background-color: #f9f9f9;"> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> Attention to (Recipient of Package or Service) ▼ </div> <p style="text-align: right; font-size: x-small; margin-right: 10px;">Required</p> </div> <p style="text-align: center;">This is to whom the package will be addressed **TIP** Search is last name, first name</p>
<p>Add the recipient's delivery building.</p>	<div style="border: 1px solid #ccc; padding: 10px; background-color: #f9f9f9;"> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> Deliver-To Building Name ▼ </div> <p style="text-align: right; font-size: x-small; margin-right: 10px;">Required</p> </div> <p style="text-align: center;">This needs to match the building in the Delivery section</p>
<p>Add the recipient's room number.</p>	<div style="border: 1px solid #ccc; padding: 10px; background-color: #f9f9f9;"> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> Room Number </div> <p style="text-align: right; font-size: x-small; margin-right: 10px;">Required</p> </div> <p style="text-align: center;">**TIP** If delivering to JBJ, choose JBJ for the building and enter the specific building and room number here</p> <p style="text-align: center;">**TIP** If delivering to TNBRC, choose TNBRC for the building and enter the specific building and room number here</p>

<p>Add a note to Supplier if applicable.</p>	 <p>These notes will be seen by the supplier</p>
<p>Add Attachments if applicable.</p>	
<p>Click Update.</p>	
<p>Update any line items.</p>	 <p>This is where split allocations and adding the RASU details occur, complete those steps if applicable</p>
<p>Click Submit.</p>	 <p>The three dots will allow a requisitioner to check funds, view approvers, view a pdf of the requisition or save for later</p>


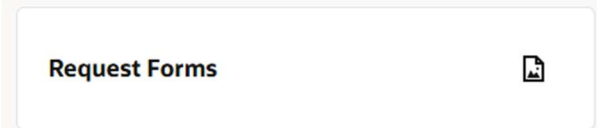







How to create an Annual PO for a Good




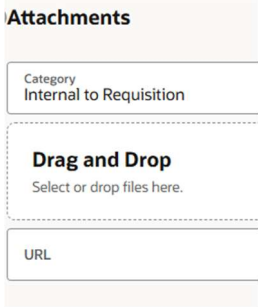
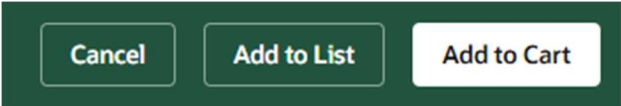
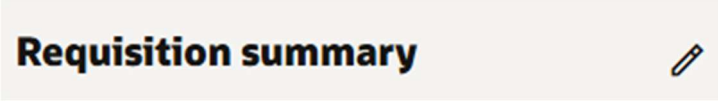

An Annual PO should be set up for repeated purchases of the same type of item from the same vendor to cover multiple purchases.

These are the required steps for a non-catalog requisition. Other fields are optional.

Each line of a Quote should be entered separately to ensure PO matching and payment.

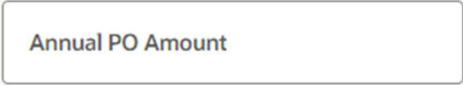



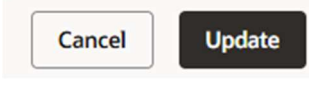

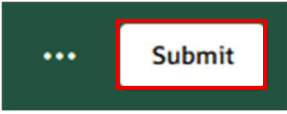
<p>Once signed into WaveWorks, click on the Procurement Tab.</p>	
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<p>Click on the Purchase Requisitions (RSSP) shopping cart.</p>	 <p>Purchase Requisitions (RSSP)</p>
<p>Click on Request Forms under the Shop by category.</p>	
<p>Choose the appropriate Annual PO form.</p> <p>Click Create Request.</p>	
<p>Enter a Description.</p>	 <p>Item Description</p> <p>These notes will only be seen by the Tulane buyer and approvers</p>
<p>Choose your category.</p>	 <p>Category ▼</p> <p style="text-align: right; font-size: small;">Required</p>
<p>Enter a Quantity.</p>	 <p>Quantity</p> <p style="text-align: right; font-size: small;">Required</p>
<p>Enter a Unit of Measure.</p>	 <p>UOM ▼</p> <p style="text-align: right; font-size: small;">Required</p>
<p>Enter a Price.</p>	 <p>Price</p> <p style="text-align: right; font-size: small;">Required</p>
<p>Choose the Supplier.</p>	 <p>Supplier ▼</p> <p>To search all Suppliers enter %%% for the full list If the supplier is not available, follow the new supplier request process</p>

<p>Choose the Supplier Site.</p>	 <p>Please choose the proper address if multiple options</p>
<p>Add the item into the Supplier Item Field.</p>	
<p>Add a note to Supplier if applicable.</p>	 <p>These notes will be seen by the supplier and should include the Quote Number</p>
<p>Add Attachments.</p>	 <p>Add quotes and sole source justifications here A URL is not an acceptable format for a quote as prices may change</p>
<p>Add to Cart.</p>	
<p>Click on the pencil next to the Requisition Summary</p>	
<p>Enter a Description if applicable.</p>	 <p>These notes will only be seen by the Tulane buyer and approvers</p>

<p>Update the Deliver-to-Location if needed.</p>	<div data-bbox="730 205 1263 403" style="border: 1px solid #ccc; padding: 5px;"> <p>Delivery</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;"> <p>Requested Delivery Date 04/17/2026 📅</p> </div> <div style="border: 1px solid #ccc; padding: 2px;"> <p>Deliver-to Location Poydras Street Bldg ▼</p> </div> </div> <p>This field needs to match the delivery address in the Additional Information</p>
<p>Enter either the GL, Non-Sponsored, or Sponsored Project in the appropriate field.</p>	<div data-bbox="690 514 1299 787" style="border: 1px solid #ccc; padding: 5px;"> <p>Project costing</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;"> <p>Project Number ▼</p> </div> <p>Charge account</p> <div style="border: 1px solid #ccc; padding: 2px;"> <p>Charge To 364900.410.75402.610.00000.0000.ER420089.0C 🔗</p> </div> </div> <p>Only use the Charge Account if the account starts with GL See the How to Check Out section of the guide for more information</p>
<p>Budgetary control should be today's date.</p>	<div data-bbox="690 976 1299 1134" style="border: 1px solid #ccc; padding: 5px;"> <p>Budgetary control</p> <div style="border: 1px solid #ccc; padding: 2px;"> <p>Budget Date 04/02/2026 📅</p> </div> </div> <p>This is the date that will appear on the budget statement</p>
<p>Add the recipient.</p>	<div data-bbox="690 1249 1299 1354" style="border: 1px solid #ccc; padding: 5px;"> <p style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">Attention to (Receipt of Package or Service) ▼</p> <p style="text-align: right; font-size: small;">Required</p> </div> <p>This is to whom the package will be addressed **TIP** Search is last name, first name</p>
<p>Add the recipient's delivery building.</p>	<div data-bbox="673 1459 1315 1585" style="border: 1px solid #ccc; padding: 5px;"> <p style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">Deliver-To Building Name ▼</p> <p style="text-align: right; font-size: small;">Required</p> </div> <p>This needs to match the building in the Delivery section</p>

<p>Add the recipient's room number.</p>	<div data-bbox="678 216 1318 296" style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p style="margin: 0;">Room Number</p> </div> <p style="text-align: right; margin: 0;">Required</p> <p>**TIP** If delivering to JBJ, choose JBJ for the building and enter the specific building and room number here</p> <p>**TIP** If delivering to TNBRC, choose TNBRC for the building and enter the specific building and room number here</p>								
<p>Add a note to Supplier if applicable.</p>	<div data-bbox="847 583 1159 730" style="border: 1px solid #ccc; padding: 10px; margin-bottom: 10px;"> <p style="margin: 0;">Note to Supplier</p> </div> <p style="text-align: center;">These notes will be seen by the supplier</p>								
<p>Add Attachments if applicable.</p>	<div data-bbox="867 802 1120 1104" style="border: 1px solid #ccc; padding: 10px;"> <p>Attachments</p> <p>Category Internal to Requisition</p> <hr style="border-top: 1px dashed #ccc;"/> <p>Drag and Drop Select or drop files here.</p> <hr style="border-top: 1px dashed #ccc;"/> <p>URL</p> </div>								
<p>Click Update.</p>	<div data-bbox="828 1129 1162 1247" style="border: 1px solid #333; padding: 10px; background-color: #2e5496; color: white; text-align: center;"> Cancel Update </div>								
<p>Update the line item.</p>	<div data-bbox="824 1268 1162 1377" style="border: 1px solid #ccc; padding: 10px; text-align: center;"> ✎ 🚚 📄 🗑️ </div>								
<p>Click on Delivery and Billing Details.</p>	<div data-bbox="721 1398 1273 1495" style="border: 1px solid #ccc; padding: 10px; text-align: center;"> Line Details Delivery and Billing Details </div>								
<p>Scroll to the Distribution Line.</p>	<div data-bbox="604 1520 1386 1633" style="border: 1px solid #ccc; padding: 10px;"> <p style="font-size: 10px; margin: 0;">Distribution 1 139210.100.65110.670.00000.0000.GL221248.000000.0000.000</p> <table style="width: 100%; border-collapse: collapse; font-size: 12px;"> <thead> <tr> <th style="text-align: left;">Percentage</th> <th style="text-align: left;">Amount</th> <th style="text-align: left;">Quantity</th> <th style="text-align: right;">...</th> </tr> </thead> <tbody> <tr> <td>100</td> <td>\$200.00</td> <td>2</td> <td></td> </tr> </tbody> </table> </div>	Percentage	Amount	Quantity	...	100	\$200.00	2	
Percentage	Amount	Quantity	...						
100	\$200.00	2							
<p>Click on the three dots.</p> <p>Choose Edit.</p>	<div data-bbox="912 1654 1071 1835" style="border: 1px solid #ccc; padding: 10px; background-color: #f0f0f0;"> <div style="text-align: right; margin-bottom: 5px;"> ... </div> <div style="border: 1px solid #ccc; padding: 2px 5px; margin-bottom: 5px; display: inline-block;">Edit</div> <div style="border: 1px solid #ccc; padding: 2px 5px; display: inline-block;">Split</div> </div>								

