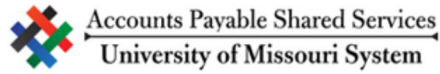


www.umsystem.edu/apss

**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
* December 4, 2014 ~ 2nd Quarter

* August 15, 2014 ~ 1st Quarter

Your APSS Update

March 6, 2015 ~ 3rd Quarter

NON-PO News: Avoiding Errors with Non-PO checks

There are two types of Non-PO Voucher errors that regularly delay vendor payments. Both are easy to watch for and prevent. To learn more about them so you can avoid them in the future, click [HERE](#).

T&E News: HR Changes can Delay T&E Transactions

Many people don't know the Personal Action Form (PAF) and Travel and Expense systems are not integrated. To ensure Expense Reports you create aren't delayed when a PAF is processed, click [HERE](#).

T&E News: Tips to get your Expense Report paid Faster

Did you know you don't have to wait until you have all your documentation to submit an Expense Report? You can create one now for the expenses you do have receipts for, and another later when you get the rest. For more Expense Report tips, click [HERE](#).

VENDOR News: 2014 1099's Clarification

In late January, 1099's were sent to your vendors as mentioned in the last edition of Your APSS Update. There is a scenario making it possible for vendors to receive 1099's in 2014 that should have been sent in 2015. To learn how to prevent this, click [HERE](#).

VENDOR News: New Resource for Editing Existing Vendors

Recently your feedback led to upgraded content about how to edit existing vendors. To learn more click [HERE](#).

TECH TIP: Oh no! I didn't hit Save... :(

In a moment of "less-than-brilliance", did you ever accidentally delete an important Microsoft Office document? If so, to learn how you might be able to recover your lost files, click [HERE](#).

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