Registering for and Completing the **Why Didn’t It Pay? - Investigating and Resolving Unpaid Invoices** in the Duke LMS

1. Log into the Duke LMS ([https://lms.duhs.duke.edu/Saba/Web/Cloud](https://lms.duhs.duke.edu/Saba/Web/Cloud)).
2. At the Duke LMS Home screen, in the Catalog Search field, type “invoices”.
3. Next, in the Starting field, click the drop down and select “Any Date”.
4. Click **Search**.

![Catalog Search](image)

5. Scroll through the results to find the **Why Didn’t It Pay? - Investigating and Resolving Unpaid Invoices** course. Select the offering for the desired date.

```
Why Didn't it Pay? - Investigating and Resolving Unpaid Invoices (00042703)

Unfortunately, not every invoice submitted to Duke pays immediately. In this computer-based session participants will learn how to investigate problem invoices. Particular focus will be given to ho...

Offered As:  Instructor-Led
Start Date: 02/04/2014   End Date: 02/04/2014
Sessions:  Tue (9A-11A)   Location: 406 Oregon St., Room 112
Language:  English
Duration: 02:00   Seat Count: 12

Register
```

6. Click **Register**.
7. At the **Confirmation** page, click the *Go to In-Progress Learning* link.

---

**Registration Confirmation**

<table>
<thead>
<tr>
<th>Order Contact</th>
<th>KRISTIN BUREL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Billed To</td>
<td>DISBURSEMENT SERVICES TRAINING</td>
</tr>
<tr>
<td>Order Status</td>
<td>Confirmed</td>
</tr>
<tr>
<td>Order Number</td>
<td>00334396</td>
</tr>
</tbody>
</table>

**Order Items**

<table>
<thead>
<tr>
<th>Title</th>
<th>KRISTIN BUREL</th>
<th>Delivery Type</th>
<th>Status</th>
<th>Class Date</th>
<th>Session Template</th>
<th>Location</th>
<th>Facility</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Why Didn’t it Pay? - Investigating and Resolving Unpaid Invoices</td>
<td>Instructor-Led</td>
<td>Confirmed</td>
<td>02/04/2014</td>
<td>Tue (9A-11A)</td>
<td>Oregon St., Room 112</td>
<td>Notes</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

8. Click the **View Details** button.

**Why Didn’t it Pay? - Investigating and Resolving Unpaid Invoices** (00042703)

- **Session Information:** 02/04/2014 - 02/04/2014 - Tue (9A-11A)(02:00 hours)
- **Location:** 406 Oregon St., Room 112
- **Status:** Confirmed (Registration Date: 01/03/2014)
9. Read the course description. Note the no show fee policy statement.

10. Click the View All Sessions button.

11. Note the start and end time and Instructor. Please note: in most instances sessions will be facilitated by one of the instructors listed along with functional area experts when appropriate.