Enter the Annual PO Amount.	
Enter the Start Date.	
Enter the End Date.	 This should not extend past the current fiscal year
Enter the RASU Details if applicable.	 This is the Cost Center of the Project
Click Update.	
Click Update.	
Click Submit.	 The three dots will allow a requisitioner to check funds, view approvers, view a pdf of the requisition or save for later


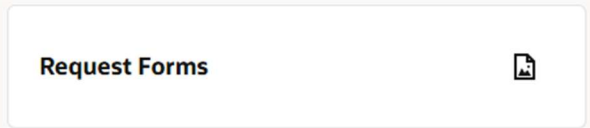






How to create an Annual PO for a Service



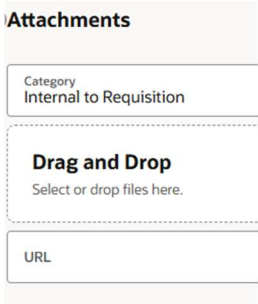
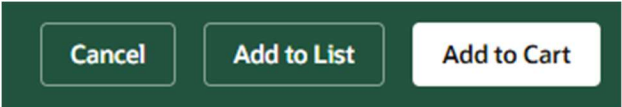
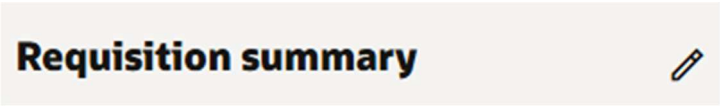


An Annual PO should be set up for repeated purchases of the same type of item from the same vendor to cover multiple purchases.

These are the required steps for a non-catalog requisition. Other fields are optional.


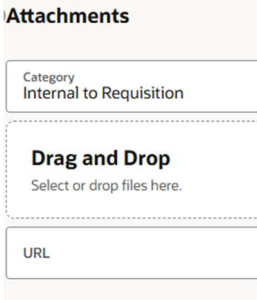
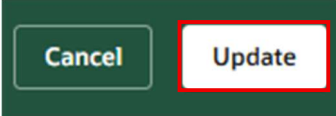
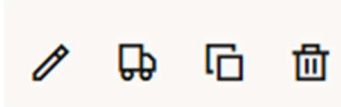
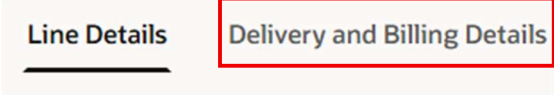

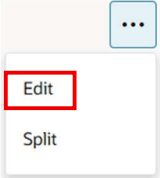
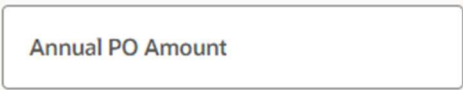


Each line of a Quote should be entered separately to ensure PO matching and payment.

Once signed into WaveWorks, click on the Procurement Tab.	
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<p>Click on the Purchase Requisitions (RSSP) shopping cart.</p>	 <p>Purchase Requisitions (RSSP)</p>
<p>Click on Request Forms under the Shop by category.</p>	
<p>Choose the appropriate Annual PO form.</p> <p>Click Create Request.</p>	
<p>Enter a Description.</p>	 <p>These notes will only be seen by the Tulane buyer and approvers</p>
<p>Choose your category.</p>	 <p>Required</p>
<p>Enter an Amount.</p>	 <p>Required</p>
<p>Choose the Supplier.</p>	 <p>To search all Suppliers enter %%% for the full list If the supplier is not available, follow the new supplier request process</p>
<p>Choose the Supplier Site.</p>	 <p>Please choose the proper address if multiple options</p>

<p>Add the item into the Supplier Item Field.</p>	
<p>Add a note to Supplier if applicable.</p>	 <p>These notes will be seen by the supplier and should include the Quote Number</p>
<p>Add Attachments.</p>	 <p>Add quotes and sole source justifications here A URL is not an acceptable format for a quote as prices may change</p>
<p>Add to Cart.</p>	
<p>Click on the pencil next to the Requisition Summary</p>	
<p>Enter a Description if applicable.</p>	 <p>These notes will only be seen by the Tulane buyer and approvers</p>
<p>Update the Deliver-to-Location if needed.</p>	 <p>This field needs to match the delivery address in the Additional Information</p>



<p>Enter either the GL, Non-Sponsored, or Sponsored Project in the appropriate field.</p>	<div style="border: 1px solid #ccc; padding: 10px; margin-bottom: 10px;"> <p>Project costing</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">Project Number ▼</div> <p>Charge account</p> <div style="border: 1px solid #ccc; padding: 5px;"> Charge To 364900.410.75402.610.00000.0000.ER420089.00 🔗 </div> </div> <p style="text-align: center;">Only use the Charge Account if the account starts with GL</p> <p style="text-align: center;">See the How to Check Out section of the guide for more information</p>
<p>Budgetary control should be today's date.</p>	<div style="border: 1px solid #ccc; padding: 10px; margin-bottom: 10px;"> <p>Budgetary control</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> Budget Date 04/02/2026 📅 </div> </div> <p style="text-align: center;">This is the date that will appear on the budget statement</p>
<p>Add the recipient.</p>	<div style="border: 1px solid #ccc; padding: 10px; margin-bottom: 10px;"> <p style="text-align: center;">Attention to (Recipient of Package or Service) ▼</p> <p style="text-align: right; font-size: small;">Required</p> </div> <p style="text-align: center;">This is to whom the package will be addressed **TIP** Search is last name, first name</p>
<p>Add the recipient's delivery building.</p>	<div style="border: 1px solid #ccc; padding: 10px; margin-bottom: 10px;"> <p style="text-align: center;">Deliver-To Building Name ▼</p> <p style="text-align: right; font-size: small;">Required</p> </div> <p style="text-align: center;">This needs to match the building in the Delivery section</p>
<p>Add the recipient's room number.</p>	<div style="border: 1px solid #ccc; padding: 10px; margin-bottom: 10px;"> <p style="text-align: center;">Room Number</p> <p style="text-align: right; font-size: small;">Required</p> </div> <p style="text-align: center;">**TIP** If delivering to JBJ, choose JBJ for the building and enter the specific building and room number here</p> <p style="text-align: center;">**TIP** If delivering to TNBRC, choose TNBRC for the building and enter the specific building and room number here</p>

<p>Add a note to Supplier if applicable.</p>	 <p>These notes will be seen by the supplier</p>
<p>Add Attachments if applicable.</p>	
<p>Click Update.</p>	
<p>Update the line item.</p>	
<p>Click on Delivery and Billing Details.</p>	
<p>Scroll to the Distribution Line.</p>	
<p>Click on the three dots. Choose Edit.</p>	
<p>Enter the Annual PO Amount.</p>	
<p>Enter the Start Date.</p>	
<p>Enter the End Date.</p>	 <p>This should not extend past the current fiscal year</p>





Enter the RASU Details if applicable.	<div style="text-align: center;"> <input type="text" value="RASU_DETAILS"/> ? ▾ This is the Cost Center of the Project </div>
Click Update.	<div style="text-align: center;"> <input type="button" value="Cancel"/> <input type="button" value="Update"/> </div>
Click Update.	<div style="text-align: center;"> <input type="button" value="Cancel"/> <input type="button" value="Update"/> </div>
Click Submit.	<div style="text-align: center;"> <input type="button" value="..."/> <input type="button" value="Submit"/> </div> <p>The three dots will allow a requisitioner to check funds, view approvers, view a pdf of the requisition or save for later</p>

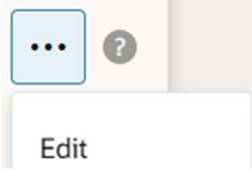




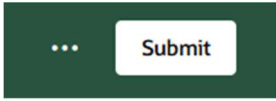
How to create an Annual PO for a Subaward

Subawards on grants will be set up as Annual POs in procurement by the Award Owner or the Award Owner’s department. Invoices will be processed against the PO for payment. Any time there is a new Project created a new subaward PO will be created. POs may be modified for a project extension or additional funding.

