

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 Request	inboxoffcycleckrq@portlandoregon.gov	Off-Cycle Check Requests
4	Inbox, PGE Information	pgeinformation@portlandoregon.gov	For PGE Winshuttle information and use only
5	Inbox, SAP AP Cancel	SAPAPC@portlandoregon.gov	Accounts Payable Cancel Check Requests
6	Inbox, SAP Capital Asset	SAPCAPAsset@portlandoregon.gov	All capital asset related forms and questions
7	Inbox, SAP CM	sapcmreq@portlandoregon.gov	N/A, mark for deletion
8	Inbox, SAP Customer	SAPCustomer@portlandoregon.gov	All SAP AR Customer related forms and questions, including master data creation and update requests.
9	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.
10	Inbox, SAP Vendor	SAPVendor@portlandoregon.gov	All SAP AP Vendor related forms and questions, including master data creation and update requests.
11	OMF - Accounts Receivable	AcctsRec@portlandoregon.gov	All SAP AP Vendor related forms and questions, including
12	OMF - AR Payments	ARpayments@portlandoregon.gov	For online payment portal correspondences