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Accounts Payable Shared Services
University of Missouri System

**OUR MISSION**

"Shared Services delivers user-friendly, cost-effective 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
- * Sep 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

Your APSS Update

May 26, 2017 ~ 3rd Quarter

Closing News: So what do I need to know this year?

Fiscal year-end is upon us once again. This article will provide helpful hints for a smooth closing. [Learn more.](#)

APSS Office Tip 1: Documenting "Business Purpose"

If you work with University financials regularly, it's a near certainty you've been asked to clarify the purpose of an entry at some point. So how do you document a transaction with everything needed on the first try? [Learn more.](#)

APSS Office Tip 2: The Payment Reference Guide has been updated

In May, several changes were made to the Payment Reference Guide. [Learn more about what is different in the newest version.](#)

PO Voucher News: A "heads up" to prevent delays in PO Invoice Payments

This article explains changes coming for how invoices should be submitted against a Purchase Order. [Learn more.](#)

TECH Tip: Finding deleted appointments in Outlook

Have you ever accidentally deleted an important appointment or reminder and have no idea how to get the information back? This article will show you an advance search technique that can help. [Learn more.](#)

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