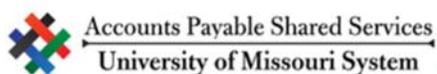


www.umsystem.edu/apss

**IN THIS EDITION:**

- What is APSS?
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- T&E News: Moving Expenses
- APSS & Your Responsibilities
- APSS Guiding Principles

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**

ADDRESS:
115 Business Loop 70W
Columbia, MO 65202

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Your APSS Update

August 15, 2014 ~ 1st Quarter ~ Volume 1

What is AP Shared Services?

The Accounts Payable Shared Services Center or (APSS) for short, was born from a 2009 initiative by former President Gary Forsee. Forsee instituted a wide-ranging effort to achieve operating efficiencies and effectiveness across the whole UM System, referred to collectively as the "Shared Services Initiative".

In addition to APSS, you are likely familiar with other Shared Services projects including the new Travel & Expense System (T&E) and Electronic Personal Action Forms (E-PAF).

At APSS, our goal is to provide you with timely and accurate processing of your PO, Non-PO, Travel & Expense, and Vendor transactions so you can focus on the core mission of your department.

Whether it is processing your travel expense reimbursement, approving your voucher, helping you with your accounts payable questions, or just being a resource when you have an accounting question, we are here to support you!

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Bookmark your New APSS Site!

umsystem.edu/apss

APSS site

A website is only effective if the people it can help know about and use it. As a UM staff member supporting the financial functions of your departments, you need a website with accurate and up-to-date AP knowledge.

APSS embarked on a six month collaborative project to look at all the online AP information available to you. We sought input from each UM campus in the content gathering, website development, and post-development stages of the site. Your feedback made a large impact on how the final site looks and what it says. Please have a look at: www.umsystem.edu/apss.

Also, please take a moment now to bookmark the site so you can come back to it later.

Across the top of each webpage we divided a very large body of knowledge into the four main types of transactions which are PO, Non-PO, T&E, and Vendors. This gives you the ability to drill down to the specific type of transaction you are interested in learning about. Also, within each type of transaction, along the left navigation bar, you have the ability to browse by Policy, Helpful Links, and Training materials.

It is our hope you will find the site useful. If you have ideas for new content or how to improve upon existing content, please let us know by clicking [HERE](#).

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Tech tip: Have you ever seen this Icon?

"It makes taking screenshots of all or just a part of your screen a breeze!"

So your car is making a peculiar noise and you take it to the mechanic. It's screaming like a cat stuck in a tall tree when you pull in. As soon as the mechanic comes over to look, it stops making the noise. To make things worse, you try to *help* the mechanic by mimicking the problem with strange sounds and gestures. Now you are wondering why the mechanic is looking at you like a bug just crawled out of your nose. It's obvious you and the technician are not speaking the same language.

Well, the same problem sometimes happens when you are trying to explain a computer problem.

Fortunately, you can take a picture of your computer screen while it is having the problem. Sending this to the support person will make it very easy to understand what you are experiencing.

Beginning with Office 2010, a new Screenshot Icon is available in Outlook, Excel, Word, and PowerPoint but many people we speak with don't know about it. It makes taking screenshots of all or part of your screen a breeze!

For more information on this powerful tool, click [HERE](#).

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"Moving Expenses apply to expenses associated with the transportation of the employee's household goods and personal effects"

T&E News: [Moving Expenses](#)

As the new semester approaches, many recently hired faculty and staff (or their entry delegates) have moving expenses to enter in T&E for reimbursement. Moving expenses are processed on Expense Reports, similar to reimbursements for travel. They are typically a one-time expense, making employees and delegates less familiar with the format and processing of the reimbursement. Moving Expenses apply to expenses associated with the transportation of the employee's household goods and personal effects, as well as those of the members of the employee's household. They do not apply to expenses associated with moving labs. Here are some tips and important things to remember when entering moving expenses.

First, make sure you have all of the needed documentation gathered to submit with the Expense Report: a completed "[Employee Moving Expense Reimbursement Request & Summary Form](#)", and all receipts for the expenses the employee will be reimbursed for. To ensure all of the employee's expenses are allowable, and in compliance with policy, please see [BPM-214](#).

Once the expenses have been itemized on the "[Employee Moving Expense Reimbursement Request & Summary Form](#)", enter the **total** amount being reimbursed to the employee into the Expense Report. Since the expenses are itemized on the required form, only one "Moving Expenses" line entry should be used to request the employee's reimbursement. Since T&E will not accept any dates prior to the employee's hire date, the current date or a date after the hire date should be used. Also, please remember to select "Non-Travel" as the Business Purpose from the options in the drop down menu.

If the employee is being reimbursed for mileage, please be aware that the reimbursable mileage rate for moving expenses is not the same as the mileage rate given to employees when traveling on university business. The current rate for moving expenses is

\$0.205 per mile and is updated annually (the mileage for travel is currently \$0.530). The bottom of the form should have the current rate and a place for the mileage to be figured. If the employee's total expenses are *greater than* the amount authorized, show the adjustment on the itemized form and make the total of the expense entry equal the authorized amount. The employee's expenses cannot exceed the amount authorized.

Upon completion of the Expense Report, it should be submitted and will route to the fiscal reviewer on the DeptID being charged for approval. It will then route to Accounting Services to make sure that everything is in compliance with the University's Business Policy Manual. Should the employee (or his/her entry delegate) run into any issues when entering Moving Expenses, questions should be directed to the MU ACCTG Travel Expense mailbox:

umcacctservices@missouri.edu. They may also call AP Shared Services at (573) 882-3051 or toll free at (855) 584-3849 for further assistance.

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Responsibilities of APSS and your department:

Campus Department Responsibilities:

- Be knowledgeable of the University policies regarding accounts payable.
- Complete all required information prior to submission of payments for processing or vendor requests/edits.
- Submit, to the best of his/her knowledge, only expenses that were necessary for university business, were not reimbursed by any other person or entity and are correct and eligible for reimbursement under university policy.

APSS Responsibilities:

- Process AP in compliance with applicable system and campus policies.
- Respond timely to campus departments inquires and requests regarding AP.
- Provide training to campus departments on how to process AP transactions and policy changes.

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What are the APSS Center's Guiding Principles?

Campus Department Responsibilities:

1. Provide customers with a voice in the service delivery process.
2. Operate at a lower cost.
3. Provide high-quality customer service.
4. Provide deep expertise.
5. Foster a growth-oriented and creative work environment.
6. Focus on continuous improvement.
7. Understand problems and resolve them quickly.
8. Operate with a partnership mentality.
9. Ensure work is done right the first time.
10. Do what is best for the university as a whole.

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