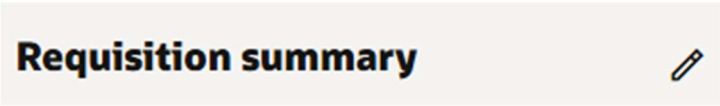
Once signed into WaveWorks, click on the Procurement Tab.	<div style="text-align: center;">Procurement</div>
Click on the Purchase Requisitions (RSSP) shopping cart.	<div style="text-align: center;">  Purchase Requisitions (RSSP) </div>
Click on Request Forms under the Shop by category.	<div style="text-align: center;"> <input type="button" value="Request Forms"/>  </div>
Choose the Annual PO for services form. Click Create Request.	<div style="text-align: center;"> <input type="button" value="Create Request"/> </div>

<p>Enter the Subcontract-Project # here.</p>	<div style="border: 1px solid #ccc; padding: 5px; width: fit-content; margin: auto;"> <p>Item Description</p> </div>
<p>Choose Subcontract/Subaward as the Category.</p>	<div style="border: 1px solid #ccc; padding: 5px; width: fit-content; margin: auto;"> <p>Category ▼</p> <p style="text-align: right; font-size: small;">Required</p> </div>
<p>Enter the total Amount of the Subaward.</p>	<div style="border: 1px solid #ccc; padding: 5px; width: fit-content; margin: auto;"> <p>Amount</p> <p style="text-align: right; font-size: small;">Required</p> </div> <p style="text-align: center;">If this is an existing subaward before 4/13/26, use the remaining balance as the amount</p>
<p>Choose the Supplier.</p>	<div style="border: 1px solid #ccc; padding: 5px; width: fit-content; margin: auto;"> <p>Supplier ▼</p> </div> <p style="text-align: center;">Vendors should be set up as part of the award process</p>
<p>Choose the Supplier Site.</p>	<div style="border: 1px solid #ccc; padding: 5px; width: fit-content; margin: auto;"> <p>Supplier Site ▼</p> </div> <p style="text-align: center;">Please choose the proper address if multiple options</p>
<p>Please indicate that the PO is not for order fulfillment.</p>	<div style="border: 1px solid #ccc; padding: 5px; width: fit-content; margin: auto;"> <p>Note to Supplier</p> </div>
<p>Add a copy of the Subcontract as an Attachment.</p>	<div style="border: 1px solid #ccc; padding: 5px; width: fit-content; margin: auto;"> <p>Attachments</p> <p>Category Internal to Requisition</p> <hr style="border-top: 1px dashed #ccc;"/> <p>Drag and Drop Select or drop files here.</p> <hr style="border-top: 1px dashed #ccc;"/> <p>URL</p> </div>
<p>Add to Cart.</p>	<div style="background-color: #1a4d3d; color: white; padding: 10px; text-align: center;"> <div style="display: flex; justify-content: space-around; gap: 20px;"> <div style="border: 1px solid white; padding: 5px 15px; border-radius: 5px;">Cancel</div> <div style="border: 1px solid white; padding: 5px 15px; border-radius: 5px;">Add to List</div> <div style="border: 2px solid red; padding: 5px 15px; border-radius: 5px;">Add to Cart</div> </div> </div>



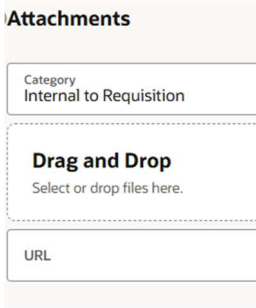
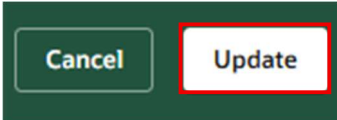
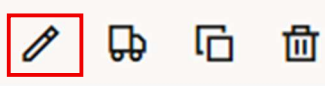
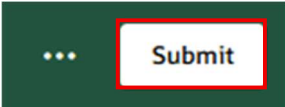
Click on the pencil next to the Requisition Summary.	<div style="text-align: center;"> <h3>Requisition summary </h3> </div>
Enter the Sponsored Project in the Project costing field.	<div style="text-align: center;"> <h4>Project costing</h4> <div style="border: 1px solid #ccc; padding: 5px; width: 100%;"> Project Number ▼ </div> </div>
Enter 67510 G/C Subcontractor1 as the expenditure type.	<div style="text-align: center;"> <div style="border: 1px solid #ccc; padding: 5px; width: 100%;"> Expenditure Type ▼ </div> <p style="text-align: right; font-size: small;">Required</p> </div>
Enter the Expenditure Organization.	<div style="text-align: center;"> <div style="border: 1px solid #ccc; padding: 5px; width: 100%;"> Expenditure Organization ▼ </div> <p style="text-align: right; font-size: small;">Required</p> <p style="text-align: center;">This is the Cost Center where the Sponsored Project lives</p> </div>
Do NOT change this date.	<div style="text-align: center;"> <div style="border: 1px solid #ccc; padding: 5px; width: 100%;"> Expenditure Item Date 04/21/2026  </div> </div>
Do NOT change this date.	<div style="text-align: center;"> <h4>Budgetary control</h4> <div style="border: 1px solid #ccc; padding: 5px; width: 100%;"> Budget Date 04/14/2026  </div> </div>
Add your name as the Attention to.	<div style="text-align: center;"> <div style="border: 1px solid #ccc; padding: 5px; width: 100%;"> Attention to (Recipient of Package or Service) ▼ </div> <p style="text-align: right; font-size: small;">Required</p> </div>
Enter the building in your HR record.	<div style="text-align: center;"> <div style="border: 1px solid #ccc; padding: 5px; width: 100%;"> Deliver-To Building Name ▼ </div> <p style="text-align: right; font-size: small;">Required</p> <p style="text-align: center;">This should match the building in the Delivery field above</p> </div>
Enter your room number.	<div style="text-align: center;"> <div style="border: 1px solid #ccc; padding: 5px; width: 100%;"> Room Number </div> <p style="text-align: right; font-size: small;">Required</p> </div>
Update.	<div style="text-align: center;"> <div style="background-color: #2e5496; color: white; padding: 10px; display: inline-block;"> Cancel Update </div> </div>
Click on the Delivery Truck. Scroll down.	<div style="text-align: center;"> <div style="border: 1px solid #ccc; padding: 10px; width: 100px; margin: 0 auto;">  </div> </div>

<p>Click on the 3 dots under Billing. Click Edit.</p>	
<p>Add in the total amount of the Subaward.</p>	<p>Annual PO Amount</p> <p>If this is existing subaward before 4/13/26, use the remaining balance as the amount.</p>
<p>Enter the Start Date of the Subaward.</p>	
<p>Enter the End Date of the Subaward.</p>	
<p>Enter the RASU Details.</p>	<p>RASU_DETAILS</p> <p>This is the Cost Center of the Project</p>
<p>Click Update.</p>	
<p>Click Update.</p>	
<p>Click Submit.</p>	
	<p>Once the Requisition is approved and becomes a PO, it can be invoiced against</p> <p>Invoices should be emailed to accountspayable@tulane.edu</p> <p>The invoice MUST contain the PO#</p>

How to Check Out

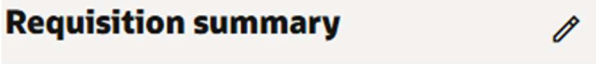



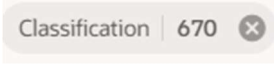

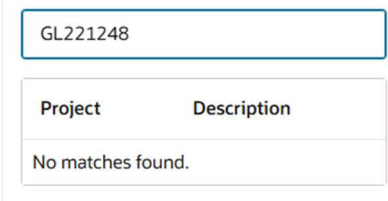
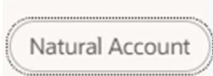
<p>Click on the pencil next to the Requisition Summary</p>	
--	--

