Academic & Financial Managers

July 1, 2026

WaveWorks!
TRANSFORMATION IN MOTION

HCM

Salary Updates

Please DO NOT make any updates to salaries until the HRIS team has completed fiscal year corrections.

HCM

HR Help Desk

- **Coming soon**: HR will launch the HR Help Desk in WaveWorks, providing employees with a dedicated, easy-to-use resource for HR questions and requests (targeting mid/late July)
- As part of our WaveWorks stabilization efforts, HR requests have been submitted through ServiceNow. Launching the HR Help Desk is the next step in HR's WaveWorks journey.

HR Help Desk

- Requests submitted through the HR Help Desk will be routed directly to the appropriate HR team, providing a convenient way to get support.

- Service Now will continue to be used for Non-HR requests.

- Additional information and resources will be shared with the campus community before the HR Help Desk goes live.

ERP

Procurement

- Workflow has been implemented on legacy purchase orders, so there is no need to do manual approvals anymore.

- Qiagen punchout has a new Apply Quote feature which allows you to redeem your Qiagen issued quotes much more quickly, by entering your quote number. Tutorial available upon request.

- To help search for a specific supplier, if you have the suppliers first letter of their name, enter the letter and two %%. Example D%%. This will pull up all supplier names that begin with D.

ERP

Procurement

- The **OPEN PO Report** is now in production. You will need the Financial Analyst role to access the report and if you have access it will show up on the ribbon on your WW Tulane Reporting page.
- You can now **override the default natural account** on your requisition. Currently, the natural account is mapped to the chosen browsing category. but you can now change the natural account to a code that more closely matches your purchase.
  - The Natural Account can only be changed during the requisition stage.
  - Once the order becomes a purchase order it cannot be changed.

ERP

Procurement

- Change Orders can now be performed by the Requesters on their WaveWorks requisitions. Users are able to change price, quantity, ship to building, and chart of accounts etc. ***Change orders for Legacy PO's still must go through the Buyer staff***.
- Reminder to all requesters to look into their notifications and approve anything related to invoices.
- **How To Close POs QRG** now available on WW website

https://coo.tulane.edu/sites/default/files/2026-06/WW%20How%20to%20Close%20a%20PO%206-30-26.pdf

- **Open POs** – Encumbrances will carryover to FY27

EIT

- Beginning today (July1), you are required to **choose the fiscal year** in which you would like your EIT posted by selecting the year in the Fiscal Year drop-down field located in the header of the EIT.
- The deadline to have FY26 EITs approved and ready for processing is the close of business on **Friday, July 17**.
- It is the initiator's responsibility to ensure that their FY26 EITs have completed approval workflow by the deadline date.
- The date entered in the **Expenditure Date** field in the **Projects** region of the form must fall within the fiscal year chosen in the header.
- As the FY26 EIT deadline date approaches, approvers should check their email notifications or the **Approve** link under the system's **Main Menu** frequently. Approvers should check both the **My tasks** tab and the **Team tasks** tab depending on their role.

ERP

PAYROLL

- Going forward, we are using the BiWeekly Pay date, rather than the end of the pay period, as the Accounting/GL posting date. This also affects final ICPs – if paid in the last PAY PERIOD of the FY then it will be in the first posting of the new FY.

EXPENSE REPORTS

- Unsubmitted Report

Year End – Calendar

- Located on the WaveWorks ERP website
- https://coo.tulane.edu/waveworks/erp-quick-reference-guides

ERP – FY26 Close Schedule

FY26 CLOSE SCHEDULE

Note: Beginning this fiscal year, there will be no CLOSE3. All FY26 transactions must be posted by the end of CLOSE2, scheduled for Friday, July 24. See important deadline dates below.

June 25, 2026	Thursday	Deadline to submit e-ITs for JUN-26 (first close) processing
June 26, 2026	Friday	First day to submit Expense reports for Pcard transactions with post date 6/25/26 or earlier (June billing cycle)
June 30, 2026	Tuesday	Deadline to submit Service Now Help Form for Labor Distribution Retros prior to 3-20-26
June 30, 2026	Tuesday	Final JUN-26 (first close) processing
June 30, 2026	Tuesday	Deadline to submit transactions for Accounts Payable (Expense Reports and Invoices), Bursar, and AIS deposits for CLOSE2
July 17, 2026	Friday	Deadline for fully approved Retro Labor Distribution changes including GLPAYSUS clearing
July 17, 2026	Friday	Deadline for fully approved e-IT Transactions (see page two for details) for CLOSE2
July 17, 2026	Friday	Deadline for final approval of P-card Expense reports, as well as all other Expense reports to be posted in FY26
July 24, 2026	Friday	Final CLOSE2 processing
August 7, 2026	Friday	Final JUL-26 (FY27) processing - Normal Month End Close

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

Training & Support

The Training team will come to your department to meet with faculty and staff to provide training, answer questions and take suggestions for improvements.

Presentation Slides

Slides can be found on the WaveWorks website under Resources

https://coo.tulane.edu/waveworks/resources/academic-financial-mgrs-mtgs

Questions/Concerns?

TULANE UNIVERSITY

WaveWorks!
TRANSFORMATION IN MOTION