

From: procure
Sent: Thursday, July 19, 2012 5:17 PM
To: procure
Subject: PROCUREAZ TRAINING ALERT - Invoice Matching in ProcureAZ

ProcureAZ Training Alert

Date: July 19, 2012
To: Agency Technical Leads
From: ProcureAZ Help Desk
Re: ProcureAZ Training Opportunity – Invoice Matching in ProcureAZ

The following ProcureAZ classroom training is available for registration through HRIS/YES:

ADSPO810 Invoice Matching in ProcureAZ

Session 25 Tuesday, July 31, 8:30am – 11:00am
Session 26 Wednesday, August 1, 1:30pm – 4:00pm
Session 27 Thursday, August 2, 8:30am – 11:00am

This class provides basic instruction for using the new invoice functionality in ProcureAZ. **It is required for users applying for the AP role in ProcureAZ.**

To register log in to HRIS/YES (https://portal.hris.azdoa.gov/CES/ces_login.jsp), select Employee Training in the menu on the left, then select Registration by Category, and finally select ADOA Courses. Scroll through the list in the small window on the top right to find **810 Invoice Matching in ProcureAZ** (you can sort the courses alphabetically by clicking on the column heading 'Course'). Click on the course number (ADSPO810) and register for **one of the sessions (25, 26 or 27)** in the middle window on the right. You will receive an email confirming your registration.

If you have difficulty registering please call the Help Desk at 602-542-7600 or email procure@azdoa.gov.

Please forward this alert to ProcureAZ users in your agency you feel will be interested in training.

PROCUREAZ HELP DESK
602-542-7600
procure@azdoa.gov

PROCUREAZ ALERTS are available
online at <http://spo.az.gov>