Quick Reference Guide:
Invoice Submission and Payment Status

Purpose:

Provide WaveWorks users with an understanding of how to submit invoices to Accounts Payable and how to look up the status of invoice payments including detailed payment information.

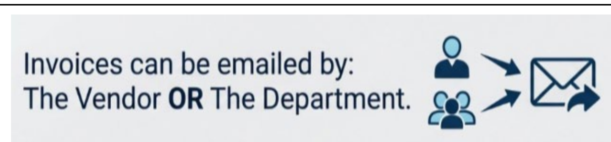
Step-by-Step: How to Submit an Invoice to Accounts Payable:

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

Invoices **MUST** be emailed to Accounts Payable.

Suggested Subject Lines:
Statement Attached
Invoice Attached

Invoices can be emailed directly to Accounts Payable by the Vendor.



TIP If the vendor emails the invoice to the department, the department should email the invoice to Accounts Payable

TIP If both the department and the vendor email the invoice, this will create a duplicate invoice and slow payment

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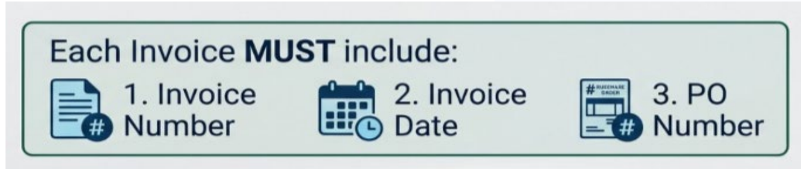
Each invoice emailed to Accounts Payable MUST include the Invoice Number, Invoice Date, and PO Number.



TIP If the PO number is not clearly indicated on the invoice, it will be automatically rejected by the system

TIP If an old PO# as well as a new PO# are on the invoice, please make sure that the old PO# is blackened out

TIP Invoices **CANNOT** be split between multiple PO numbers

TIP Accounts Payable **CANNOT** pay from vendor quotes, vendor statements, vendor sales orders or any other non-invoice document

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Every invoice submitted must include an invoice number.

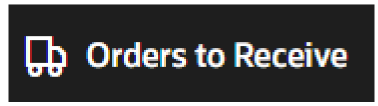
TIP If the invoice does NOT have an invoice number please utilize the following pattern: date of invoice-PO#

Invoices MUST be submitted as a PDF, TIFF, JPEG or PNG file **ONLY.**

Step-by-Step: Receipts

Purchase Orders over $5,000 require a system receipt to be entered before an invoice can be released for payment. This supports the three-way match (PO, invoice, and receipt) needed for payment.

Sign into WaveWorks. Click on the Procurement Tab.

From the Procurement tab, click My Receipts (RSSP).	
Orders to be received will be listed under the Orders to Receive tab.	
Click Receive Now to receive the full order.	Receive Now Created receipts can be reviewed on the My Receipts tab
Click the Receive with Details button to partially receive the order.	

Step-by-Step: Inquiring on an Invoice Payment

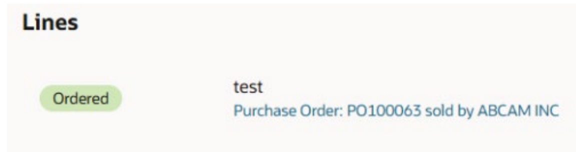
Users can email accountspayable@tulane.edu or check in WaveWorks for payment information. If emailing Accounts Payable, include as much information as possible: PO number, requisition number, and/or invoice number. **DO NOT** send the invoice that the inquiry is for, this will create a duplicate and slow payment. If the invoice has not been received, Accounts Payable will reach out for the invoice.

To see payment status directly in WaveWorks, follow these steps.

Sign into WaveWorks. Click on the Procurement Tab.	Procurement
Click on Purchase Requisitions (RSSP) tile.	

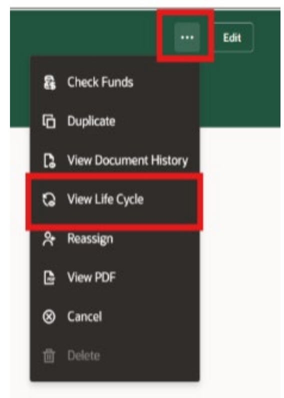
Open the Requisition from the Self-Service Procurement or My Requisitions Tab.

Click on the Purchase Order hyperlink under Lines.



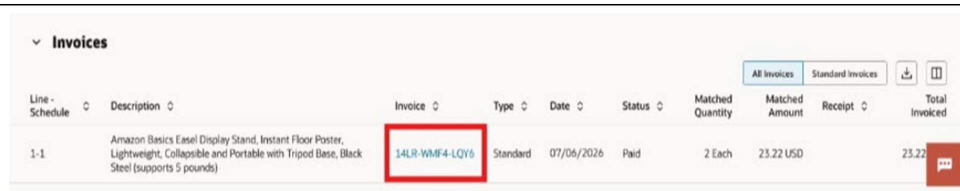
****TIP**** View Life Cycle is also available in the 3 dots next to edit on the Requisition

Toggle to Order Life Cycle.



Scroll down to Invoices.

Click on the Invoice hyper link for more information.



Click on Payments.

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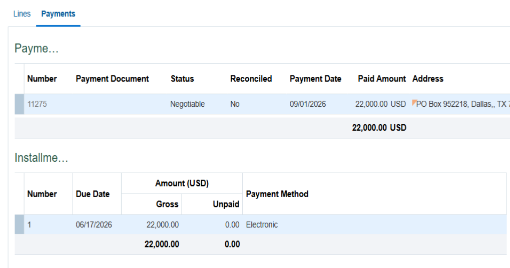
All payment details such as payment date, payment method, etc. will be displayed



Lines Payments

Payme...

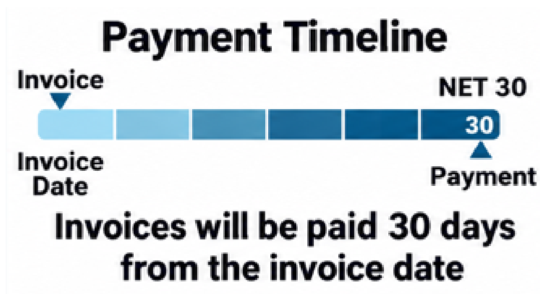
Number	Payment Document	Status	Reconciled	Payment Date	Paid Amount	Address
11275		Negotiable	No	09/01/2026	22,000.00 USD	PO Box 952218, Dallas,, TX
					22,000.00 USD	

Installme...

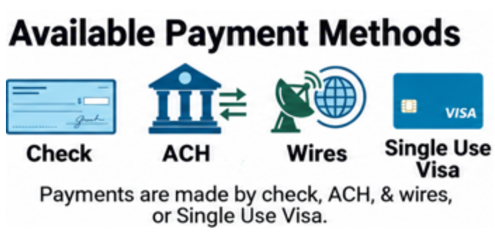
Number	Due Date	Amount (USD)		Payment Method
		Gross	Unpaid	
1	06/17/2026	22,000.00	0.00	Electronic
		22,000.00	**0.00**	

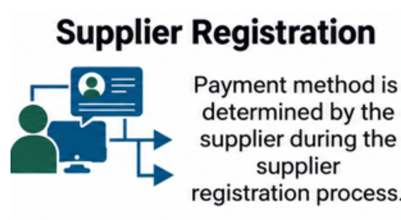
Step-by-Step: General Accounts Payable Information

Standard Payment Terms: Net 30



Available Payment Methods:





Common Causes of Invoice Delays: