

# Tulane Staff End User System Resources

**TAMS/EBS** (Requisitioning, real-time account inquiry, funds available inquiry, labor reports)

Request for Access Form: <http://www.tulane.edu/~tams/forms/forms/accessforms.htm>

Manual: <http://www.tulane.edu/~tams/training/index.htm>

Web Site: <http://www.tulane.edu/~tams/>

Contact: Garrett Platner, 314-2666

**Cognos** (Monthly budget statements)

Request for Access Form: <http://www.tulane.edu/~tams/forms/forms/accessforms.htm>

Manual: <http://www.tulane.edu/~tams/training/index.htm>

Web Site: <http://www.tulane.edu/~tams/>

Contact: Garrett Platner, 314-2666

**Concur** (Create expense reports and invoice payment requests)

Request for Access Form: <http://www.tulane.edu/~tams/help/ConcurAccessRequestForm.pdf>

AP Direct Deposit Form: [http://www.tulane.edu/~admin/tams/pdf/Direct\\_Deposit\\_Form.pdf](http://www.tulane.edu/~admin/tams/pdf/Direct_Deposit_Form.pdf)

Manual: <http://www.tulane.edu/~tams/concur.htm>

Web Site: <http://www.tulane.edu/~tams/concur.htm>

Contact: Nita Randolph ([nrandol@tulane.edu](mailto:nrandol@tulane.edu))

Lisa Leblanc ([lleblanc@tulane.edu](mailto:lleblanc@tulane.edu)) Student Invoices

Ayfemi Foucher([afoucher@tulane.edu](mailto:afoucher@tulane.edu)) Travel and Expense Delegates

Laney Armstrong ([larmstro@tulane.edu](mailto:larmstro@tulane.edu)) Travel Issues and Delegates

**Purchasing Card (P-card)/Corporate T&E Card**

Contact: Yolanda Windsay, 314-7364

Contact: Phyllis Douglas, 314-7362

**SciQuest** (Create requisitions and invoice payment requests)

Web Site: <http://matmgmt.tulane.edu/sciquest.html>

Contact: SciQuest.Support@tulane.edu

**BDS** (Budget system)

Request for Access Form: Please see Section 3.2 [http://isowiki.tulane.edu/Account\\_Requests](http://isowiki.tulane.edu/Account_Requests)

Manual: Once security access is granted to BDS, the training manual is available in the BDS system. Please see "BDS Training Manual" link on Home tab in BDS.

System Link: <https://bdsonline.tulane.edu/Login.aspx>

Contact: Jeanne Tingler, 314-2825

**HCM (Payroll and Labor Distribution)**

Request for Access Form: <https://tulane.service-now.com/ess/>

Contact: HRIS@tulane.edu

**Electronic IT System (Create account corrections, transfer of funds and interdepartmental orders for services or goods)**

Request for Access Form: N/A; anyone with Tulane network credentials can use this system

Manual: [http://www.tulane.edu/~tams/electronic\\_it\\_system/](http://www.tulane.edu/~tams/electronic_it_system/)

Web Site: [http://www.tulane.edu/~tams/electronic\\_it\\_system/](http://www.tulane.edu/~tams/electronic_it_system/)

Contact: Pete Simonson, 314-7966