TULANE
UNIVERSITY

WaveWorks!

Expenses

User Guide

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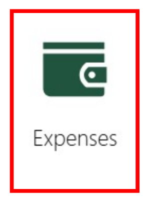
Cash Advances

A cash advance is an advance payment to an employee that covers incidental expenses while traveling or for business related activities. Cash advances may also be requested for grant-related participant payments (not allowed by every unit). Requests should be made 3-4 weeks prior to the date needed to allow time for approvals and funding. Advances should be cleared within 90 days.

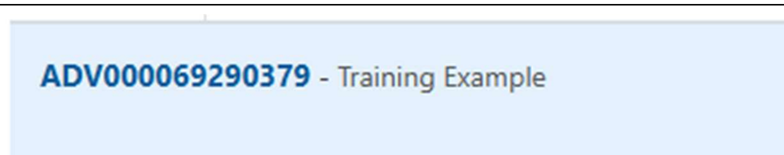
Students who need to request a travel cash advance will do so through a separate process outside of WaveWorks.

Create a Cash Advance

<table>
<tr><td>Once signed into WaveWorks click on the Me tab.</td><td></td></tr>
<tr><td>Find and click on the Expenses Tile.</td><td></td></tr>
<tr><td>Click on the Cash Advance icon.</td><td>
The suitcase is the bottom icon and represents cash advances</td></tr>
<tr><td>Click on Request Cash Advance</td><td></td></tr>
<tr><td>Enter the Advance Amount.</td><td></td></tr>
<tr><td>Enter the Purpose.</td><td>
**This is why you are requesting the advance
Please indicate which Project this will be reconciled to
Please indicate the Study Number (if applicable)</td></tr>
</table>

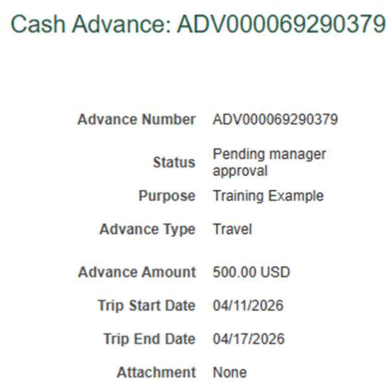
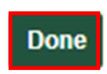
Choose the Advance Type from the dropdown.	 Travel- travel request Gift Card- request involving gift card purchases Grants- request to be reconciled with a grant Non-Grants- request to be reconciled with a non-grant project Other- other requests
Enter a Trip Start Date.	 This is only required for travel advances
Enter a Trip End Date.	 This is only required for travel advances
Add Required Documentation by clicking the Plus Sign.	 Attachments could include spending approval or grant documentation justifying the request
Save or Submit the request.	 If your request is not ready to submit, save it for later Only by clicking the submit button will the request be sent for approval and funding The advance will be funded to the account in an employee's HR record The advance will be reconciled after the activity is complete and within 90 days

Manage a Cash Advance

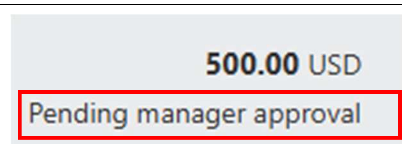
From the Cash Advance Page, click on the advance to manage.	

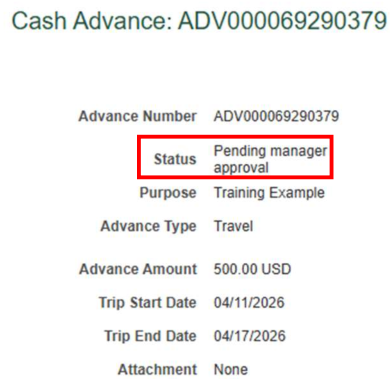
Click on the Actions drop down to withdraw or duplicate the request.	

View the Details of a Cash Advance

From the Cash Advance Page, click on the advance view.	
View Details	
Click Done to close.	

View the Workflow for a Cash Advance

From the Cash Advance Home Screen.	 Look to the right of the cash advance line under the amount

From the Cash Advance Details Screen.	 The status line will show the current workflow step

Expense Reports

Create and submit expense reports for T&E purchases and/or reimbursements for out-of-pocket expenses. P-card purchases will be available for reconciliation throughout the month and submittal after the 26th of each month.

This is for faculty and staff only. Students should speak to their funding department about reimbursement.

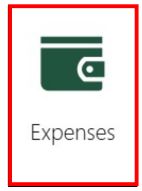
Note: **Corporate Card** (T&E) transactions will automatically import and be found under available expense items for placement onto a report. **Purchasing Card** (P-Card) transactions will automatically be placed into a monthly report for itemization, receipt attachment and submittal. **Reports should not be submitted before the 26th of each month.**

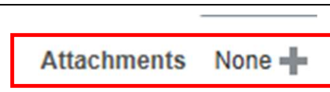
Create an Expense Report

Create the Expense Report

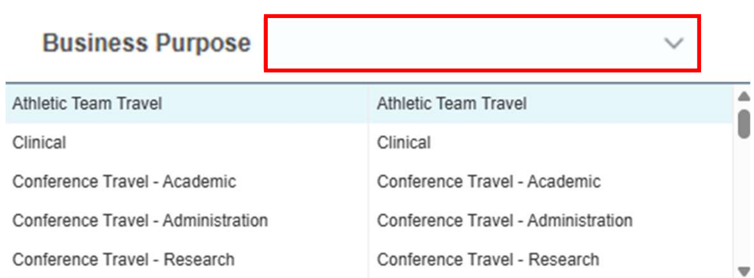
Reports can be created for the month, per event or per trip.

Sign into WaveWorks. Click on the Me tab.	

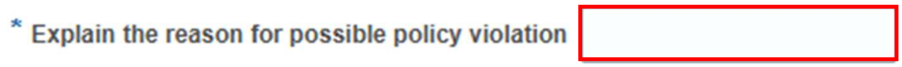
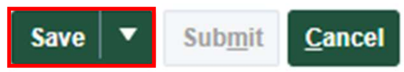
<table>
<tr><td>Find and click on the Expenses Tile.</td><td>
</td></tr>
<tr><td>Click on Expenses.</td><td>
The wallet is the top icon and represents expenses</td></tr>
<tr><td>Click on Create Report.</td><td>
</td></tr>
<tr><td>Enter the Purpose.</td><td>

This is the report title and must start with FYxx</td></tr>
<tr><td>Attach Report Level Attachments.</td><td>

This is NOT for receipts.
Attach conference agendas, proof of attendence, travel itemization forms, 45- day late form, funds authorization, etc</td></tr>
<tr><td>Enter the trip, event or month end date.</td><td>

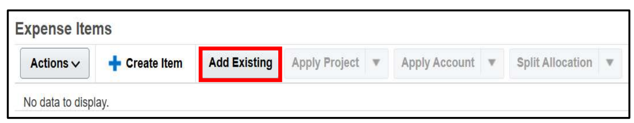
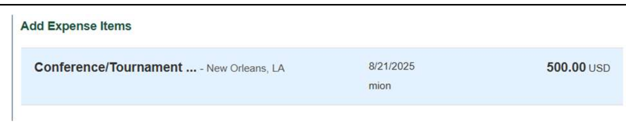
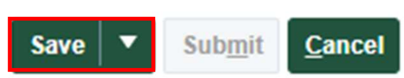
Manually enter or use the calendar icon.
This date that will start your 45-day window for submission</td></tr>
<tr><td>Choose a Business Purpose from the drop down.</td><td>

This is a required field.</td></tr>
</table>

Choose Yes, if travel has been booked outside of Concur or World Travel.	 Choose Yes even if a conference hotel or airbnb was booked Choose Yes even if a pre-approved policy exception was obtained (attach to the report)
Explain the possible policy violation.	
Click Save.	

