

Academic & Financial Managers

WaveWorks Update

June 10, 2026



WaveWorks!
TRANSFORMATION IN MOTION

Provost Office

- **Faculty Status changes for FY in HCM**

- **Summer Salary**
 - Importance of Dates
- **Compensation Letters Update**

ERP - Procurement

- **Open PO Report – Demo**
- **Procurement Preparer Role**
- **Contract Process - QRG**
- **Prolific – Vendor Payment Guidance**

ERP - Projects

- **Task Number/Cost Center Program**
 - If a Cost Center Program is to be used on a non-GL Project, the CCP must be added as a Task
 - When requesting a new CCP, please indicate if it will be used on a Project and provide the Project Number(s)

ERP - EIT

- **Defects & Enhancements Update**
- **Search Function - Demo**

ERP – Expense & AP

• Invoice Processing – AppZen Tips

- Do NOT email invoices more than once, as it creates additional documents that get flagged for a manual review for duplicate invoices.
- Do NOT highlight anything on the invoice – it sometimes makes the scan unclear and hard for the AI to interpret.
- If the PO number is not provided on the invoice, please clearly write it.

ERP – Alcohol Policy

University Alcohol Policy Overview

- University Policy link -
 - <https://policy.tulane.edu/policy/drug-and-alcohol-policy>

- Excerpt from this Policy –

The consumption, possession, sale or purchase of alcohol at any University-sponsored business or social functions held on or off campus must have the prior approval of your Senior Vice President and must be served in alignment with the University’s Alcohol Policy.

- This approval may be via a “standing approval” – but that must be specific to the type of business function – an event, celebration or dinner with donors or recruits, for example. This approval must be dated and renewed every 6 months or if the Senior Vice President changes.

ERP – Alcohol Policy

Travel & Entertainment Alcohol Policy Overview

- Travel Policy link -
<https://policy.tulane.edu/policy/tulane-travel-policy>
- Excerpt from this Policy –

8.9 Alcohol When traveling on university business, Tulane will not reimburse alcoholic beverages, unless pre-approved by a V.P. or Dean. Alcohol is never permitted for grant transactions unless expressly authorized by the sponsor.
- For expense reports this approval may be via a “standing approval” – but that approval must be specific to the type of travel function – an event, celebration or dinner with business associates, donors or recruits, for example. This approval must be dated and renewed every 6 months – or if the V.P. or Dean changes.

ERP – Expense Help

Common Issues Delaying Approvals

- Nonconforming receipts, for example, sending in PDFs that are created online or incorrectly for the system. We have a document containing instructions which we will post to the WW ERP resources site.
- Project number being put in the GL field. Workflow approvers are approving these erroneously, and the expense auditors are unable to see this in the AppZen system. Then it must be pulled back, completely redone, and resubmitted.
- Conference agendas, approvals, event invites, list of attendees, are not being uploaded to the report header receipt section, this is identical to the process in Concur. These must be sent back.
- The Expense Types default to Misc., in many cases this is not being updated - and we must send it back.
- P-cards are being submitted early, they must be submitted only on the 26th of each month. If not, the report must be returned, revised, and placed on a later P-card statement, most submit June 26 now.

Plans for June Close

- Priority must be to get these expenses submitted, approved and paid before June 30th.
- Next week we will run reports and plan to send emails to the employees and supervisors for all unsubmitted FY26 expenses.

ERP – Expense Help

Expense Reports, Help Info and Common Issues Slowing Approvals

- Expense ERP Quick Guide and full Guide link - <https://coo.tulane.edu/waveworks/erp-support>
- **Get help on ERP**
 - [Submit a ServiceNow ticket](#) (please include your contact phone number)
 - [ERP Zoom Support Room](#) available June 1-June 30, 10:00am-12:00pm CST
 - Weekly [in-person, drop-in support rooms](#) for general questions and advice

Expense training session Monday, June 15th 10 a.m.

ERP – Deferred Rev/Exp

WaveWorks Deferred Revenue and Expense Procedures

- As part of WW transformation departmental revenue or expense deferrals will be very limited and done only on an approved exception basis. These deferrals have been made inconsistently in the past causing incomparability between different areas and within the same area, as well as between years.
- Minimal value is added by doing these deferrals compared to the time spent processing them – departmentally and centrally.
- The Budget department has agreed to not consider any variances caused by this change as a negative variance to your budget. This year and next will be transition periods.
- Central accounting will ensure any “material” deferrals are made to the financial statements.
- If you still feel a deferral is relevant or “material” to your area - 2 Cost Center Program Codes have been set up for this purpose. These Codes will be used to identify possible deferred transactions, which still must be approved by Central accounting once coded.
- To receive these Codes and approval, email Jim Wandling jwandlin@tulane.edu and Ashley Vu avu3@tulane.edu.

