

The AP Files: Uncovering the Secrets of the WaveWorks Invoice Lifecycle



**PROFESSIONAL
DEVELOPMENT WEEK**

September 21-25, 2026

Our Purpose Today

- Participants will gain a better understanding of what happens behind the scenes after a purchase order is created, how invoices move through the system, and how to effectively respond to common vendor payment questions.
- Provide WaveWorks users with an overview of the lifecycle process for requisitions and invoices.
- Allow users to ask their Questions during our Q&A



Learning Objectives

This course will walk through the invoice lifecycle – from requisition, submission, receipt matching, and final payment.

At the end of the course participants will be able to:



Identify the status of an invoice

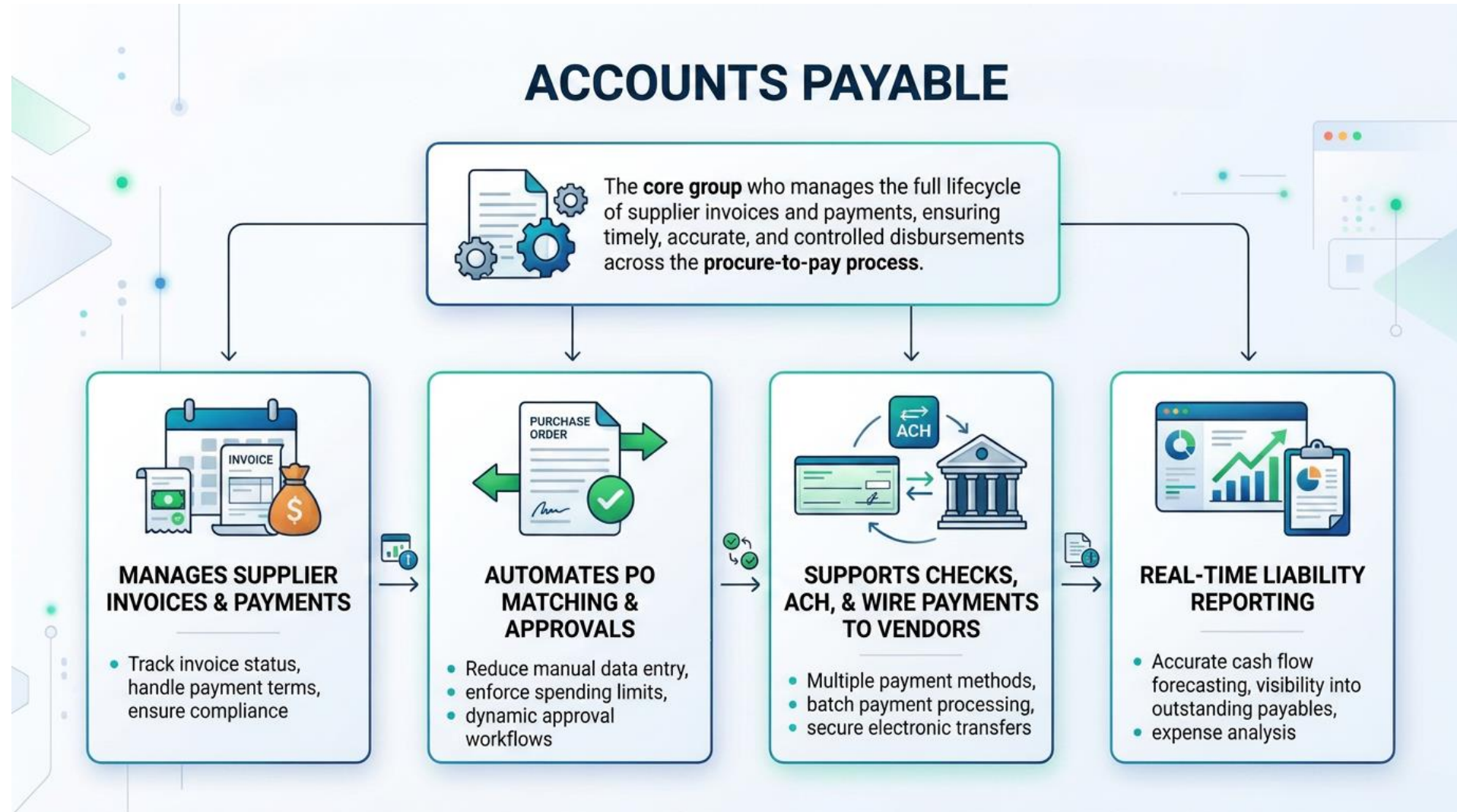


Recognize common causes of payment delays



Determine when and how to follow up or escalate an issue





LIFE CYCLE OF AN INVOICE



Following this process ensures timely approvals, accurate matching, and on-time payments to our suppliers.