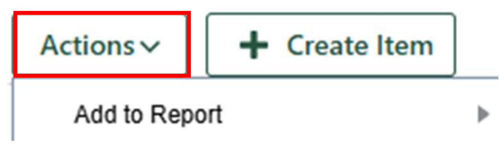
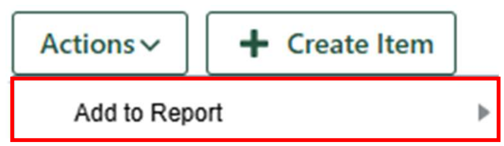
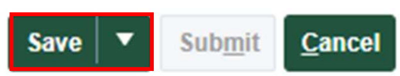
Add Existing Expenses from within the Report

Add T&E charges to the appropriate reports. P-Card charges will create their own report for itemization. The P-Card report should not be submitted until after the 26th of the month.

From the report, Click the Add Existing button under expense items.	
Choose the appropriate expense(s) from the popup box.	 Click shift to choose more than one expense.
Click Apply.	
Click Ok.	 Your items are now attached to your report.
Click Save.	

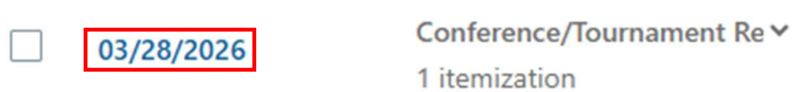
Add Existing Expenses Outside of the Report

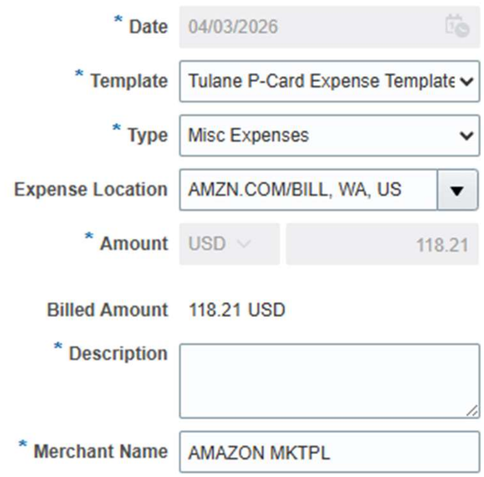
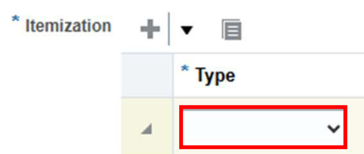
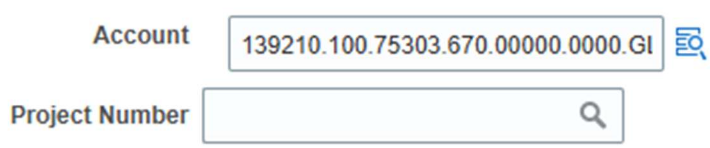
Add T&E charges to the appropriate reports. P-Card charges will create their own report for itemization.

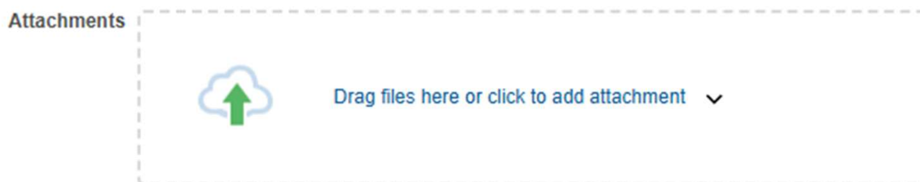
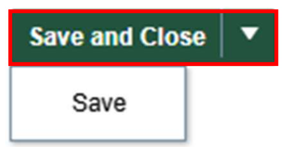
From the Expenses home page, click on the boxes of the expenses to add to a report.	
Click Actions.	
Click Add to Report.	
Choose the Appropriate Report.	
Click Save.	

Reconciling Expenses

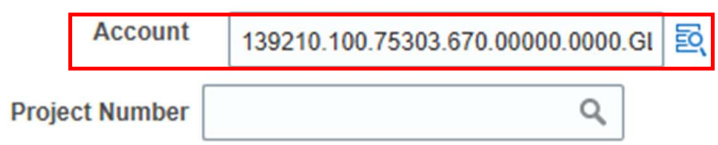
Every expense must be reconciled with the expenditure type, description, merchant, itemization, and receipt.

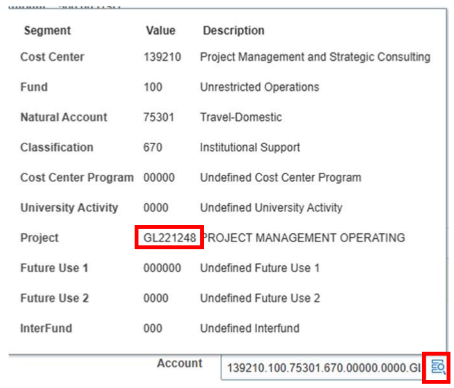
Click on the expense date to reconcile.	

Verify that all imported fields are correct.	 Expenditure Type is the new term for natural account The date cannot be updated
Update the Type.	 **TIP** The default will be Misc Update before making other edits
Enter the item Description.	 Description is a required field and should have detail for the specific expense item
Itemize the expense. Click on the drop down to choose type.	 Itemize is the new term for allocation Only one option will be found in the drop down based on the expenditure type chosen above
Complete the accounting fields.	 See detailed instructions for using a GL, Non-Sponsored and Sponsored Project

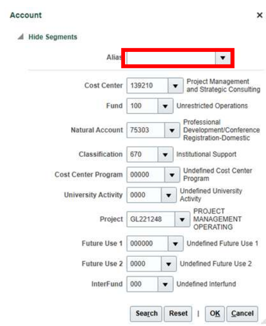
Enter the amount being charged to the project.	 Each project being charged must have it's own line- see spitling itemizations for more information
Add the receipt for this item.	 Receipts are required for all transactions except travel agent fees, international transaction fees, and taxis under $75 (Uber and Lyft require receipts)
Save the expense item.	 Save and close the item or use the arrow to just save

Itemize Expenses using a GL Project

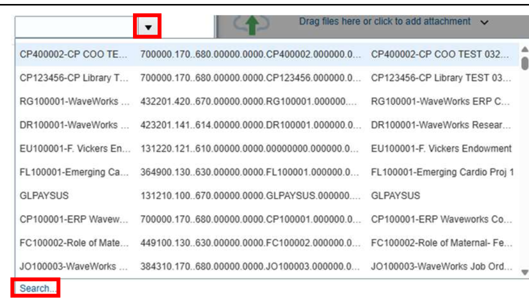
Use the Account field to charge to a project beginning with a GL prefix.	 **Only use the account field for accounts that begin with the GL prefix** If using the account field, do not use the project number field- to spilt an allocation 2 or more accounting lines are required

<table>
<tr>
<td>Hover over the blue icon next to the account field to see employee expense default.</td>
<td>


If the expense default is the correct project, add the amount, attach the receipt and save
</td>
</tr>
<tr>
<td>To change the GL Project, click on the blue icon.

