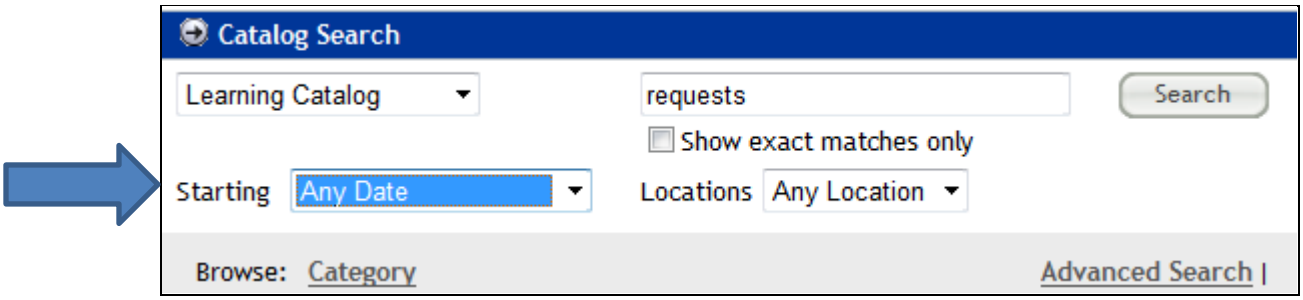
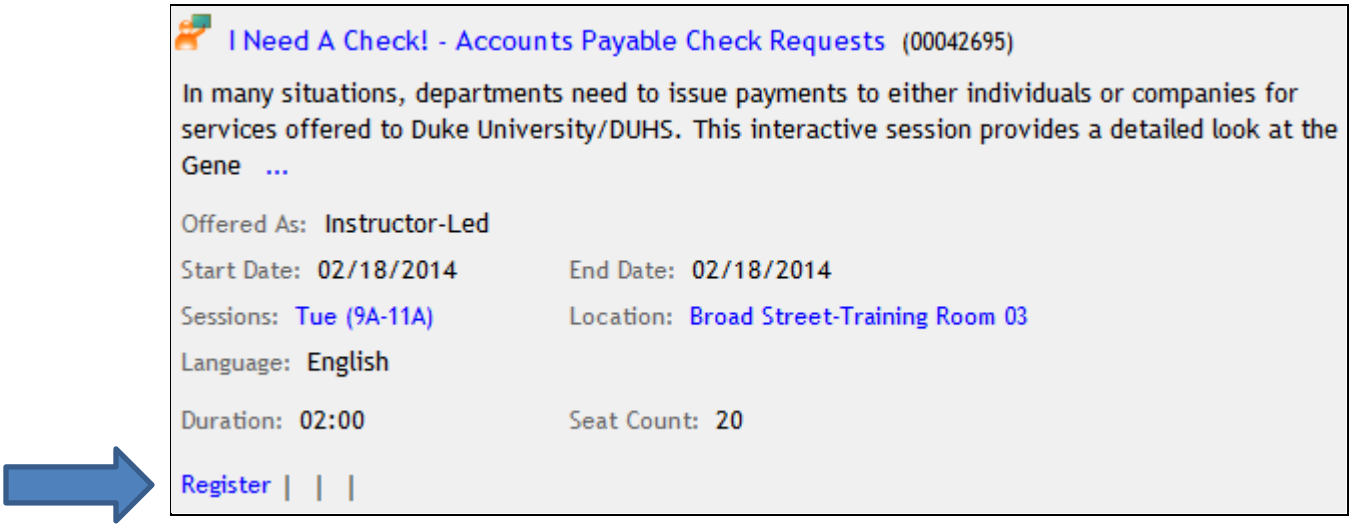
Registering for and Completing the **I Need A Check-Accounts Payable Check Requests** training in the Duke LMS

