**Suggested Online Lessons for Buyers**

The lessons below are suggested for Buyers who work with ePro Requisitions. Depending on your actual responsibilities, you may not need to review every lesson. If you will also be creating requisitions, please see the suggested online lessons for Requesters. 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 Buyers |
|  | EPMP01\_Introduction to ePro and the Georgia*FIRST* Marketplace |
|  | EPMP04\_eProcurement and Georgia*FIRST* Marketplace Approvals |
|  | EPMP15\_Accessing the Worklist and Approving Requisitions |
|  | EPMP16\_Editing a Requisition in Your Worklist |
|  | EPMP19\_Procure-to-Pay Process Flow |
|  | EPMP13\_Managing Requisitions |
|  | EPMP20\_Budget Checking Requisitions |
|  | EPMP21\_Sourcing Requisitions into Purchase Orders |
|  | EPMP22\_Copying a Special Request Requisition into a Purchase Order |
|  | EPMP18\_Desktop Receiving  |
|  | EPMP23\_Receiving through the Purchasing Menu |
|  | EPMP24\_Using the Requisition Reconciliation Workbench |
|  | EPMP25\_Closing Requisitions |

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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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| EPMP04\_ePro and Georgia*FIRST* Marketplace Approvals  |
| Approximate Time: | 18 minutes |
| Objectives: | * Describe how ePro approvals work
* Describe the basic process flow of approvals
* Define Worklist
* Identify the notifications involved with approvals
* Identify the different approval stages and paths
* Define approver deadlines
* Identify what happens when approver deadlines are missed in the system
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| EPMP15\_Accessing the Worklist and Approving Requisitions  |
| Approximate Time: | 15 minutes |
| Objectives: | * Define Worklist
* Identify how to access your Worklist
* Identify how to review requisition information
* Identify how to review a requisition’s approval path
* Identify how to insert ad hoc approvers
* Define how to approve a requisition
* Define how to deny a requisition
* Define what a requisition push-back is
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| EPMP16\_Editing a Requisition in Your Worklist  |
| Approximate Time: | 8 minutes |
| Objectives: | * Identify what edits should be made on a Requisition
* Identify who can edit a Requisition
* Define how to edit a Requisition
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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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| EPMP13\_Managing Requisitions |
| Approximate Time: | 17 minutes |
| Objectives: | * Locate the Manage Requisitions page
* Describe the various search criteria that can be used on the Manage Requisitions page
* Define the various Requisition Statuses
* Define the various Budget Checking Statuses
* Use the Manage Requisitions page to review information
* Use the Manage Requisitions page to edit a requisition
* Use the Manage Requisitions page to delete a requisition line
* Use the Manage Requisitions page to cancel a requisition
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| EPMP20\_Budget Checking Requisitions  |
| Approximate Time: | 23 minutes |
| Objectives: | * Define budget checking
* Identify budget checking statuses
* Identify the different ways of running budget checking
* Identify when the scheduled batch budget checking jobs run
* Detail how to run batch budget checking
* Detail how to perform manual budget checking
* Identify how to review budget check exceptions
* Define and identify common solutions to budget checking errors
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| EPMP21\_Sourcing Requisitions into Purchase Orders |
| Approximate Time: | 17 minutes |
| Objectives: | * Identify how Georgia*FIRST* Marketplace Requisitions are sourced into Purchase Orders
* Detail how to review results of automatic sourcing of Marketplace Requisitions
* Identify how to manually source requisitions into Purchase Orders
* Identify how to expedite requisitions
* Identify how to build approved purchase orders during the Expedite process
* Detail how to review results of the Expedite Requisitions process
* Identify how Purchase Orders are processed
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| EPMP22\_Copying a Special Request Requisition into a Purchase Order |
| Approximate Time: | 7 minutes |
| Objectives: | * Identify what types of requisitions can be copied into a Purchase Order
* Identify how to copy requisition lines into a Purchase Order
* Identify how to process the resulting Purchase Order
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| EPMP18\_Desktop Receiving  |
| Approximate Time: | 7 minutes |
| Objectives: | * Define desktop receiving
* Identify who should receive items
* Identify how to create a desktop receipt
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| EPMP23\_Receiving through the Purchasing Menu |
| Approximate Time: | 9 minutes |
| Objectives: | * Identify the different ways to receive an item
* Identify how to search for Purchase Orders to receive
* Define different Receipt Header statuses
* Detail how to create a receipt
* Detail how to create a receipt for an asset
* Identify required fields for an asset receipt
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| EPMP24\_Using the Requisition Reconciliation Workbench |
| Approximate Time: | 16 minutes |
| Objectives: | * Identify what can be done through the Requisition Reconciliation Workbench
* List the different search criteria available on the Requisition Reconciliation Workbench
* Define how to save search criteria
* Identify how to determine if a Requisition is unqualified for a selected action
* Identify what the “approve” action on the Requisition Reconciliation Workbench accomplishes
* Detail how to use the Requisition Reconciliation Workbench to approve open requisitions
* Detail how to use the Requisition Reconciliation Workbench to cancel requisitions
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| EPMP25\_Closing Requisitions |
| Approximate Time: | 15 minutes |
| Objectives: | * Define closing
* Identify when a requisition can be closed
* Identify how a requisition can be closed
* Describe the benefits of closing requisitions
* Identify the benefit of using the Requisition Reconciliation Workbench to close requisitions
* Detail how to use the Requisition Reconciliation Workbench to close requisitions
* Detail how to run the Close Requisitions batch job
* Identify how to run the Requisition Reconciliation Report
* Identify what liquidates any remaining pre-encumbrances from a closed requisition
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