
From: procure
Sent: Wednesday, November 14, 2012 1:39 PM
To: procure
Subject: ProcureAZ Training Opportunity – LAB - INVOICE MATCHING PROCUREAZ

ProcureAZ Training Alert

Date: November 7, 2012

To: Agency Technical Leads and User Group Members

From: ProcureAZ Help Desk / GAO

Re: ProcureAZ Training Opportunity – LAB - INVOICE MATCHING PROCUREAZ

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

ADSP0810L LAB - INVOICE MATCHING PROCUREAZ

Thursday, November 29th, 9:00am – 11:00am or
Thursday, December 13th, 9:00am – 11:00am

This class provides basic instruction for Invoice Matching within ProcureAZ. **Passing ADSP0200 or 200C Basic Navigation is a prerequisite for this course.**

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 **ADSP0810L LAB - INVOICE MATCHING PROCUREAZ**

(you can sort the courses alphabetically by clicking on the column heading 'Course').

Click on the course number (ADSP0202) and register for **Session 2 or 3** 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 LET THE HELP DESK KNOW IF YOU NEED TO CANCEL YOUR REGISTRATION. THIS IS A VERY POPULAR CLASS AND WE ALWAYS HAVE A WAIT LIST.

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>