<p>Enter a Description if applicable.</p>	<div data-bbox="824 212 1172 359" style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p style="text-align: center; color: #666;">Description</p> </div> <p style="text-align: center;">These notes will only be seen by the Tulane buyer and approvers</p>
<p>Update the Deliver-to-Location if needed.</p>	<div data-bbox="743 464 1263 661" style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p>Delivery</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;"> <p>Requested Delivery Date 04/17/2026 📅</p> </div> <div style="border: 1px solid #ccc; padding: 2px;"> <p>Deliver-to Location Poydras Street Bldg ▼</p> </div> </div> <p style="text-align: center;">This field needs to match the delivery address in the Additional Information</p>
<p>Enter either the GL, Non-Sponsored, or Sponsored Project in the appropriate field.</p>	<div data-bbox="691 770 1300 1045" style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p>Project costing</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;"> <p>Project Number ▼</p> </div> <p>Charge account</p> <div style="border: 1px solid #ccc; padding: 2px;"> <p>Charge To 364900.410.75402.610.00000.0000.ER420089.00 🔗</p> </div> </div> <p style="text-align: center;">See the appropriate instructions to change the Project</p>
<p>Budgetary control should be today's date.</p>	<div data-bbox="691 1155 1300 1312" style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p>Budgetary control</p> <div style="border: 1px solid #ccc; padding: 2px;"> <p>Budget Date 04/02/2026 📅</p> </div> </div> <p style="text-align: center;">This is the date that will appear on the budget statement</p>
<p>Add the recipient.</p>	<div data-bbox="691 1430 1300 1535" style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <div style="border: 1px solid #ccc; padding: 2px;"> <p>Attention to (Recipient of Package or Service) ▼</p> </div> <p style="text-align: right; font-size: small;">Required</p> </div> <p style="text-align: center;">This is to whom the package will be addressed **TIP** Search is last name, first name</p>
<p>Add the recipient's delivery building.</p>	<div data-bbox="672 1640 1320 1766" style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <div style="border: 1px solid #ccc; padding: 2px;"> <p>Deliver-To Building Name ▼</p> </div> <p style="text-align: right; font-size: small;">Required</p> </div> <p style="text-align: center;">This needs to match the building in the Delivery section</p>

<p>Add the recipient's room number.</p>	 <p>**TIP** If delivering to JBJ, choose JBJ for the building and enter the specific building and room number here</p> <p>**TIP** If delivering to TNBRC, choose TNBRC for the building and enter the specific building and room number here</p>
<p>Add a note to Supplier if applicable.</p>	 <p>These notes will be seen by the supplier</p>
<p>Add Attachments if applicable.</p>	
<p>Click Update.</p>	
<p>Update any line items.</p>	 <p>This is where split allocations and adding the RASU details occur</p>
<p>Click Submit.</p>	 <p>The three dots will allow a requisitioner to check funds, view approvers, view a pdf of the requisition or save for later</p>

How to Allocate to a GL Project

This process is only for Projects that begin with a GL prefix.

<p>Click the pencil on the Requisition summary.</p>	
<p>Click on the arrow.</p>	 <p>Hover over the line to see the expense default- if this is the correct expenditure project skip these steps</p>
<p>Clear the Cost Center.</p>	 <p>Clear by clicking the x</p>
<p>Clear the Fund.</p>	 <p>Clear by clicking the x</p>
<p>Clear the Classification.</p>	 <p>Clear by clicking the x</p>
<p>Clear the Natural Account.</p>	 <p>Clear by clicking the x</p>
<p>Replace the Project.</p>	 <p>Click on the box to search by partial or complete number or by account name</p>
<p>Replace the Natural Account.</p>	 <p>Click on the box to search by number or description If the wrong Natural account is chosen the system will override with the correct one</p>

Highlight the appropriate string.	<p style="text-align: center;">139210 . 100 . 63110 . 670 . 00000 . 0000 . GL221248 . 000000 . 0000 . 000</p> <p style="text-align: center;">**TIP** If there is still not a string, use the GL Account Aliases Report or GL Account Search</p>
Click Apply.	<p style="text-align: center;"> <input type="button" value="Cancel"/> <input style="border: 2px solid red;" type="button" value="Apply"/> </p>





What if I can't find my GL Project?

This process is only for Projects that begin with a GL prefix.

Search Using the Account Field


From the Requisition Summary, click into the Charge account.	<p style="text-align: center;">Charge account</p> <div style="border: 1px solid #ccc; padding: 5px; width: fit-content; margin: auto;"> Charge To 🔗 ? </div>										
Search for the GL Project using #GL and the number.	<div style="border: 1px solid #ccc; padding: 5px; width: fit-content; margin: auto;"> Charge To #GL 🔗 ? </div> <p style="text-align: center;">**TIP** Enter #GL and the number to search This will not work without the #GL</p>										
Highlight the correct GL Project line.	<div style="border: 1px solid #ccc; padding: 5px; width: fit-content; margin: auto;"> Charge To #GL2 🔗 ? </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="text-align: left;">Alias</th> <th style="text-align: left;">Combination</th> </tr> </thead> <tbody> <tr> <td>#GL223404-SCHOOL OF BUSINESS SC</td> <td>322100.100.616.00000.0000.GL223404.000000.0000.000</td> </tr> <tr> <td>#GL211000-ARCHITECTURE</td> <td>351120.100.610.00000.0000.GL211000.000000.0000.000</td> </tr> <tr> <td>#GL211001-ARCHITECTURE TUITION</td> <td>210110.100.609.00000.0000.GL211001.000000.0000.000</td> </tr> <tr> <td>#GL211005-ARCHITECTURE DEAN SEA</td> <td>210110.100.670.00000.0000.GL211005.000000.0000.000</td> </tr> </tbody> </table>	Alias	Combination	#GL223404-SCHOOL OF BUSINESS SC	322100.100.616.00000.0000.GL223404.000000.0000.000	#GL211000-ARCHITECTURE	351120.100.610.00000.0000.GL211000.000000.0000.000	#GL211001-ARCHITECTURE TUITION	210110.100.609.00000.0000.GL211001.000000.0000.000	#GL211005-ARCHITECTURE DEAN SEA	210110.100.670.00000.0000.GL211005.000000.0000.000
Alias	Combination										
#GL223404-SCHOOL OF BUSINESS SC	322100.100.616.00000.0000.GL223404.000000.0000.000										
#GL211000-ARCHITECTURE	351120.100.610.00000.0000.GL211000.000000.0000.000										
#GL211001-ARCHITECTURE TUITION	210110.100.609.00000.0000.GL211001.000000.0000.000										
#GL211005-ARCHITECTURE DEAN SEA	210110.100.670.00000.0000.GL211005.000000.0000.000										
Add in the Natural Account.	<div style="border: 1px solid #ccc; padding: 5px; width: fit-content; margin: auto;"> Charge To 390310.100.62110.610.00000.1500.GL211093.00 🔗 ? </div> <p style="text-align: center;">**TIP** This is the 3rd segment of the chart string</p>										
Enter Delivery Details and Update.	<p style="text-align: center;"> <input type="button" value="Cancel"/> <input style="background-color: #004d00; color: white; padding: 5px 15px;" type="button" value="Update"/> </p>										

Search Using the GL Account Alias Report

<p>Click on the GL Account Aliases in the Shop by Category.</p>	<div data-bbox="646 268 1247 407" style="border: 1px solid #ccc; padding: 5px; text-align: center;"> <p>GL Account Aliases </p> </div> <p>**TIP** Open a second window with WaveWorks so the requisition is not lost</p>
<p>Search for your GL Project.</p>	<div data-bbox="683 520 1214 596" style="border: 1px solid #ccc; padding: 5px;"> <p>Description <input style="border: 1px solid red;" type="text"/> <input type="button" value="Apply"/></p> </div> <p>**TIP** The full GL number (i.e. GL123456) may be entered, or a partial search is allowed Use a % at the beginning if the prefix is unknown Use a % at the end if last digits are unknown Use a % at the beginning and end if neither the prefix nor the full number is known</p>
<p>Click Apply.</p>	<div data-bbox="683 865 1214 953" style="border: 1px solid #ccc; padding: 5px;"> <p>Description <input type="text"/> <input style="border: 1px solid red;" type="button" value="Apply"/></p> </div>
<p>Copy the CONCAT_STRG.</p>	<div data-bbox="646 982 1247 1100" style="border: 1px solid #ccc; padding: 5px;"> <p>CONCAT_STRG ▼</p> <p>139210.100.00000.670.00000.0000.GL221248.000000.0000.000</p> </div>
<p>Paste into the Charge account field.</p>	<div data-bbox="623 1121 1279 1297" style="border: 1px solid #ccc; padding: 5px;"> <p>Charge account</p> <div style="border: 1px solid red; padding: 5px;"> <p>Charge To 139210.100.63110.670.00000.0000.GL221248.0C </p> </div> </div>
<p>Replace the Natural Account.</p>	<div data-bbox="623 1323 1279 1486" style="border: 1px solid #ccc; padding: 5px;"> <p>Charge account</p> <div style="border: 1px solid red; padding: 5px;"> <p>Charge To 139210.100.00000.670.00000.0000.GL221248.0C </p> </div> <p> Enter valid segment values for these segments: Natural Account</p> </div> <p>If the wrong natural account is chosen, the system will autocorrect for the proper one</p>



How to Allocate to a Sponsored or Non-Sponsored Project

This process is only for Projects that do not begin with a GL prefix.