If the GL project is known, enter in the alias box.</td>
<td>


TIP Use the format GLxxxxxx% and hit the enter key
</td>
</tr>
<tr>
<td>To search for an Alias, click the drop-down arrow on the alias field.

Click the blue search button.</td>
<td>


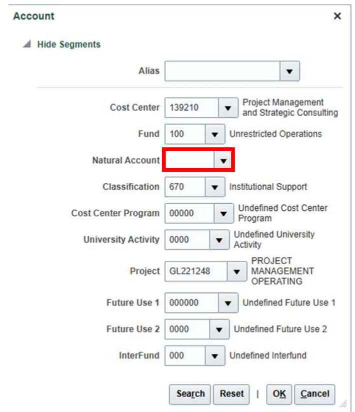
</td>
</tr>
<tr>
<td>Search in the Alias field.

Click Search.</td>
<td>

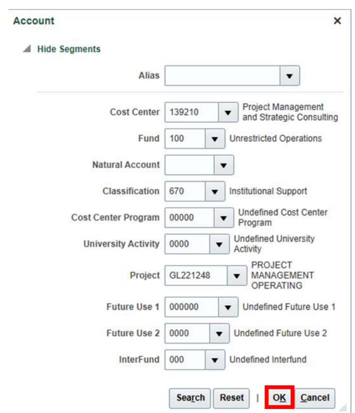

TIP Enter capital GL and the known numbers with a % at the end to search

If searching with a partial set of numbers use a % at the beginning and end of the search

This will search for non GL projects but do not use this field for any project prefix
</td>
</tr>
</table>

<table>
<tr>
<td>Re-enter the natural account.</td>
<td>


TIP The natural account can be found on the original string- move the Alias box over to see it. It is the 3rd set of numbers


TIP Erase any spaces before entering the correct natural account
</td>
</tr>
<tr>
<td>Click Ok.</td>
<td>


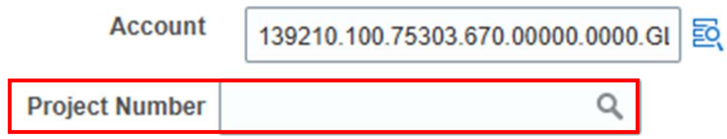
DO NOT update the Cost Center, Fund, Classification, Future or Interfund Fields.

Add the amount, reciept and save
</td>
</tr>
</table>

Itemize Expenses using a Non-Sponsored or Sponsored Project

If an employee is charging a Non-Sponsored or Sponsored Project outside of their cost center, the report will still route to their Cost Center Manager for approval.

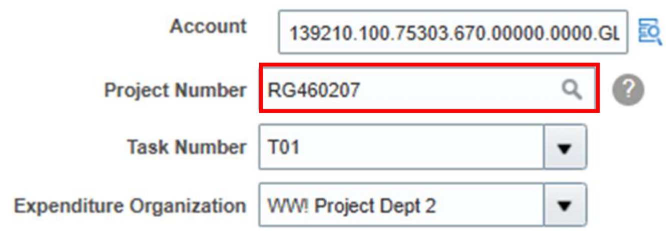
The employee should add information to the description field of the expense to indicate this so their Cost Center Manager can just approve and move the report to the appropriate task manager for approval.

<table>
<tr>
<td>Use the Project number field to charge to a project.</td>
<td>

This field is for accounts with prefixes not GL

Do not use the Account field if the expense item is being charged to a project with a prefix other than GL

TIP DO NOT erase the account field when using the project number field</td>
</tr>
<tr>
<td>Enter the project number in the Project Number field.

Non-Sponsored Project</td>
<td>

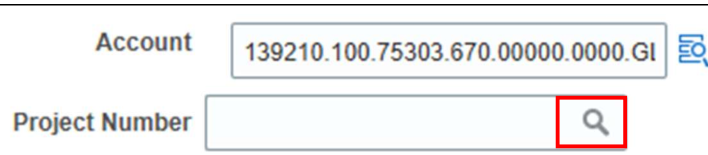
The task number will populate for a Non-Sponsored Project if you press the enter key or click on the white space of the screen

Do not remove or change the account line</td>
</tr>
<tr>
<td>Enter the Expenditure Organization.</td>
<td>

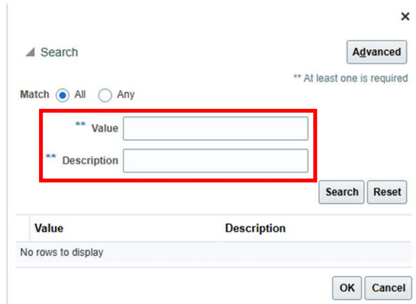
There should only be one choice in the drop down</td>
</tr>
<tr>
<td>Enter the project number in the Project Number field.

Sponsored Project</td>
<td>

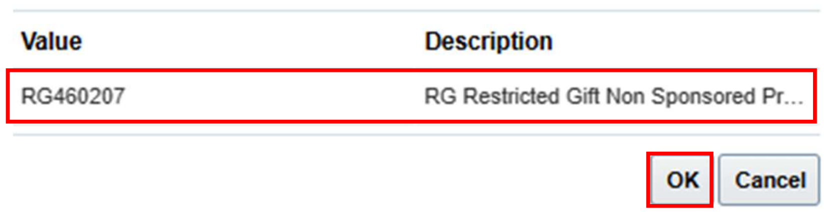
The task number, Expenditure Organization, Award Number and Funding Source will populate for a Sponsored Project if you press the enter key or click on the white space of the screen

Do not remove or change the account line</td>
</tr>
<tr>
<td>Search for a Project with the magnifying glass.</td>
<td>
</td>
</tr>
</table>

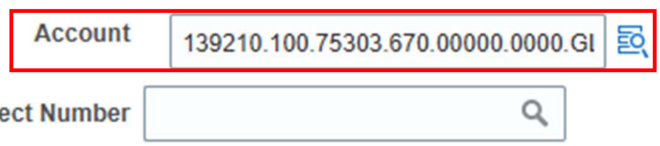
<table>
<tr><td>Enter the Value or Description.