SUBMITTING INVOICES TO ACCOUNTS PAYABLE

All invoices **MUST** be emailed to:
accountspayable@tulane.edu.



Invoices can be emailed by:
The Vendor **OR** The Department.



Each Invoice **MUST** include:



1. Invoice
Number



2. Invoice
Date



3. PO
Number

Invoices MUST be submitted in one of the following formats:



PDF



TIFF



JPEG



PNG

WaveWorks Invoicing and the Order Life Cycle

WaveWorks PO & Invoice Processing

Invoices are received, matched and processed against the open PO in WaveWorks.



Inside the Order Life Cycle

The Order Life Cycle:
tracking and status checks.

Tracks goods and services from initial request through fulfillment, receiving and invoicing.



The Order Life Cycle can be utilized to check if the invoice has been **Received, Matched, Approved, Paid** or **Needs Follow-Up**.

Accessing the Order Life Cycle

<

PR117314

Ordered

Requisition

Entered By Wendy Lyons Business Unit Tulane University Creation Date 07/02/2026

Description

(2) Foldable Easels for WaveWorks Drop in Session signage for Downtown sessions

Subtotal

\$23.22

Nonrecoverable Tax

\$0.00

Approval Amount

\$23.22

Justification

▼ More information

Requester

Wendy Lyons

Deliver-to Location

Poydras Street Bldg

Destination Type

Expense

Charge To

139210.100.62110.670.00000.0000.GL2
21296.000000.0000.000

Budget Date

07/02/2026

Attention to (Recipient of Package or Service)

Lyons, Wendy L

Deliver-To Building Name

Poydras Direct

Room Number

8th Floor Reception Desk

Unifier Contract Type

...

Edit

Check Funds

Duplicate

View Document History

View Life Cycle

Reassign

View PDF

Cancel

Delete

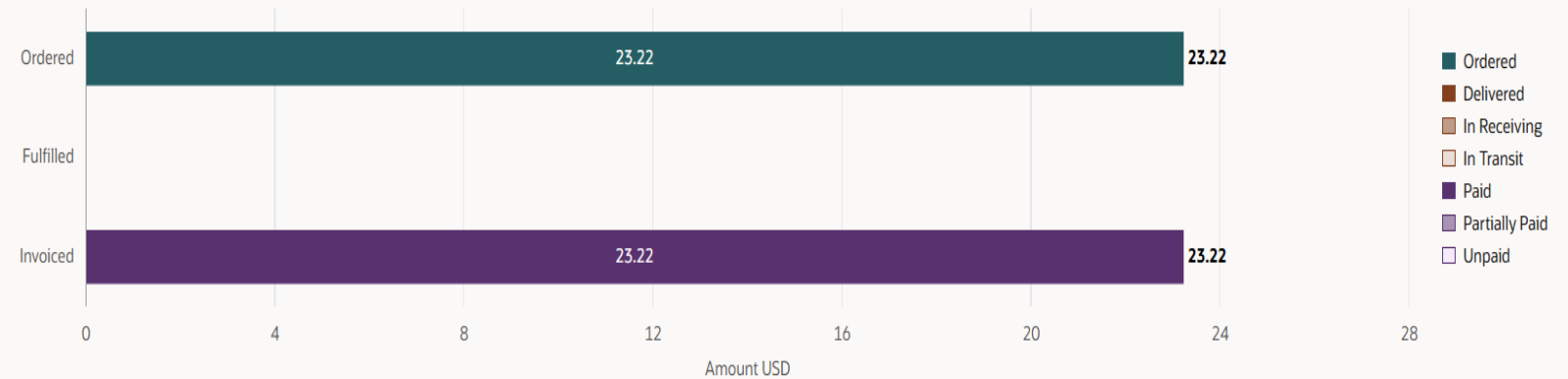
Checking the Status of an Invoice

< Requisition PR117314 Purchase Order PO115507 ▾

[View Purchase Order](#)

Life Cycle

Supplier **AMAZON.COM SERVICES INC** Open Date **07/02/2026** Total Amount **23.22 USD**



Line details

Requisition				PO Line-Schedule	Ordered		In Transit	In Receiving	Delivered	Delivery Date	Invoiced (USD)
Description	Line	Amount	Quantity		Amount (USD)	Quantity					
Amazon Basics Easel Disp	1	23.22 USD	2 Each	1-1	23.22	2 Each				Promised 07/06/2026	23.22

Checking the Payment Status of an Invoice

▼ Shipments

Line - Schedule	Description	Shipment	Shipped Date	Receipt Date	Carrier	Tracking	Expected Receipt Date	Quantity
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No data to display.

