

Accounting Outlook Inboxes

#	<u>Display Name</u>	<u>E-Mail Address</u>	<u>Purpose</u>
1	Inbox, Audit Schedules	AuditSchedules.Inbox@portlandoregon.gov	External Audit Schedules, AP13 / AP14 JE requests.
2	Inbox, Cash Transfers	InboxCashTransfers@portlandoregon.gov	Cash Transfer Requests.
3	Inbox, Off-Cycle Check Requests	inboxoffcycleckrq@portlandoregon.gov	Off-Cycle Check Requests.
4	Inbox, PGE Information	pgeinformation@portlandoregon.gov	For PGE Winshuttle information and use only.
5	Inbox, AP Customer Service	CustomerAP@portlandoregon.gov	All SAP AP Vendor payment questions, including check, ACH, wire or petty cash replenishment.
6	Inbox, SAP AP Cancel	SAPAPC@portlandoregon.gov	All SAP AP cancel invoice or advance payment clearing requests, employee and vendor overpayments, or stale dated, lost, or stolen vendor check payments.
7	Inbox, SAP Capital Asset	SAPCAPAsset@portlandoregon.gov	All capital asset related forms and questions.
8	Inbox, SAP Maintenance	inboxSAPM@portlandoregon.gov	All SAP Finance Master Data creation and update requests (except for AR Customers and AP Vendors); all journal entries related forms and questions; All SAP system related questions. Regularly monitored by System Accountant.
9	Inbox, SAP Vendor	SAPVendor@portlandoregon.gov	All SAP AP Vendor setup forms and questions, including master data creation and update requests. Updates may include banking or contact info changes.

Revenue Bureau Outlook Inboxes

10	Inbox, SAP CM	sapcmreq@portlandoregon.gov	All SAP AR refunds, Credit Memos and write-off requests.
11	Inbox, SAP Customer	SAPCustomer@portlandoregon.gov	All SAP AR Customer master data creation and update requests.
12	OMF - Accounts Receivable	AcctsRec@portlandoregon.gov	All SAP AR Customer Wire and ACH correspondences and backup.
13	OMF - AR Payments	ARpayments@portlandoregon.gov	All online and lockbox payment correspondence.