ERP – Year End Calendar

WaveWorks Year End Calendar

- In WW we have streamlined our closing calendar to only have 2 close periods.
- Close 2 will be a consolidated pre-WaveWorks “2nd Close” and “3rd close”.
- June 30th will be “1st Close”.
- July 24th will be “2nd Close” - final FY 2026 processing for all University Departments.
- Detailed close calendar is under preparation.
- **NOTE: Please review your GLPAYSUS accounts and adjust as necessary prior to June 30th.**

Training Update

- Courses published through end of July 2026
- Easy to use training webpage now available – click to enroll
- Objective is to offer each core course once a month
- Typically offered as webinar
 - except Advanced MSS which is in person - Uptown and Downtown

We'd appreciate your help communicating about training courses to your colleagues

Upcoming Training

Course title	Date	Time	Location	Enroll
Introduction to Manager Self-Service Webinar	Friday, June 12, 2026	10:00 am - 12:00 pm	Zoom	Click to enroll
Labor Distribution Webinar	Friday, June 12, 2026	9 am- 10:30am	Zoom	Click to enroll
Introduction to Expenses Webinar	Monday, June 15, 2026	10am - 11:30am	Zoom	Click to enroll
Advanced Manager Self-Service Downtown (In-Person)	Monday, June 22, 2026	10am - 12pm	Tidewater 1203	Click to enroll
Student Recruitment Webinar	Tuesday, June 23, 2026	10am - 11am	Zoom	Click to enroll
Staff Recruitment Webinar	Thursday, June 25, 2026	10am - 11am	Zoom	Click to enroll
Introduction to Manager Self-Service Downtown (in-person)	Tuesday, July 7, 2026	10am - 11am	Zoom	Click to enroll
Labor Distributions in WaveWorks Webinar	Friday, July 10, 2026	9 am - 10:30am	Zoom	Click to enroll
Introduction to Procurement Webinar	Monday, July 13, 2026	10am - 11:30am	Zoom	Click to enroll
Introduction to Expenses Webinar	Tuesday, July 14, 2026	10am - 11:30am	Zoom	Click to enroll
Advanced Manager Self-Service Downtown (in-person)	Monday, July 20, 2026	10am - 12pm	Murphy 220	Click to enroll
Advanced Manager Self-Service Uptown (in-person)	Tuesday, July 28, 2026	10am - 12pm	TBD	Click to enroll

In-Person Drop-In Support Rooms

- Held **Monday-Thursday** in **June and July**
- **Downtown:**
 - Monday afternoons
 - Thursday mornings and afternoons
 - Half day each between three buildings (Murphy, Tidewater and Hutchinson)
- **Uptown**
 - Tuesday afternoons
 - Wednesday mornings and afternoons
 - LBC, first floor between Fed Ex and Technology Connection
- **TNBRC**
 - One day a month
 - Building 1

In-Person Drop-In Support Rooms




Get your WaveWorks questions answered in person.

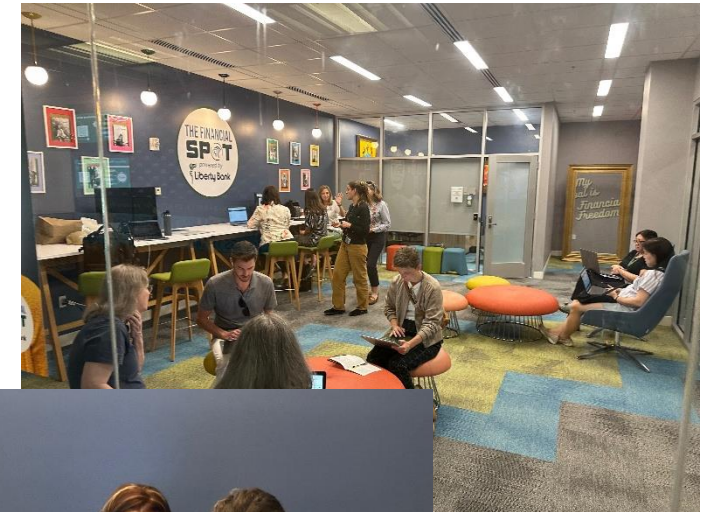
Stop by one of our drop-in support rooms to get in-person help with finance and human resources questions from our WaveWorks support team.

UPTOWN
In This Space

DOWNTOWN
Multiple Locations

 **View full schedule**
Scan to see all dates, times, and locations. No appointment needed.

Please note that Liberty Bank staff are unable to answer WaveWorks questions.



WaveWorks Training Website

- Updates coming to the HCM website
- Use the QR Code to left
- Or navigate to:
<https://coo.tulane.edu/waveworks/waveworks-training-and-events>
- Or Google Search: "Tulane WaveWorks Training"



Future Updates

- **Biweekly Meeting Change**
 - Alternate between Academic & Financial Managers large group and Academic Managers Only smaller group
- **Reports Update**

Questions/Concerns?