<p>Click the pencil on the Requisition summary.</p>	<div data-bbox="699 1738 1292 1814" style="border: 1px solid #ccc; padding: 5px; text-align: center;"> <p>Requisition summary </p> </div>
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<p>Enter the Project in the box.</p>	<p>Project costing</p> <p>Project Number ▼</p> <p>Search by partial or complete number or by project description</p> <p>When you choose a Non-sponsored Project the task and expenditure organization will default</p> <p>When you choose a Sponsored Project the task, expenditure organization, contract number and funding source will default</p>
<p>Choose your Expenditure Type.</p>	<p>Expenditure Type ▼</p> <p style="text-align: right; font-size: small;">Required</p> <p>Expenditure Type is the Natural Account.</p>

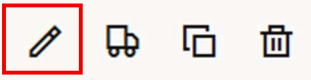
How to Split an Allocation

<p>On the line item, click the pencil.</p>													
<p>Click on Delivery and Billing Details.</p>	<p>Line Details Delivery and Billing Details</p>												
<p>Scroll to the Distribution Line.</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="4" style="font-size: x-small;">Distribution 1 139210.100.63110.670.00000.0000.GL221248.000000.0000.000</td> </tr> <tr> <td style="width: 30%; text-align: left;">Percentage</td> <td style="width: 30%; text-align: right;">Amount</td> <td style="width: 30%; text-align: right;">Quantity</td> <td style="width: 10%; text-align: right;">...</td> </tr> <tr> <td>100</td> <td style="text-align: right;">\$200.00</td> <td style="text-align: right;">2</td> <td></td> </tr> </table>	Distribution 1 139210.100.63110.670.00000.0000.GL221248.000000.0000.000				Percentage	Amount	Quantity	...	100	\$200.00	2	
Distribution 1 139210.100.63110.670.00000.0000.GL221248.000000.0000.000													
Percentage	Amount	Quantity	...										
100	\$200.00	2											
<p>Click on the three dots.</p> <p>Choose Split.</p>	 <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <p>Edit</p> <p>Split</p> </div>												
<p>Update the Project costing box or Charge account line.</p>	<p>Project costing</p> <p>Project Number ▼</p> <p>Charge account</p> <p>Charge To 139210.100.63110.670.00000.0000.GL221248.000000.0000.000 ✎</p>												

Enter either the quantity, amount or percentage to split by.	<div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid #ccc; padding: 5px; width: 45%;">Quantity</div> <div style="border: 1px solid #ccc; padding: 5px; width: 45%;">Amount</div> </div> <p style="text-align: center; font-size: small;">Required</p> <div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid #ccc; padding: 5px; width: 45%;">Percentage</div> <div style="border: 1px solid #ccc; padding: 5px; width: 45%;">Budget Date 04/03/2026 </div> </div>
Click Create.	<div style="display: flex; justify-content: center; gap: 20px;"> <div style="border: 1px solid #ccc; padding: 5px 15px;">Cancel</div> <div style="background-color: #000; color: #fff; padding: 5px 15px; border: 2px solid #f00;">Create</div> </div>

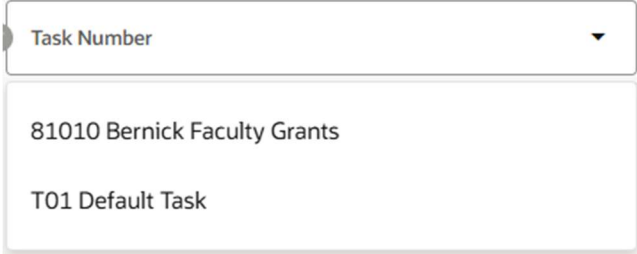
How to add the RASU Details

The RASU details will need to be added to Sponsored Projects for select expenditure types- see that list in the appendix.

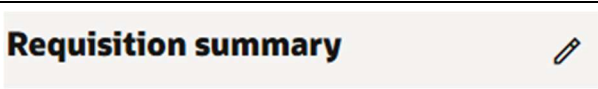
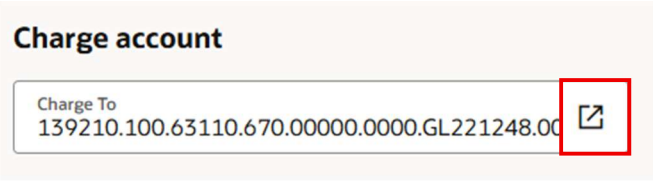
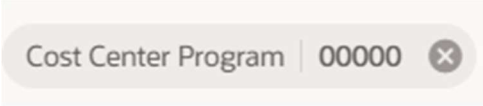
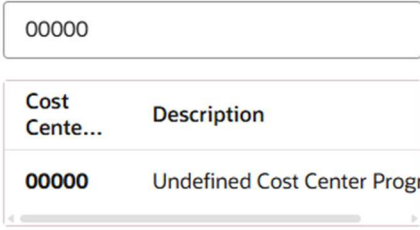
On the line item, click the pencil.									
Click on Delivery and Billing Details.	<div style="display: flex; justify-content: center; gap: 20px;"> <div style="text-decoration: underline;">Line Details</div> <div style="border: 2px solid #f00; padding: 2px;">Delivery and Billing Details</div> </div>								
Scroll to the Distribution Line.	<div style="border: 1px solid #ccc; padding: 5px; font-size: x-small;"> <p>Distribution 1 139210.100.63110.670.00000.0000.GL221248.000000.0000.0000</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Percentage</th> <th style="text-align: left;">Amount</th> <th style="text-align: left;">Quantity</th> <th style="text-align: right;">...</th> </tr> </thead> <tbody> <tr> <td>100</td> <td>\$200.00</td> <td>2</td> <td></td> </tr> </tbody> </table> </div>	Percentage	Amount	Quantity	...	100	\$200.00	2	
Percentage	Amount	Quantity	...						
100	\$200.00	2							
Click on the three dots. Choose Edit.	<div style="border: 1px solid #ccc; padding: 5px; width: fit-content; margin: 0 auto;"> <div style="text-align: right; font-size: x-small;">...</div> <div style="border: 2px solid #f00; padding: 2px; margin: 5px 0;">Edit</div> <div style="padding: 2px 0;">Split</div> </div>								
Add the Project's Cost Center in the RASU Details box.	<div style="border: 1px solid #ccc; padding: 5px; width: fit-content; margin: 0 auto;"> RASU_DETAILS ▼ </div> <p style="text-align: center;">If the RASU is not added, a workflow will not generate for this requisition</p>								
Click Update.	<div style="display: flex; justify-content: center; gap: 20px;"> <div style="border: 1px solid #ccc; padding: 5px 15px;">Cancel</div> <div style="background-color: #000; color: #fff; padding: 5px 15px; border: 2px solid #f00;">Update</div> </div>								

How to add a Cost Center Program with a Non-Sponsored or Sponsored Project

Enter the Project in the box.	<div style="background-color: #f9f9f9; padding: 10px; border: 1px solid #ccc;"> <p>Project costing</p> <div style="border: 1px solid #ccc; padding: 5px; width: 100%;"> Project Number ▼ </div> </div>
-------------------------------	--

<p>Choose the appropriate Cost Center Program in the Task Field.</p>	 <p>**TIP** If a Cost Center Program was not previously used on a project, it will not be an option **TIP** To request access to a Cost Center Program, complete the Service Now request</p>
--	---

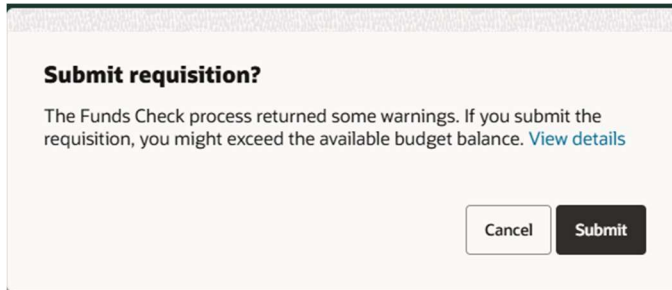
How to add a Cost Center Program with a GL Project

<p>Click the pencil on the Requisition summary.</p>	
<p>Click on the arrow.</p>	
<p>Click on Cost Center Program.</p>	
<p>Enter in the box.</p>	 <p>**TIP** If a chart string does not populate, try deleting the cost center, fund, classification and natural account **TIP** If the correct natural account does not appear chose anyone and the system will override to the correct one when the Requisition summary is updated</p>

What is the budget warning?

