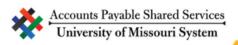
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### OUR MISSION

"Shared Services delivers user-friendly, costeffective and expert administrative services to support transactional processing for the four campuses comprising our University of Missouri System."

## **Accounts Payable Shared Services** Center

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### PAST NEWSLETTERS

- \* Aug. 15, 2014 ~ 1st Qtr. 15
- \* Dec. 04, 2014 ~ 2nd Qtr. 15
- \* Mar. 06, 2015 ~ 3rd Qtr. 15
- \* Sept. 25, 2015 ~ 1st Qtr. 16
- \* Dec. 18, 2016 ~ 2nd Qtr. 16
- \* Mar. 08, 2016 ~ 3rd Qtr. 16
- \* June 25, 2016 ~ 4th Qtr. 16
- \* Oct. 13, 2016 ~ 4st Qtr. 17
- \* Feb. 10, 2017 ~ 2nd Qtr. 17
- \* May 26, 2017 ~ 3rd Qtr. 17
- \* Aug. 31, 2017 ~ 1st Qtr. 17

# Your APSS Update December 19, 2017 ~ 2nd Quarter

# **Training News: Check out the New FY18 APSS Training Curriculum and Calendar!**

Building on your feedback from live training we brought to your campus last year, a new lineup of PeopleSoft courses in coming your way - learn more.

## One Card News: Which View of "My Wallet" should I use?

With the new One Card system within PeopleSoft T&E, there have been some questions about the two different ways to access "My Wallet". This articles explains their differences. Find out more.

# T&E News: Streamlining Your Expense **Report Funding**

Would you like to know some tips for how to speed up the creation of your Expense Reports? Learn more.

## **Policy News:** Traveling with guests

You need to travel for University business but need to have a travel companion for business or personal reasons; well there's a policy for that. Learn more about the Guest Travel.

# **TECH Tip:** Seven tips to effectively manage your email

Email has become an indispensable tool in the workplace, but it can be a huge time drain to keep up with. This article explores ways we manage our inbox as efficiently as possible - learn more.

**Accounts Payable Shared Services Center** University of Missouri System

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