**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 |