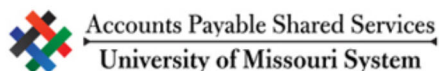


www.umsystem.edu/apss**OUR MISSION**

"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
[August 15, 2014 ~ 1st Quarter](#)

Your APSS Update

December 4, 2014 ~ 2nd Quarter

Vendor News: It's 1099 MISC Time Again!

The end of calendar 2014 is right around the corner. As the New Year approaches, it's a good time to review who should get a 1099 MISC Form.

If your department paid any non-employee more than \$600 in 2014, learn if a 1099 MISC needs to be sent to them by clicking [HERE](#).

T&E News: Understanding Per Diems

Let's begin at the beginning. Our good ol' friends Merriam and Webster define a per diem as: *An amount of money given to someone for daily expenses (such as food or fuel) Latin: Per Day.*

Recently, per diem policy changed. To learn more about how in-state, out-of-state, and foreign travel per diem's work, click [HERE](#).

Voucher News: Is my Hold Check Ready for Pickup?

If you know where to look in PeopleSoft, that information is just a few clicks away. All you need to know is your voucher number. To learn how to look up this valuable information, click [HERE](#).

Tech tip: Avoiding those Pesky Keying Errors

Did you ever stop and think about how many times in a day you hit a button on your keyboard? More importantly, how many times a day do we hit the wrong key? Human error is a fact of life. However, there are tricks to minimize it. To learn how, click [HERE](#).

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