



APSS Presents:



**INSTRUCTOR-LED
TRAINING**



**FREE
SESSIONS**



**HANDS-ON
PRACTICE**



**CLASSES OFFERED
DECEMBER - JUNE**

A CLOSER LOOK AT VOUCHERS & SUPPLIERS

Voucher and supplier tips, plus compliance training for even faster processing. Sessions end with lab and practical examples.

HOW TO PAY FOR GOODS & SERVICES

Know your responsibilities when making purchases. Learn more about the roles APSS, Supply Chain, and Business Services play.

EXPENSE REPORTS: TRAVEL REIMBURSEMENTS & ONE CARD RECONCILIATION

An in-depth discussion on T&E policy, cash advances, travel authorizations, and creating expense reports.

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Learn how to reconcile One Card transactions in PeopleSoft. Additional info provided on the Expenses WorkCenter, MyWallet pages, and more.



Register today at
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