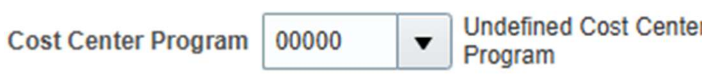
Click Search.</td><td>

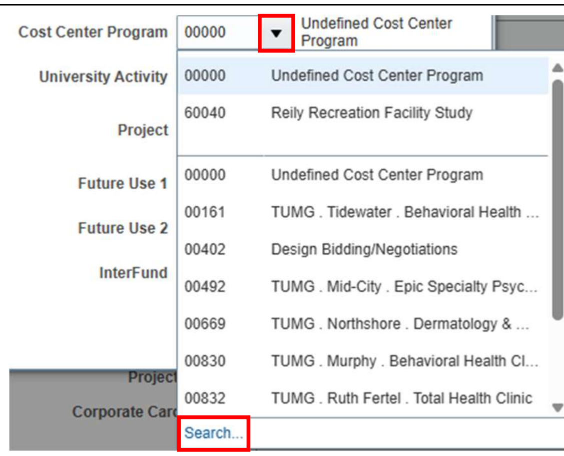
Value is the prefix and numbers of the project
Description is the name of the project
TIP Click Advanced and search with contains</td></tr>
<tr><td>Highlight the project.

Click OK.</td><td>
</td></tr>
</table>

How to add a Cost Center Program with a GL Project

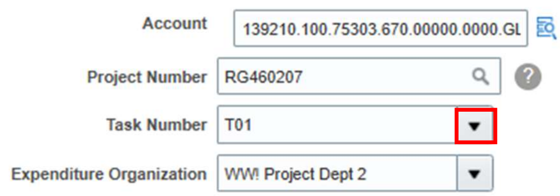
<table>
<tr><td>Click on the account field.</td><td>

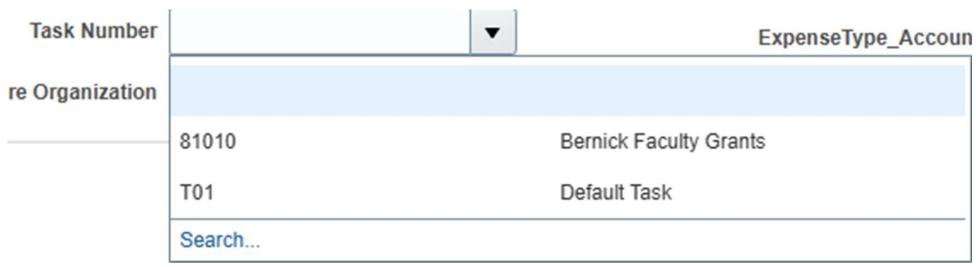
This is only for projects with a GL prefix</td></tr>
<tr><td>Enter the Cost Center Program.</td><td>

DO NOT update the Cost Center, Fund, Classification, Future or Interfund Fields.</td></tr>
<tr><td>Search by using the Down Arrow and the Search button.</td><td>
</td></tr>
</table>

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

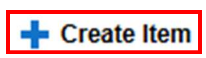
<table>
<tr><td>Add the Project in the Project Number field.

Click the Task Number Dropdown.</td><td>

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</td></tr>
<tr><td>Chose the correct Cost Center Program.</td><td>
</td></tr>
</table>

Create Out of Pocket/Cash Expenses

Out of Pocket/Cash Expenses are those not paid by T&E or P-Card. As a reminder, if an employee has a T&E card they should be using that card for the appropriate purchases.

<table>
<tr><td>Click the Create Item button under Expense Items.</td><td>
</td></tr>
<tr><td>Enter the Expense Date.</td><td>

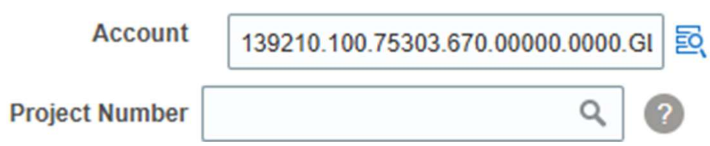
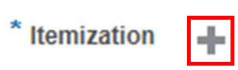
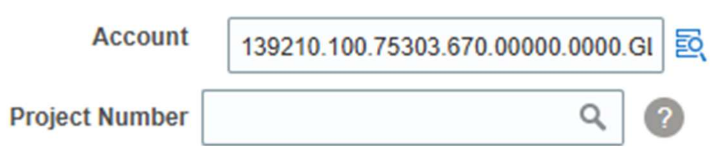
You can manually enter or use the calendar</td></tr>
<tr><td>Select the Template.</td><td>

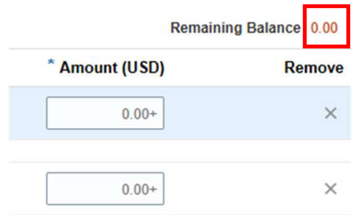
This should always be the Expense Template for out-of-pocket expenses</td></tr>
</table>

Select the Type.	 This is the natural account Selecting this will load all required fields for this expense type
Enter the Amount of the Expense.	
Enter the Description of the Expense.	 Give as much detail as possible for approvers
Enter the Merchant Name.	 Save your expense to save this information in the itemization
Complete the Itemization.	 See Reconciling Expenses for more information Attach the receipt and save

Spilt an Itemization between 2 or more Projects

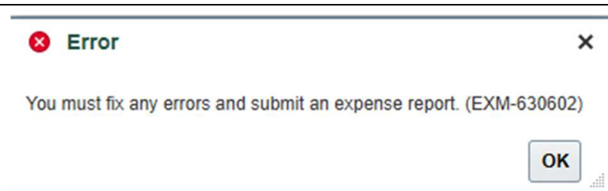
Each project being charged must have its own line for the charges to be accounted correctly.

Enter the first project's information.	 See detailed instructions for using a GL, Non-Sponsored and Sponsored Project
Click the Plus Sign.	
Enter the next project's information.	 See detailed instructions for using a GL, Non-Sponsored and Sponsored Project

Add the amount to charge each project.	 The remaining balance must be $0.00

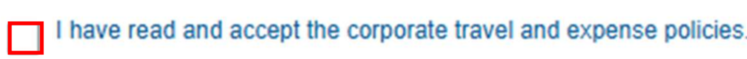
Correcting Errors

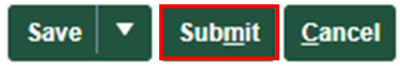
Error notifications will appear in many places on the report and give the specific error to correct.

Submit a Report

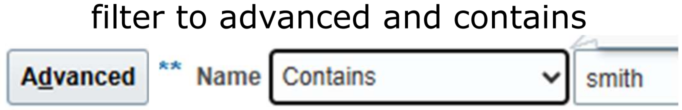
Once all T&E expenses are added to a report, they are ready to be submitted. P-Card reports should not be submitted until after the 26th of the Month.