WaveWorks will perform a funds check upon requisition submittal. If the project does not have sufficient funds, the requester will receive a warning.


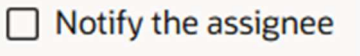

The check is based on non-salary funds for each project. The requester is still allowed to submit the requisition.



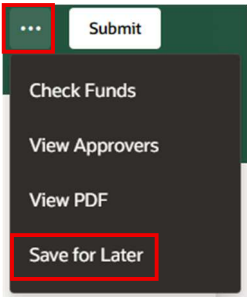
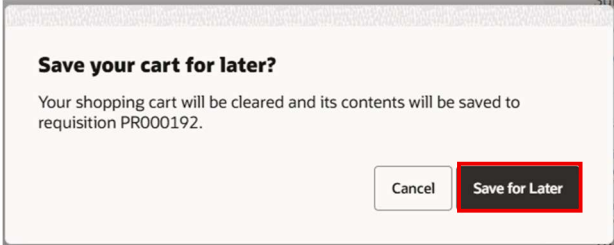
Reassigning a Requisition

Reassigning a requisition is possible in WaveWorks. Please note that a reassigned requisition becomes the assignee's and the person who assigned it will no longer have access to the requisition. This process may also alter the workflow.

<p>Click the three dots next to the Submit button on the requisition.</p> <p>Click Save for Later.</p>	
<p>Click Save for Later.</p>	
<p>Click Reassign.</p>	


Search the employee's name.	
Click or skip the Notify the assignee box.	
Click Reassign.	

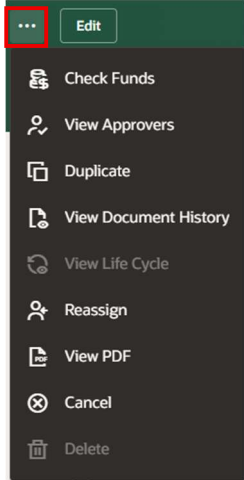
How to save without submitting

<p>Click the three dots next to the Submit button on the requisition.</p> <p>Click Save for Later.</p>	
Click Save for Later.	 <p>This requisition becomes a Draft and can be accessed again on the RSSP homepage under My Recent Requisitions or the My Requisitions tab</p>


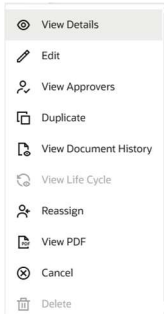
Manage Requisitions

Review from Self Service Procurement

Click on the Requisition.	
---------------------------	--

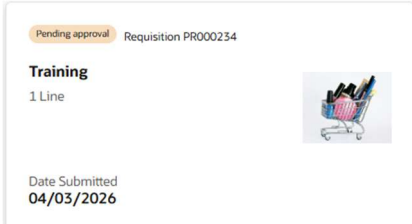
<p>Click the three dots.</p> <p>Choose the action.</p>	
--	--

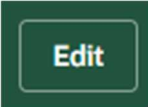
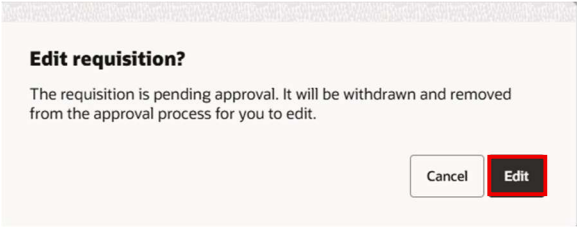
Review from My Requisitions

<p>Click on the three dots on the PR line.</p>	
<p>Choose the action.</p>	

Withdraw from Self Service Procurement


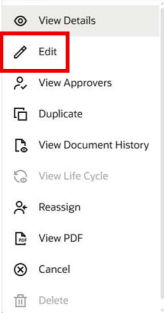

In order to amend, update or delete a requisition, it must first be withdrawn. Once withdrawn, edit accordingly. This will restart the workflow. A requisition in draft, rejected, returned or canceled status cannot be withdrawn. Only requisitions in draft or incomplete status may be deleted.

<p>Click on the Requisition.</p>	
----------------------------------	--


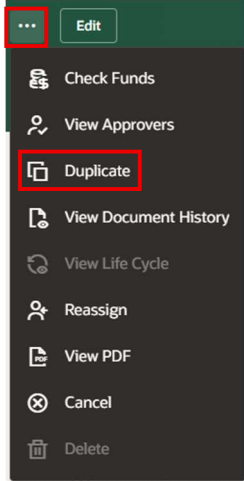
Click Edit.	
Click Edit.	

Withdraw from My Requisitions


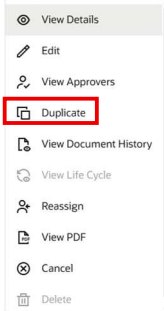
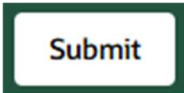
In order to amend or update or delete a requisition, it must first be withdrawn. Once withdrawn, edit accordingly. This will restart the workflow. A requisition in draft, rejected, returned or canceled status cannot be withdrawn. Only requisitions in draft or incomplete status may be deleted.

Click on the three dots on the PR line.	
Click Edit.	
Click Edit.	


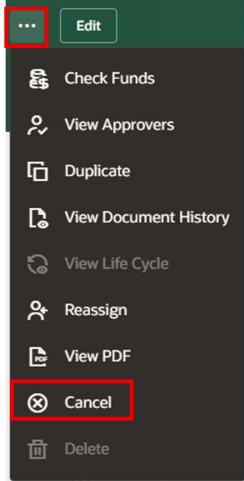
Duplicate from Self Service Procurement

<p>Click on the Requisition.</p>	
<p>Click the three dots. Choose Duplicate.</p>	


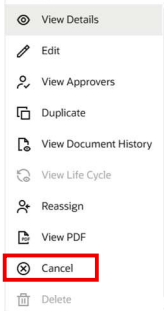
Duplicate from My Requisitions

<p>Click on the three dots on the PR line.</p>	
<p>Click Duplicate.</p>	
<p>Make applicable edits and submit.</p>	

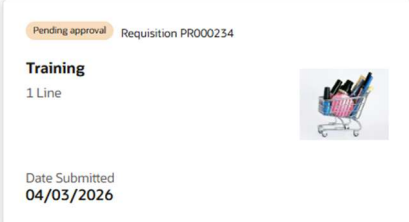
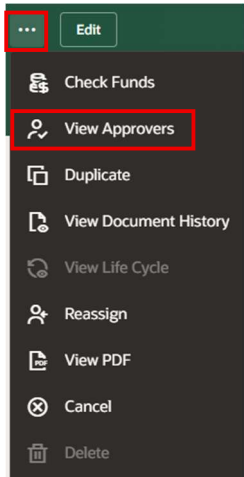
Cancel from Self Service Procurement

<p>Click on the Requisition.</p>	
<p>Click the three dots. Choose Cancel.</p>	


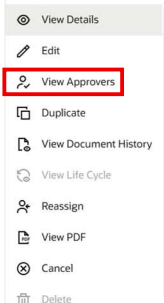
Cancel from My Requisitions

<p>Click on the three dots on the PR line.</p>	
<p>Click Cancel.</p>	

View Workflow from Self Service Procurement

<p>Click on the Requisition.</p>	
<p>Click the three dots. Choose View Approvers.</p>	

View Workflow from My Requisitions


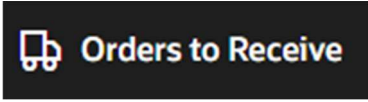

<p>Click on the three dots on the PR line.</p>	
<p>Click View Approvers</p>	

Receipts

How to Receive an Entire Order


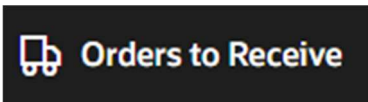

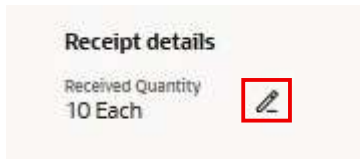
Receipts are required for purchase orders of \$5,000 or more to support the three-way match (PO, invoice, and receipt) needed for payment. Orders

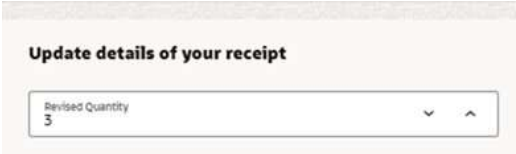

below \$5,000 follow a two-way match (PO and invoice) and do not require a receipt.