▼ Receipts

Line - Schedule	Description	Receipt	Date	Received By	Received	Delivered	Returned	Invoiced	Open to Invoice	Shipment
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No data to display.

▼ Invoices

Line - Schedule	Description	Invoice	Type	Date	Status	Matched Quantity	Matched Amount	Receipt	Total Invoiced
1-1	Amazon Basics Easel Display Stand, Instant Floor Poster, Lightweight, Collapsible and Portable with Tripod Base, Black Steel (supports 5 pounds)	14LR-WMF4-LQY6	Standard	07/06/2026	Paid	2 Each	23.22 USD		23.22

Invoice: 8821922368

Checking the Payment Status of an Invoice

Business Unit	Tulane University
Legal Entity Name	Tulane University
Supplier or Party	VWR INTERNATIONAL LLC
Supplier Site	▣ RADNOR1
Address	▣ BUILDING ONE, SUITE 200, PO BOX 6660, 100 MATSONFORD RD, RADNOR,, PA 19087, Montgomery
Invoice Date	06/18/2026

Lines

Payments

Standard Payment Terms

Payment Timeline



**Invoices will be paid 30 days
from the invoice date**

Available Payment Methods



Payments are made by check, ACH, & wires,
or Single Use Visa.

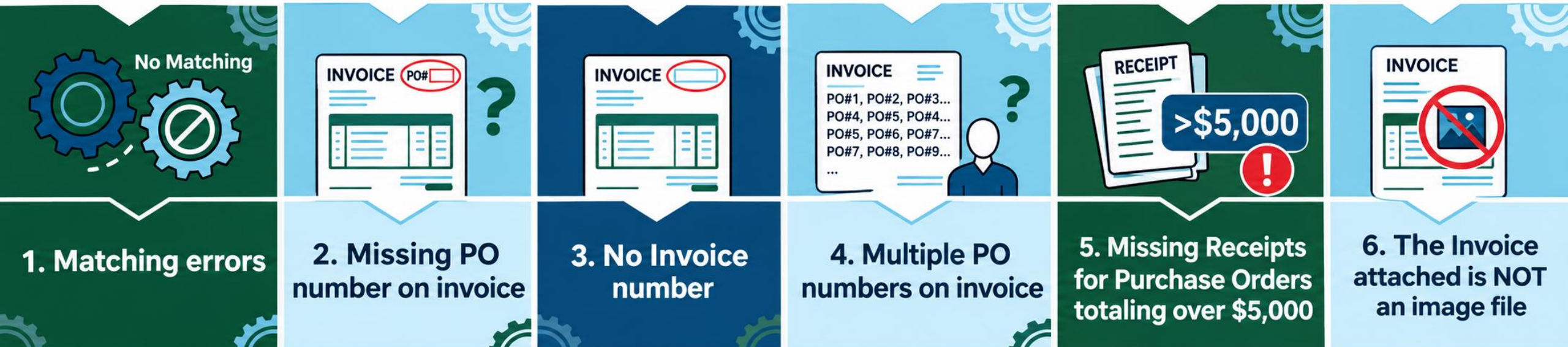
**STANDARD PAYMENT TERMS:
NET 30**

Supplier Registration



Payment method is
determined by the
supplier during the
supplier
registration process.

COMMON CAUSES OF INVOICE DELAYS INCLUDE:



Helpful Reports in the Procurement and Accounts Payable Processes



Open PO Report

shows all open POs including line descriptions and invoice payments.



Supplier & Supplier Site Master Report

shows all available suppliers within WaveWorks.

 WaveWorks

Transactional Reports

are being tested and will be released in the near future.

 WaveWorks



WHO TO CONTACT FOR ACCOUNTS PAYABLE CONCERNS?



**WHEN INQUIRING ABOUT AN
INVOICE PAYMENT - PLEASE EMAIL**

wthomps@tulane.edu
lleblanc@tulane.edu
nbustillo1@tulane.edu



DO NOT EMAIL

accountspayable@tulane.edu
invoice copies as backup
for payment inquiry/status
as this produces duplicate
invoices in WW



**PLEASE PROVIDE AS MUCH
INFORMATION AS POSSIBLE**

- PO number
- requisition number
- and/or Invoice number



**PLEASE USE SUGGESTED
SUBJECT LINES**

- Payment Inquiry/Status
- Invoice Not Showing in PO

Additional Resources

For more information,
resources, or support:

- Visit the WaveWorks website at <https://coo.tulane.edu/waveworks/erp-support>





Q&A / Discussion



Questions?



waveworks@tulane.edu



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