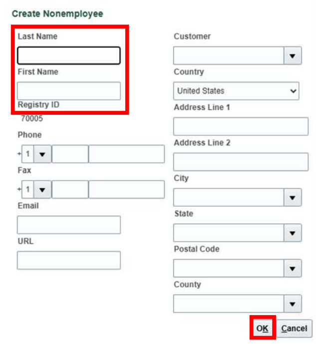
Click the policy box.	 You will be unable to submit until you attest to following Tulane policies. **TIP** If you need to read the policy, click on the blue hyperlink to be taken to the policy.

Click Submit.	 If you are not ready to submit, save for later.

Add Attendees to an Expense

Attendees are required for certain Types such as meals, entertainment, etc. If the chosen Type requires attendees those fields will appear on the itemization line.

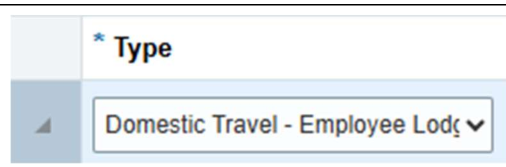
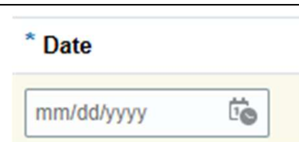
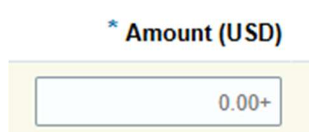
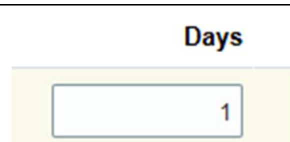
Click Manage Attendees	 **TIP** This will only appear if a date is chosen in the itemization
Click the plus sign to add Tulane Employee Attendees.	
Click on the box next to the attendee's name.	 Direct reports will be listed or Tulane employees can be found under the search **TIP** Search is by first name. To search by last name filter to advanced and contains 
Click the star to add the attendee to favorites.	
Click the plus sign to create a Non-Tulane Attendee.	 For previously created non-Tulane attendees, search under Find Attendees

Add the attendee first and last name. Click OK.	
Check the Divide Amount Equally box. Click OK.	 To manually divide the expense use the boxes for each attendee

Lodging Itemization

Lodging paid on a T&E card will have the charge automatically import to WaveWorks. Reimbursement of lodging should be done as an out-of-pocket expense.

Lodging no longer needs to be itemized by day and by category (i.e. taxes vs room rate).

To itemize, choose the lodging option.	
Enter the date of the transaction.	
Enter the Amount to be charged.	
Enter the number of Days of the stay.	

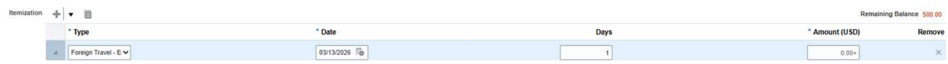
The Daily Amount will calculate.	Daily Amount 0.00+
Choose Itemization Penny Adjustment if applicable.	* Type Itemization Penny Adjustment This step may not be necessary This item should have it's own line, allocation and amount

Per Diem

Per Diem is an employee only option and allows the employee to be reimbursed at a set rate depending on location. Complete the per diem or travel itemization form and attach this plus a screenshot from either GSA (domestic rates) or the State Department (international rates) as your receipt.

Students and Business guests requiring per diem should be reimbursed through the Candex punchout in procurement.

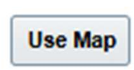
Select the Date.	* Date 03/13/2026 This should be the last date of the trip
Select the Template.	* Template Tulane Employee Expense Templ This should be the expense template
Choose the Expenditure Type.	* Type Domestic Travel - Employee Fixe The form, GSA, and State Department are linked in the question mark
Enter the Amount.	* Amount USD This is the total for the entire trip
Enter the Description.	* Description
Enter the Merchant Name.	* Merchant Name This can be entered as per diem

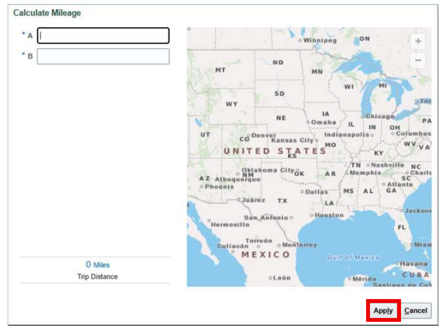
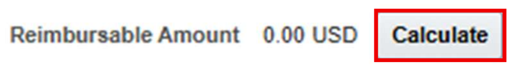
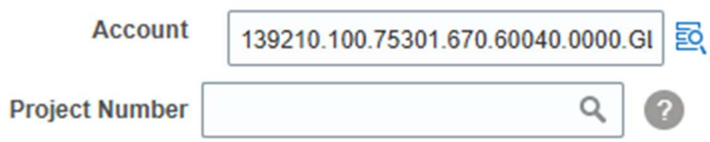
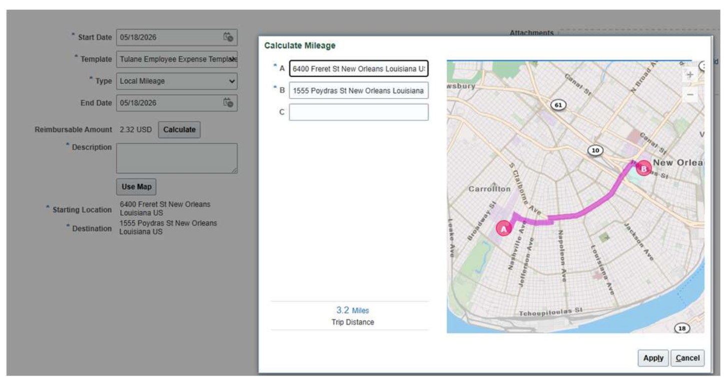
Itemize the expense.	 Enter the full amount and 1 day
Add attachments.	 The travel form and screenshot of the GSA or State Department site is required

Mileage

Mileage is only for employees. Business guests and students requiring mileage should be reimbursed through the Candex punchout in procurement.

Local mileage is anywhere in Louisiana and Mississippi. Mileage outside Louisiana and Mississippi requires a flight comparison and the lessor amount will be reimbursed. You do not need to attach a receipt if using the map function in WaveWorks.

Enter the Start Date.	
Select the Template.	 This should always be the Expense Template
Select the Type.	 Can be Domestic Travel- Employee Mileage, Local Mileage, or Athletics Mileage (only for Athletics use)
Add a Description.	
Click Use Map.	 Do **not** manually add in a starting location and destination

Enter the addresses for the round trip. Click Apply.	 Each round trip should be its own expense item
The Distance will calculate.	
Calculate the reimbursed amount.	
Itemize the expense.	 See detailed instructions for using a GL, Non-Sponsored and Sponsored Project
Attach a screenshot of the map with the calculation as a receipt.	

Foreign Currency

For cash transactions/out-of-pocket expenses purchased in a currency other USD, please update the currency amount on that transaction. T&E charges will automatically convert in WaveWorks to USD.

