

## Helpful Banner Screens

|         |                                 |   |
|---------|---------------------------------|---|
| FGIBDST | Organization Budget Status      | Use the Organization Budget Status page to view an online filter of the budget availability by organization code.   |
| FGIBAVL | Budget Availability Status      | Use the Budget Availability Status page to view an online filter of the budget availability for a selected fund, organization, account, and program combination.  |
| FGIOENC | Organizational Encumbrance List | The Organizational Encumbrance List page displays an online list of all encumbrances by organization.   |
| FGITRND | Detail Transaction Activity     | Use the Detail Transaction Activity page to display an online view of detailed transaction activity for operating ledger accounts.  |
| FAIVNDH | Vendor Detail History           | The Vendor Detail History page provides an online list of vendor invoice/credit memo/payment transactions for all vendors in the system including terminated vendors.   |
| FPIOPOV | Purchase Orders by Vendor       | The Purchase Orders by Vendor page provides an online display of purchase orders by vendor.   |
| FGIENC  | Detail Encumbrance Activity     | The Detail Encumbrance Activity page provides an online filter of detailed transaction activity for an original Encumbrance entry and all transaction activity against the encumbrance. This is a filter-only page. |
| FPARCVD | Receiving Goods                 | Use the Receiving Goods page to enter or view receipt information from a packing slip or receiving document. Once a receiver is complete it cannot be deleted.  |
| FOIDOCH | Document History                | The Document History page displays the processing history of purchasing and payment documents. It identifies and provides the status of all documents in the processing path for the document you select.           |

## Helpful Email Addresses

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| Accounts Payable   | <a href="mailto:asktravel@rowan.edu">asktravel@rowan.edu</a>                   | All travel related issues and questions      |
|  | <a href="mailto:directdeposit@rowan.edu">directdeposit@rowan.edu</a>           | To be set up on direct deposit               |
|  | <a href="mailto:giftcards@rowan.edu">giftcards@rowan.edu</a>                   | Gift card forms & questions                  |
|  | <a href="mailto:invoices@rowan.edu">invoices@rowan.edu</a>                     | Send all invoices with a correct PO number   |
| Accounting Services                                      | <a href="mailto:accountingservices@rowan.edu">accountingservices@rowan.edu</a> | Deposit Transmittals, & general questions    |
|  | <a href="mailto:dca@rowan.edu">dca@rowan.edu</a>                               | DCAs   |
| Budget   | <a href="mailto:budget@rowan.edu">budget@rowan.edu</a>                         | Transferring funds and budget related issues |
| Contracting & Procurement                                | <a href="mailto:bids@rowan.edu">bids@rowan.edu</a>                             | Public Bidding Questions & Correspondence    |
|  | <a href="#">change order request portal</a>                                    | Change Orders for Existing Purchases         |
|  | <a href="mailto:closeouts@rowan.edu">closeouts@rowan.edu</a>                   | Close-out Existing Purchases/Encumbrances    |
|  | <a href="mailto:contracts@rowan.edu">contracts@rowan.edu</a>                   | Contract Inquiries & Submissions             |
|  | <a href="mailto:opra@rowan.edu">opra@rowan.edu</a>                             | Open Public Records Acts (OPRA) Requests     |
|  | <a href="mailto:requisitions@rowan.edu">requisitions@rowan.edu</a>             | General Inquiries & Purchasing Information   |
|  | <a href="mailto:supplierdiversity@rowan.edu">supplierdiversity@rowan.edu</a>   | Supplier Diversity & Inclusion Questions     |
| <a href="mailto:vendors@rowan.edu">vendors@rowan.edu</a> | Vendor Builds, Questions & Correspondence                                      |  |