

# “Req to Check” Process

SSB - Self-Service Banner

RP - Rowan ProConnect

B9AP - Banner 9 Admin Pages

## 1 Department

Department wants to order goods and/or services.

## 2 User

Budget is reviewed in FGIBDST (B9AP) or Budget Query (SSB)

## 3 User

Budget Transfer (if needed). Log into SSB and go to the Employee Dashboard and select **Submit Electronic Forms**. Use this option for budget transfers involving regular accounts.

## 4 User

Requisition created in Rowan ProConnect (Shop)

## 5 User

Supporting documents sent to requisitions@rowan.edu(Quotes, New Vendor info etc...)

## 6 Procurement

The PO number is assigned, and the Requisition is converted to a Purchase Order.

## 7 Procurement

Purchase Order document is emailed to vendor via Rowan ProConnect.

## 8 User

You can check the order history status in Rowan ProConnect. (including orders over \$30,000, IT orders etc.).

## 9 Department

Goods/services are physically received in department.

## 10 User

Goods/services are received in Rowan ProConnect (RP). **Note:** Ensure that the receiving process has been successfully completed by confirming that the invoice status is Matched and has moved to Complete status. If the invoice is in Match Exception status, review the Matching tab in the invoice history within (RP) to identify and resolve any issues.

## 11 Accounts Payable

Invoice is sent by vendor to invoices@rowan.edu with a PO#. User notified by email and can confirm in FOIDoch or FAIVNDH (B9AP), View Document (SSB), Rowan ProConnect (RP). **Note:** If the PO is a standing order, the user approves the invoice in Rowan ProConnect (RP) for payment processing. If the invoice is in match exception status, review the matching tab to see what needs to be done.

## 12 Accounts Payable

Check is sent to vendor via mail or electronic transmission. Confirm in FOIDoch or FAIVNDH (B9AP), View Document (SSB), or Rowan ProConnect (RP).