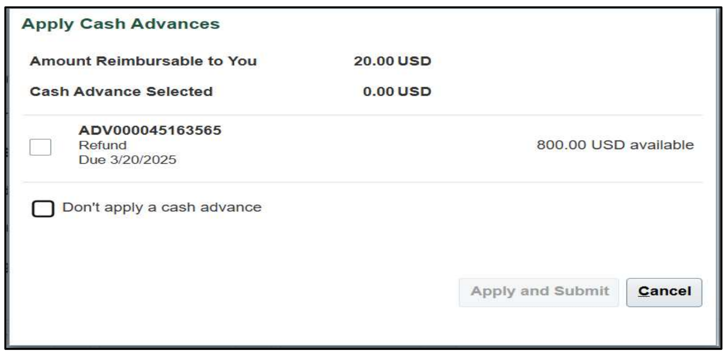
Charging a Project outside of the home Cost Center

If an employee is charging a Non-Sponsored or Sponsored Project outside of their cost center, the report will still route to their Cost Center Manager for approval.

The employee should add information to the description field of the expense to indicate this so their Cost Center Manager can just approve and move the report to the appropriate task manager for approval.

Apply a Cash Advance to a Report

If an approved cash advance is available, you will be prompted to attach it upon submitting a report.

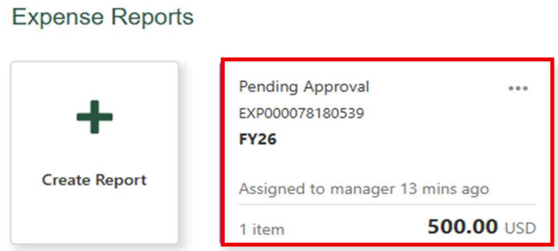
Click the box next to the advance to attach or the don't apply box. Click apply and submit.	

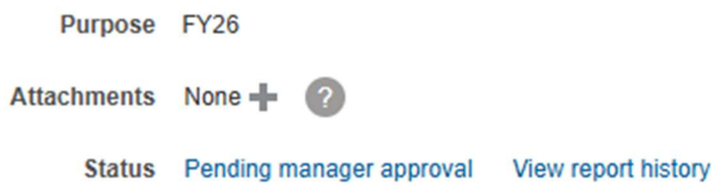
Personal Expenses/Accidental charges

If an employee has mistakenly charged their T&E or P-card take the following steps to reimburse Tulane.

a. The employee writes a check made to Tulane University.
b. Deposit the funds into the appropriate project (typically an operational account).
c. Allocate the expense to the same project.
d. Attach the expense receipt and the completed deposit from the Bursar's office to the expense item.
e. Submit the report.

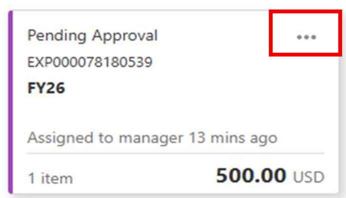
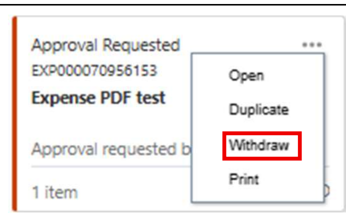
Check a Report’s Workflow

<table>
<tr><td>Click on the Report.</td><td>


The current workflow step is shown here</td></tr>
<tr><td>Click on pending manager approval.</td><td>


The entire workflow is seen in this step
The report history will show the entire report history</td></tr>
</table>

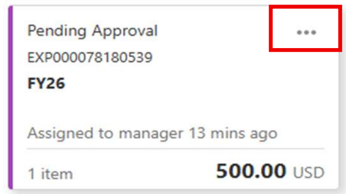
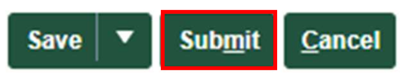
Withdraw a Submitted Report

<table>
<tr><td>Click on the three dots.</td><td>

</td></tr>
<tr><td>Click Withdraw.</td><td>

</td></tr>
<tr><td>Click Yes.</td><td>

</td></tr>
</table>

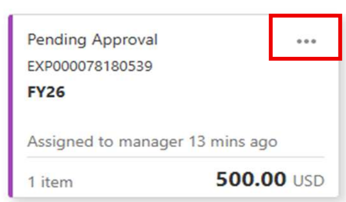
Duplicate a Report

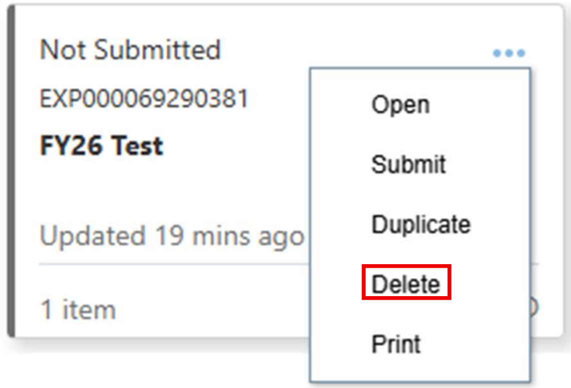
Copying reports saves time in creating the same expense items frequently. Once a duplicate is created, editing, adding, or removal of items is allowed.

Click on the three dots.	
Click Duplicate.	
A copy will open. Make all necessary changes.	 Delete all duplicate charges
Click Submit.	 If you are not ready to submit, save for later.

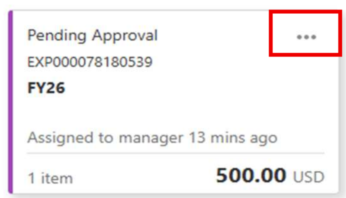
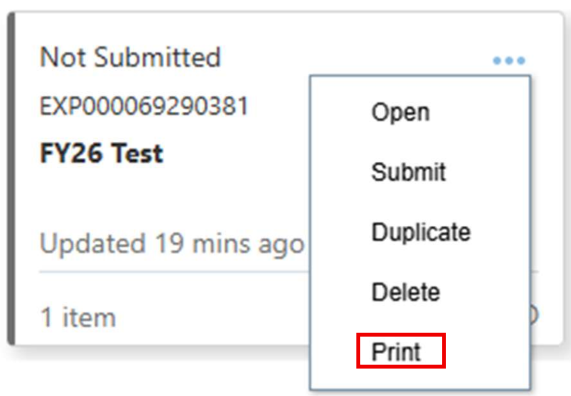
Delete a Report

Only reports that have not been submitted may be deleted. If a report has been submitted, it must be withdrawn first to be deleted.

Click on the three dots.	

Click Delete.	
Click Yes.	