<p>From the Procurement tab, click My Receipts (RSSP).</p>	 <p>My Receipts (RSSP)</p>
<p>Orders to be received will be listed under the Orders to Receive tab.</p>	
<p>Click Receive Now.</p>	 <p>Created receipts can be reviewed on the My Receipts tab</p>

How to Receive a Partial Order

Receipts are required for purchase orders of \$5,000 or more to support the three-way match (PO, invoice, and receipt) needed for payment. Orders below \$5,000 follow a two-way match (PO and invoice) and do not require a receipt.

<p>From the Procurement tab, click My Receipts (RSSP).</p>	 <p>My Receipts (RSSP)</p>
<p>Orders to be received will be listed under the Orders to Receive tab.</p>	
<p>Click the Details Icon.</p>	
<p>Click the Pencil under Receipt details.</p>	

Enter the correct quantity or amount.	
Click Update.	 <p>Created receipts can be reviewed on the My Receipts tab</p>

Returns


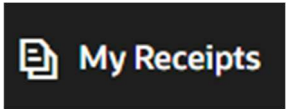
How to process returns


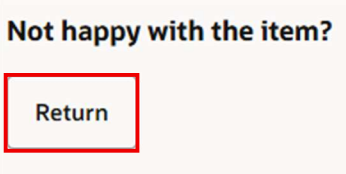
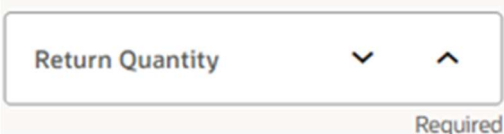



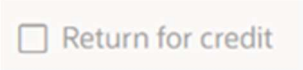

Please follow the return instructions on the punch out or contact the supplier directly.

1. Initiate Return with Supplier
 - a. Contact the supplier
 - b. Follow their return process (RMA, label, etc.)
 - c. WaveWorks does not process the return with the supplier
2. Record Return in WaveWorks (for recording purposes only)

How to Record a Return in WaveWorks (for recording purposes only)

Returning within WaveWorks is to initiate the credit process for the Project. Please follow the return process before recording in WaveWorks.

From the Procurement tab, click My Receipts (RSSP).	 <p>My Receipts (RSSP)</p>
Click on My Receipts.	

<p>Click on the receipt to start the return.</p>	
<p>Click the Return button.</p>	
<p>Add the Quantity to return.</p>	
<p>Add a Reason for the return.</p>	
<p>Add the RMA information.</p>	
<p>Add any notes.</p>	
<p>Click the return for credit box.</p>	
<p>Click Return.</p>	

Approvals


Approval from the Bell Notification

<p>Click on the Bell Notification.</p>	
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Approve or Reject.	 <p>Need more information, click on the blue hyperlink</p>
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Request more info as an Approver

Click on the Bell Notification.	
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Click on the Requisition for more information.	
--	--

Click Actions.	
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Click Request Information.	
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Do Not Update.	
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Add a Comment.	 <p>This is mandatory</p>
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Choose the Return Option.	<p>Return Options <input checked="" type="radio"/> Back to me <input type="radio"/> Follow approval flow</p> <p>Back to me will return directly and skip prior approvers Follow approval flow will restart the workflow</p>
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Click Submit.	
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How to Delegate an Approval

Delegate approves on behalf of an approver.

Click on the Bell Notification.	
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Click on the Requisition for more information.	
--	--

Click Actions.	
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Click Delegate.	
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Choose the Delegate.	<p>* Name <input type="text"/> ▼</p> <p>Search is by first name.</p>
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<p>Search for the Delegate.</p> <p>Click the Down Arrow.</p> <p>Click the Search button.</p>	<p>* Name <input type="text"/> ▼</p> <p>Comment <input type="text" value="Search..."/></p> <p>**TIP** Use the Advanced Options and search the name containing to search by last name</p>
--	---

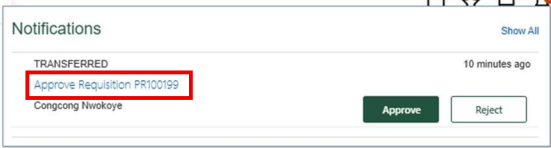
Add a Comment if applicable.	<p>Comment <input type="text"/></p>
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Click Submit.	
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How to Reassign an Approval

Reassign gives full ownership to another approver.

Click on the Bell Notification.	
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Click on the Requisition for more information.	
--	--

Click Actions.	
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Click Reassign.	
-----------------	--

Choose the person to assign to.	<p>* Name <input type="text"/> ▼</p> <p>Search is by first name.</p>
---------------------------------	---

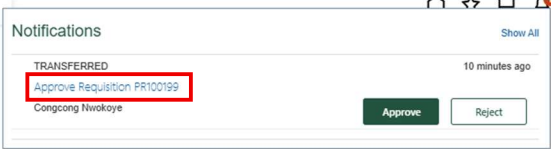
<p>Search for the Delegate.</p> <p>Click the Down Arrow.</p> <p>Click the Search button.</p>	<p>* Name <input type="text"/> ▼</p> <p>Comment <input type="text" value="Search..."/></p> <p>**TIP** Use the Advanced Options and search the name containing to search by last name</p>
--	--

Add a Comment if applicable.	<p>Comment <input type="text"/></p>
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Click Submit.	
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How to Add Comments as an Approver

Click on the Bell Notification.	
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Click on the Requisition for more information.	
--	--

Click Actions.	
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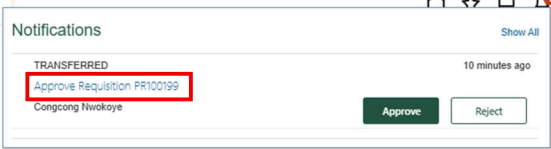
Click Add Comments.	
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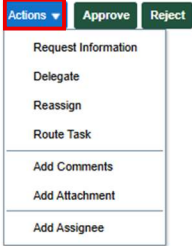
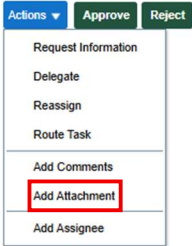

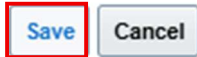
Add the Comment.	<p data-bbox="591 1255 695 1276">Comment</p> <div data-bbox="708 1247 1393 1377" style="border: 1px solid #ccc; height: 60px;"></div>
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Click Save.	
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How to Add an Attachment as an Approver


Click on the Bell Notification.	
---------------------------------	--

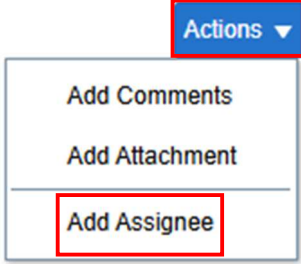

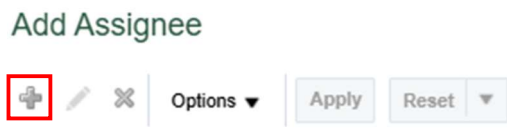
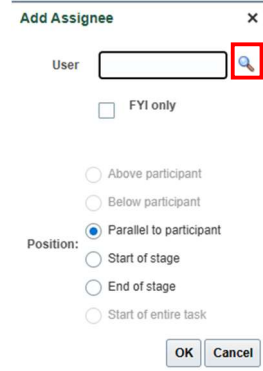
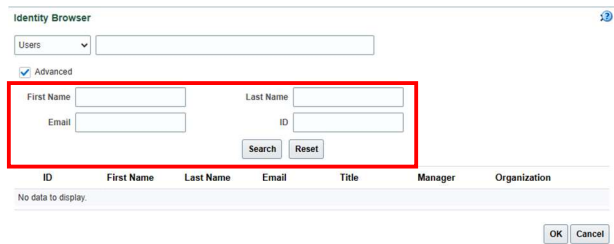

Click on the Requisition for more information.	
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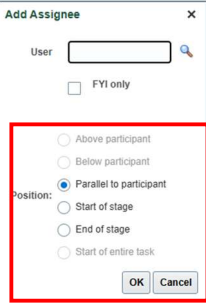
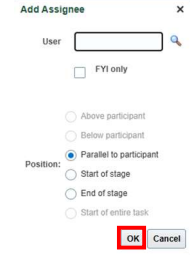
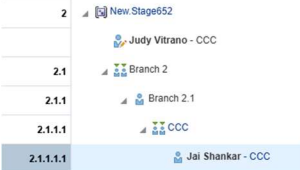
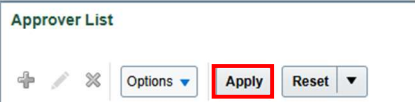
Click Actions.	
Click Add Attachments.	
Add the Attachment.	
Click Save.	

