

Academic Managers

July 15, 2026



WaveWorks!
TRANSFORMATION IN MOTION

Procurement

- Reminder to all requesters to look into their notifications and approve anything related to invoices.

- **Reminder to CLOSE OPEN POs**

- **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

ERP

AP

- ACH/Wire Verification Process

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.

Year End – Calendar

- June Close methodology change
- Requesting Transaction Reports
 - Email Tsetsa Rosensteel tdankova@tulane.edu

DEPARTMENT CHAIR CHANGES

- List of Chair changes
- Items that may need to be updated:
 - Business Title Updates
 - Line Manager Updates
 - Cost Center Manager (if applicable – not likely)
 - Task Manager (if applicable)
 - Project Manager (if applicable)
 - AOR approvers (if applicable – not likely)

Training & Support

WaveWorks Resources:

- Encourage employees to check the WaveWorks website for Quick Reference Guides (QRGs), job aids, and the WaveWorks vocabulary before submitting questions. Many common questions can be answered through these resources, saving time and keeping work moving.

Updated Drop-In Support Schedule:

- Beginning **Tuesday, July 28**, Monday and Tuesday Drop-In Support sessions will move to Zoom.
- In-person sessions will continue on Wednesdays (Uptown) and Thursdays (Downtown). A dedicated in-person Drop-In Support session for TNBRC employees will be held on **Monday, July 27**. The full schedule is available on the WaveWorks website.

Training & Support

Department Training Available:

- The WaveWorks Change Management team is available upon request to provide customized training for schools and departments that would benefit from additional support or guidance on WaveWorks processes.

Faculty Training:

- Are there additional training opportunities or resources that would be helpful for faculty?

Faculty Lifecycle Training Update

Presentation Slides

Slides can be found on the WaveWorks website
under Resources

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

Questions/Concerns?