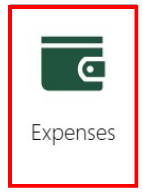
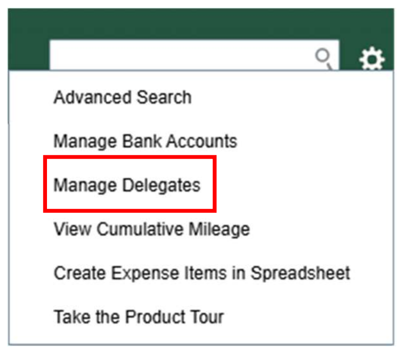
Print a Report

Click on the three dots.	
Click Print.	 A pdf will download

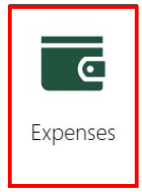
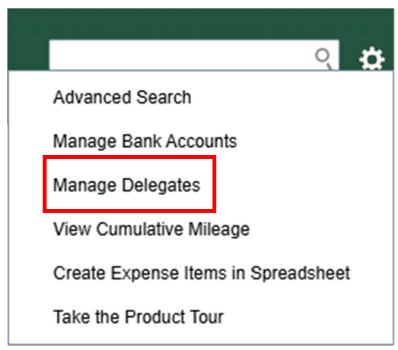
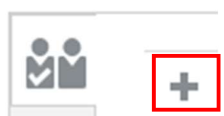
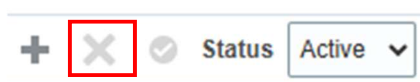
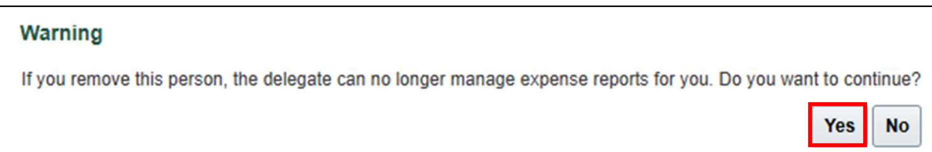
Delegates

Delegates are allowed to create and submit cash advances and reports on an employee’s behalf. The travel team will be assigned as every employee’s delegate, this is correct and should not be changed.

Create a Delegate

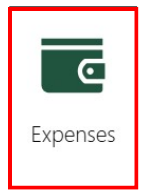
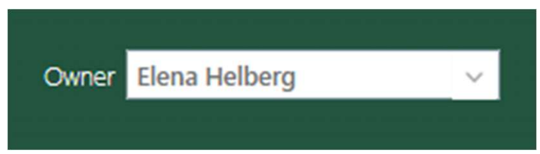
Once signed into WaveWorks click on the Me tab.	 The tabs are in the bar under your name.
Find and click on the Expenses Tile.	
Click on the Gear.	 The gear is in the upper right hand corner
Click Manage Delegates.	
Click on the plus sign.	 All of your current delegates will be listed here
Search for the employee to be your delegate.	 This search is first last name Click on their name when found
Click Save.	 Click Save to add more delegates Click Save and Close to return to the Expenses homepage

Manage a Delegate

Once signed into WaveWorks click on the Me tab.	 The tabs are in the bar under your name.
Find and click on the Expenses Tile.	
Click on the Gear.	 The gear is in the upper right hand corner
Click Manage Delegates.	
Click on the plus sign.	 All of your current delegates will be listed here
Highlight the Delegate to manage.	
Click the X.	
Click Yes.	

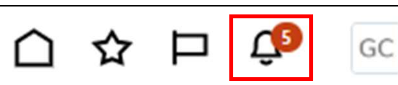
Click Save.	 Click Save to manage more delegates Click Save and Close to return to the Expenses homepage

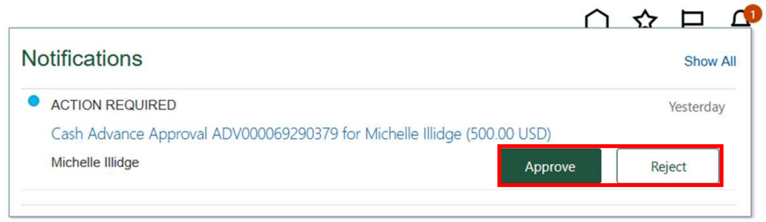
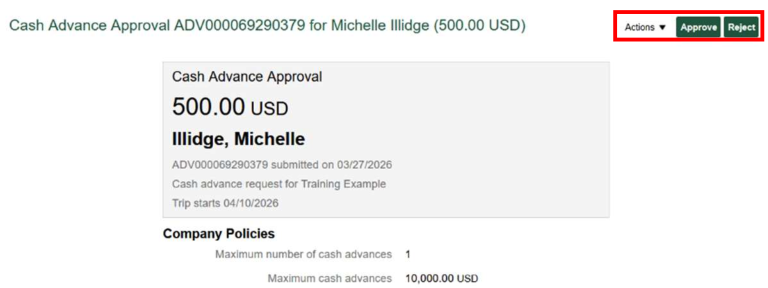
Act as a Delegate

Once signed into WaveWorks click on the Me tab.	 The tabs are in the bar under your name.
Find and click on the Expenses Tile.	
Click on Owner Drop Down.	
Choose who to work as.	 Complete reports as normal once acting as a delegate

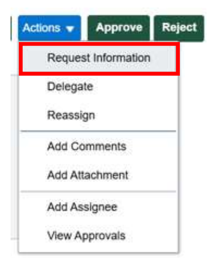
Approvals

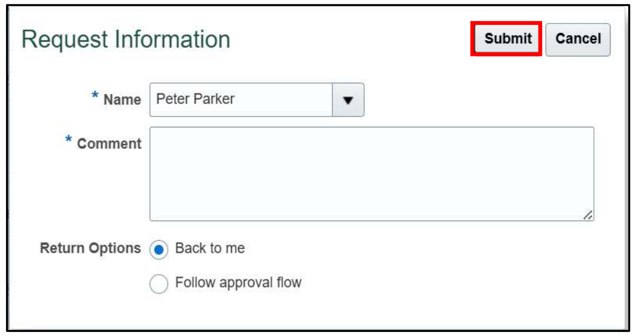
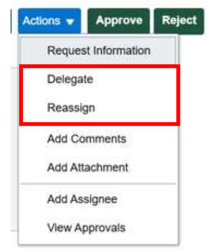
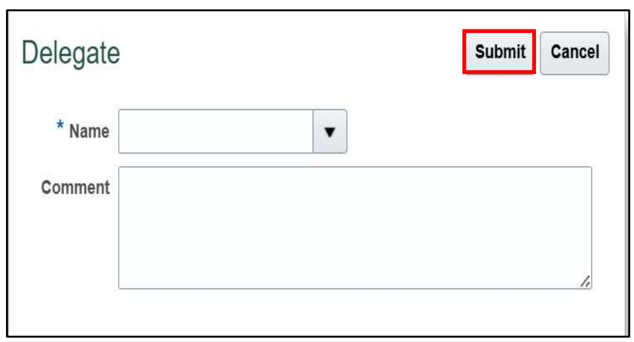
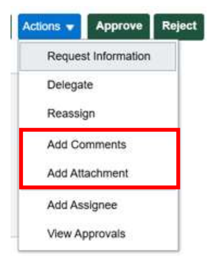
Approvers will receive email notifications of pending approvals.

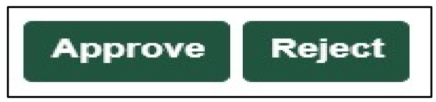
Once signed into WaveWorks click on the Bell Icon.	