How a Requisitioner adds an approver

A requisitioner may add an ad hoc approver to the workflow

Click on the Bell Icon.	
Click on Show All.	<p>Notifications Show All</p> <p>Click on the blue hyperlink to open</p>
Click on Created by Me.	<p>Assigned to Me (2) Created by Me (18)</p>
Click on the unapproved Requisition.	<p>IN PROGRESS</p> <p>Approve Requisition PR100153</p> <p>Assigned to multiple people</p> <p>Click on the blue hyperlink to open</p>

<p>Click on the Down Arrow on the Actions Menu.</p> <p>Click Add Assignee.</p>	
<p>Highlight the step where the approver should be added.</p>	 <p>Only future steps may be chosen</p>
<p>Click the Plus Sign.</p>	 <p>The plus sign shade will change when a correct step is chosen</p>
<p>Search for the approver using the magnifying glass.</p>	
<p>Search for the approver.</p>	
<p>Choose the approver.</p>	

Click Ok.	
Choose the stage to add the approver.	 <p>Parallel to participant will allow either approver in that stage to approve</p> <p>Start of stage will send to the added approver first</p> <p>End of stage will send to the added approver last</p>
Click Ok.	
	
Click Apply.	

How an Approver adds another approver

An approver may add an ad hoc approver to the workflow.

From the Approval, Click on the Actions down arrow.

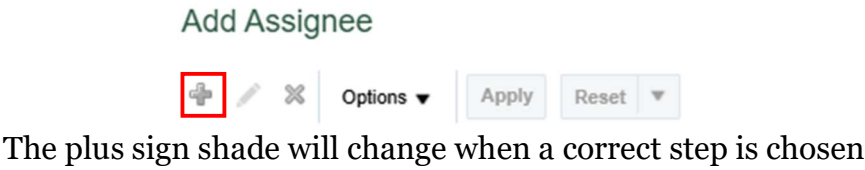
Click Assignee.



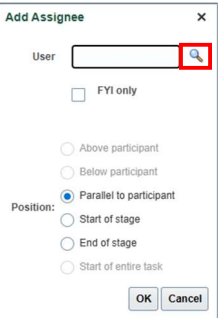
Highlight the step where the approver should be added.



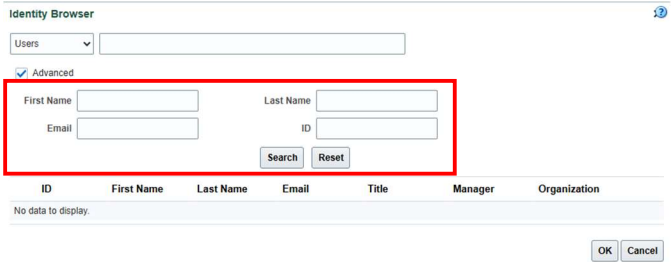
Click the Plus Sign.



Search for the approver using the magnifying glass.



Search for the approver.

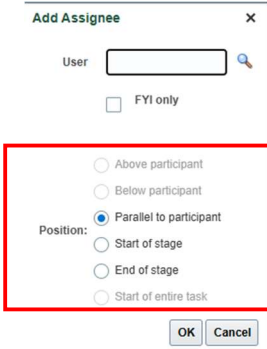
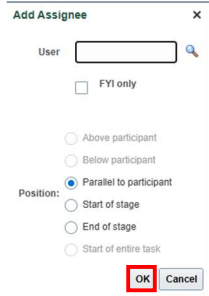
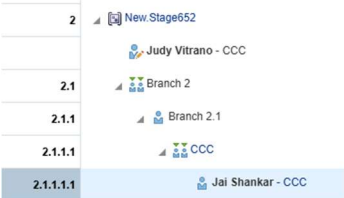
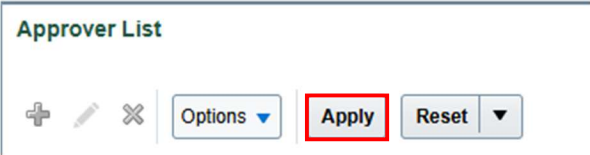


Choose the approver.




Click Ok.



<p>Choose the stage to add the approver.</p>	 <p>Parallel to participant will allow either approver in that stage to approve Start of stage will send to the added approver first End of stage will send to the added approver last</p>
<p>Click Ok.</p>	
	
<p>Click Apply.</p>	

POs

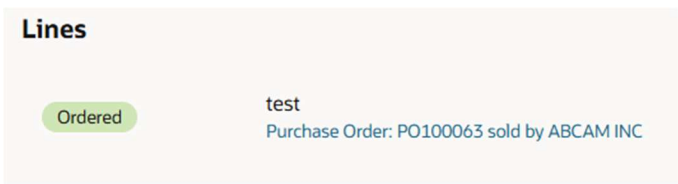
View

<p>From the Procurement tab, click Purchase Requisitions.</p>	
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Open the Requisition from the Self Service Procurement or My Requisitions Tab.

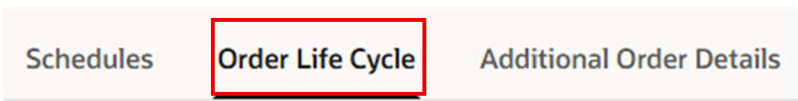


Click on the Purchase Order hyperlink under Lines.



****TIP**** View Life Cycle is also available in the 3 dots next to edit on the Requisition

Toggle to Order Life Cycle.



Hover over the highlighted line to see a status.



****TIP**** Payment legend is to the right

Click on the Invoice hyper link for more information.

Invoices		
Line - Schedule	Description	Invoice
1-1	Sally Smith Trainee Stipend Category test (sheila@candex.com)	US26N029292

****TIP**** Scroll down for invoice information



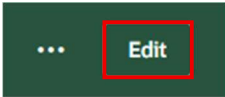
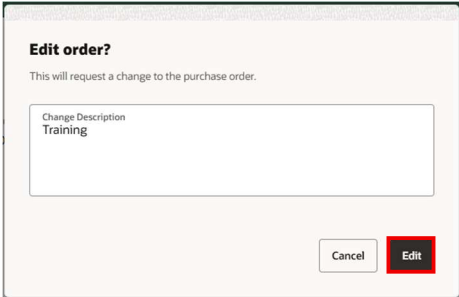




Toggle to Payments.



Find applicable information in that tab.

Payments						
Number	Payment Document	Status	Reconciled	Payment Date	Paid Amount	Address
No payments.						

Edit a PO/Create a Change Order

<p>From the Procurement tab, click Purchase Requisitions.</p>	
<p>Open the Requisition from the Self Service Procurement or My Requisitions Tab.</p>	
<p>Click Edit.</p>	
<p>Enter your Change Description.</p>	 <p>This is mandatory to edit</p>
	 <p>The new screen will show the Change Order</p>
<p>Update the Quantity or Price if applicable.</p>	
<p>Update the Delivery Information or Accounting Information if applicable.</p>	<p>Change order summary </p> <p>This can also be done at the line item</p>
<p>Click Submit.</p>	

Commitment vs Obligation

Requisition	Funds Status Reserved Reserved status indicates a commitment
Open Purchase Order	Funds Status Liquidated Liquidated status indicates an obligation

Appendix

RASU Expenditure Types

Expenditure Type Value	Expenditure Type Name
63410	Drug Studies Participant
63420	Participant Support
63440	Participant Incentives
66110	Trainee Stipends
67130	Consulting
67135	Consultant Travel
67140	Professional Services
67420	Patient Care
67510	G/C Subcontractor1
68110	Rentals – Other
68120	Rental Expense - Real Estate
68210	Mov Equip Repairs & Maint – Photocopiers
68220	Mov Equip Repairs & Maint – Office
68230	Mov Equip Repairs & Maint – Computer
68240	Mov Equip Repairs & Maint - Scientific Equip
68250	Major Plant Maint & Repairs- Elevators
68260	Mov Equip Repairs & Maint- Other Dept Use
72420	Facilities Other
73130	Acgme Resident Health, Life, Disability, Immuniz Exp
73510	Student Aid Awards Trainee
74220	Local Commuting- Qual Leased Parking
74520	Education Allowances- International
74530	Housing Allowances
74540	University Leased Vehicles- Foreign
74550	Other Business Associates- Foreign
74560	Relocation- Qualified moving
74570	Visiting Faculty Allowances
74580	International Travel and Per Diem
74590	International Workshop/Conference Expense
75120	Minor Equipment- Computer
75301	Travel-Domestic
75302	Travel-Foreign
75401	Recruitment Expenses

75402	Business Entertainment
78420	Prizes and Awards
78430	Mov Equip Repairs & Maint- Instrumentation
82110	Land Expense
82120	Building Expenses
82130	Improvements- Non-Buildings
82210	Conv Only Office Equipment > \$2,500
82220	Capital Equipment > \$5,000