



Accounts Payable Shared Services
University of Missouri System

APSS Presents:



**INSTRUCTOR-LED
TRAINING**



**FREE
SESSIONS**



**HANDS-ON
PRACTICE**



**CLASSES OFFERED
DECEMBER - JUNE**

A CLOSER LOOK AT VOUCHERS & SUPPLIERS

Voucher and supplier tips, plus compliance training for even faster processing. Sessions end with lab and practical examples.

HOW TO PAY FOR GOODS & SERVICES

Know your responsibilities when making purchases. Learn more about the roles APSS, Supply Chain, and Business Services play.

EXPENSE REPORTS: TRAVEL REIMBURSEMENTS & ONE CARD RECONCILIATION

An in-depth discussion on T&E policy, cash advances, travel authorizations, and creating expense reports.



Learn how to reconcile One Card transactions in PeopleSoft. Additional info provided on the Expenses WorkCenter, MyWallet pages, and more.



Register today at
www.umssystem.edu/APSS/APSS_Training_Schedule