Approve or Reject from the list.	
Add any comments or attachments. Click Submit.	
Click on Approval to see more detail.	
Click on Actions, Approve or Reject.	
Click Show All to see all approvals.	

Approval Actions

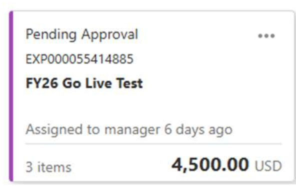
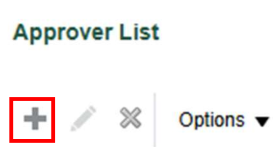
Request Information from the report owner.	

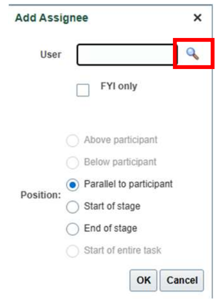
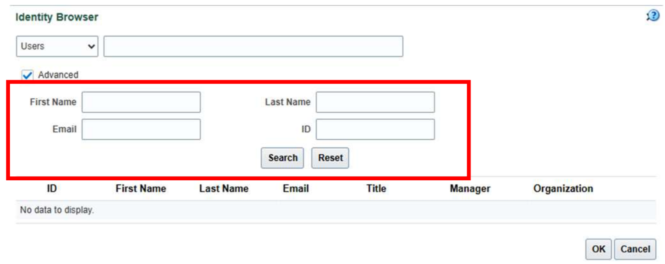
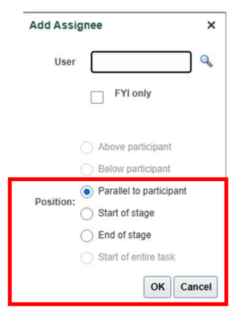
Do not change the name. Enter a Comment. Choose return Option.	 Back to me skips earlier approvers Follow approval flow starts the workflow again
Delegate or Reassign the approval.	
Choose the person to delegate or reassign. Add a comment. Click Submit.	 You can search by user name, uder id or email
Add Comments or Attachments.	

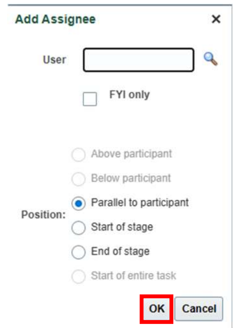
Once added, click Save.	 
Click Approve or Reject.	 Approving will move the item to the next approver

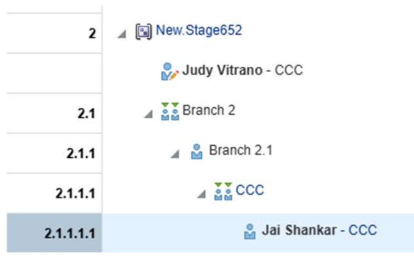
How to add an Expense Approver as a report owner

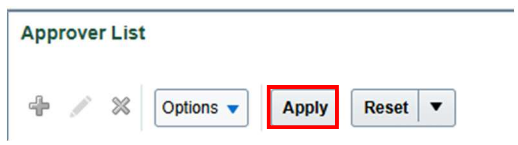
A report owner may add an ad hoc approver to their workflow.

Click on the expense report that needs the ad hoc approver.	
Click on the Pending Approval Link.	 Click on the blue hyperlink to open
Highlight the step to add an approver before.	 Only future steps may be chosen.
Click the Plus Sign.	 The plus sign shade will change when a correct step is chosen

Search for the approver using the magnifying glass.	
Search for the approver.	
Choose the approver.	
Click Ok.	
Choose the stage to add the approver.	 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

<table>
<tr><td>Click Ok.</td><td>


</td></tr>
<tr><td></td><td>


</td></tr>
<tr><td>Click Apply.</td><td>


</td></tr>
</table>

How an Approver adds another Expense Approver

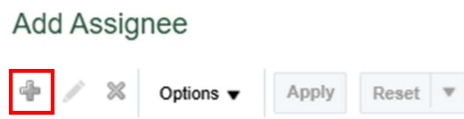
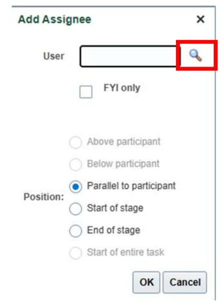
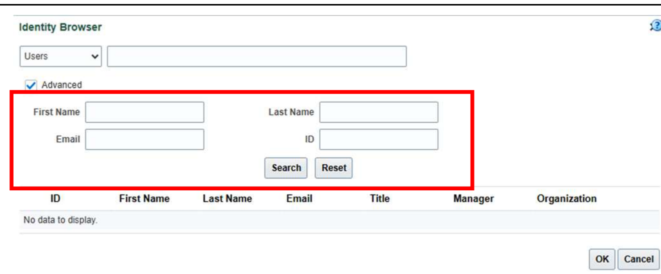
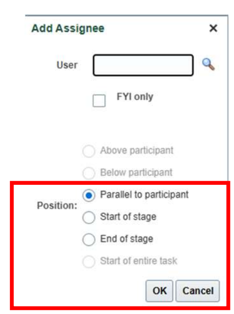
An approver may add an ad hoc approver to the workflow.

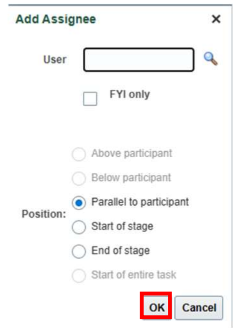
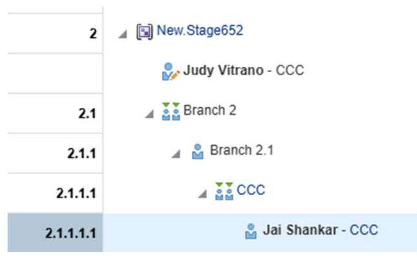
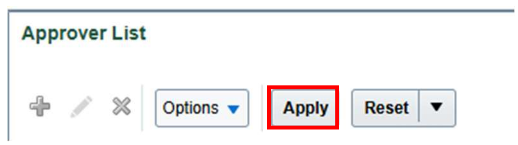
<table>
<tr><td>From the Approval, Click on the Actions down arrow.

Click Assignee.</td><td>


</td></tr>
<tr><td>Highlight the step where the approver should be added.</td><td>


Only future steps may be chosen
</td></tr>
</table>

Click the Plus Sign.	 The plus sign shade will change when a correct step is chosen
Search for the approver using the magnifying glass.	
Search for the approver.	
Choose the approver.	
Click Ok.	
Choose the stage to add the approver.	 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

Click Ok.	
	
Click Apply.	

Approval Delegation

An approval delegation may be set to accommodate employees who will be out of the office for a period of time.

Click on Roles and Delegations from the Me tab.	
Click on the Plus Sign under Approval Delegations.	
Add a Rule Name.	
Enter a Start Date.	

Enter an End Date.	
Enter a Category.	 You should choose the Expense Approval
Choose the employee to Delegate To.	 Search is first last name
DO NOT Click the box to allow a user to approve their own transaction.	
Click Save.