**Suggested Online Lessons for AP Users**

The lessons below are suggested for AP users affected by the implementation of the Georgia*FIRST* Marketplace. Depending on your actual responsibilities, you may not need to review every lesson. Beginning on page 2 of this document are the objectives in each of these lessons.

Reminder: Each lesson includes audio. You will need speakers or headphones to listen to the audio portion of the lessons.

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|  | Online Lessons for AP Users |
|  | EPMP01\_Introduction to ePro and the Georgia*FIRST* Marketplace |
|  | EPMP19\_Procure-to-Pay Process Flow |
|  | EPMP26\_Using Voucher Build for Marketplace E-Invoices |

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| EPMP01\_Introduction to ePro and the Georgia*FIRST* Marketplace |
| Approximate Time: | 17 minutes |
| Objectives: | * Define ePro
* Define Georgia*FIRST* Marketplace
* List the benefits of using ePro and the Georgia*FIRST* Marketplace
* List the ePro/Marketplace roles and their responsibilities
* Identify the process flow of using ePro and the Georgia*FIRST* Marketplace for procuring goods
* Identify how information is passed between PeopleSoft Financials and the Georgia*FIRST* Marketplace
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| EPMP19\_Procure-to-Pay Process Flow  |
| Approximate Time: | 7 minutes |
| Objective: | * Identify the steps involved in the Procure-to-Pay Process Flow
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| EPMP26\_Using Voucher Build for Marketplace E-Invoices |
| Approximate Time: | 12 minutes |
| Objectives: | * Identify how select Georgia*FIRST* Marketplace vendors sent invoices
* Identify how vouchers are created from E-Invoices
* Identify the batch job that populates the staging tables
* Detail the two sub-processes that make up the Voucher Build process
* Identify how to run voucher build for E-Invoices
* Identify the types of errors that can occur from the voucher build process
* Detail how to review and correct voucher build errors
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