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

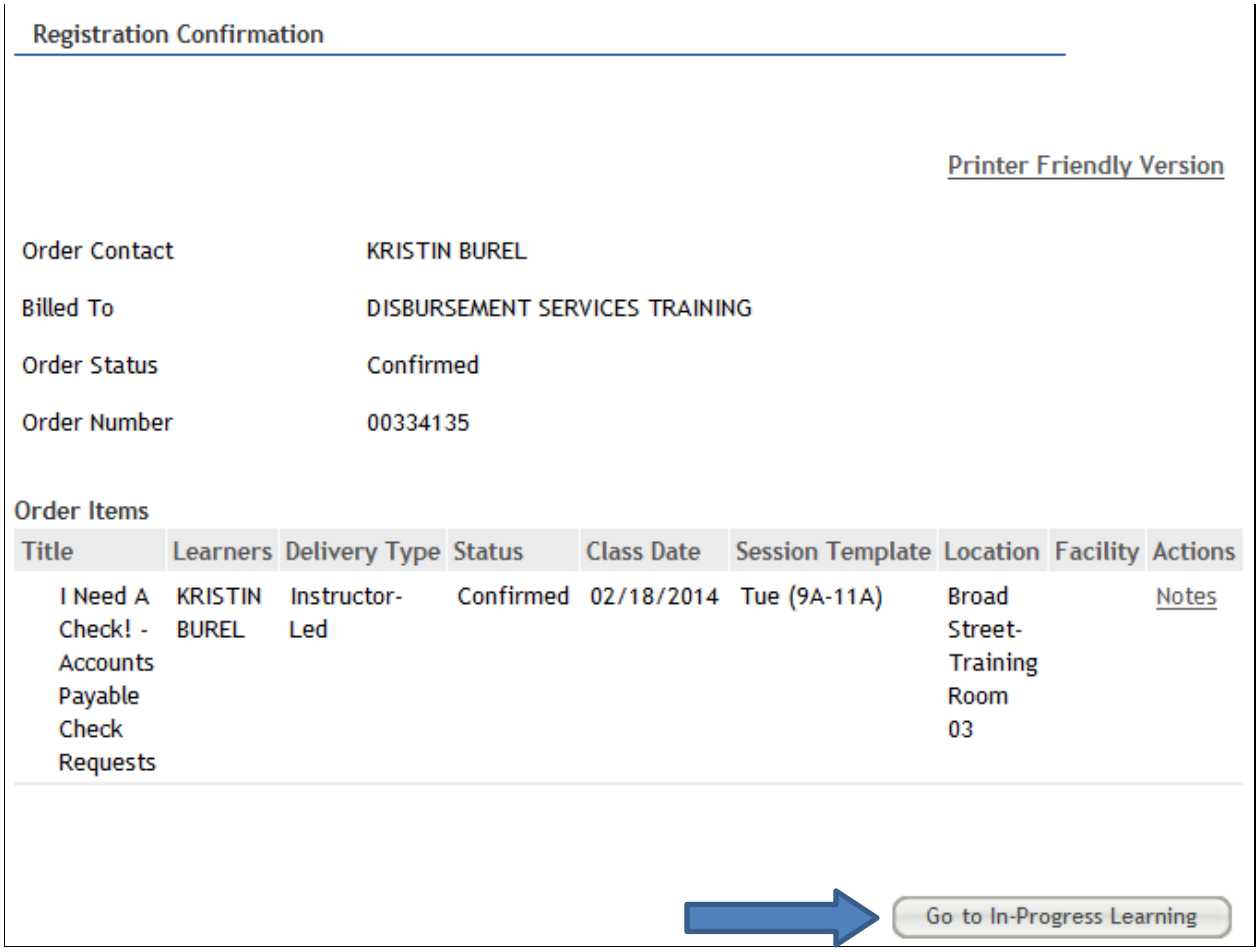


5. Scroll through the results to find the **I Need A Check-Accounts Payable Check Requests** course. Select the offering for the desired date.

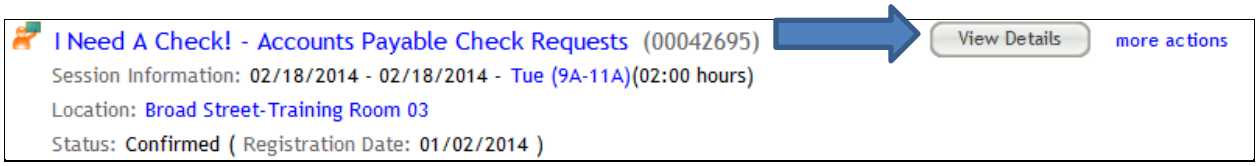


6. Click **Register**.

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



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



9. Read the course description. Note the no show fee policy statement.

I Need A Check! - Accounts Payable Check Requests (00042695)

TIP: To view the room name or class date and time, click the Learning Assignments tab below. Then, click the View All Sessions button.

Drop | Back

Delivery Type: Instructor-Led

Description: In many situations, departments need to issue payments to either individuals or companies for services offered to Duke University/DUHS. This interactive session provides a detailed look at the General Accounting Procedures (GAPs) governing Accounts Payable Check Requests and the specific business process departments should follow in making such a request. Focus will also be given to internal and external compliance requirements, process time and procedures, and best practices to model when requesting A/P Checks. Participants will look in detail at how to best complete the Electronic A/P Check Request. Situational exercises will be used to apply participant learnings to real "Duke" examples. We STRONGLY RECOMMEND that you attend So, You Need to Make a Purchase - Procuring Goods and Services at Duke before taking this class.

Financial Services charges a $100 no show fee for participants who cancel with less than 48 hours notice or do not show up for class.
The fee will be charged to the participant's default cost center.

Go to In-Progress Learning
View Confirmation

Main | Learning Assignments | Associated Learning

Completion Status: Not Evaluated

Score: 0

Learning Assignments — Print | Export | Modify Table

Module	Assignment Type	Requirement	Details	Completion Status	Completed On	Actions
Sessions	Session	Required		Not Evaluated		View All Sessions

10. Click the View All Sessions button.

Session Detail: I Need A Check! - Accounts Payable Check Requests

Session Detail — Print | Export | Modify Table

Session Name	Date	Start	End	Instructor and Room
Session 1	02/18/2014	9:00 AM	11:00 AM	1- Instructor: GWENDOLYN HALL-DIFABIO, KRISTIN BUREL

Note: All times are in (GMT-05:00) Eastern Time (US & Canada).

Close

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.