Registering for and Completing the Advanced A/P Reporting training in the Duke LMS

2. At the Duke LMS Home screen, in the Catalog Search field, type “advanced”.
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 Advanced A/P Reporting 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.

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

Delivery Type: Instructor-Led

This session is designed to provide Department A/P Representatives with a better understanding of the reporting tools available in SAP. Participants will learn how to identify blocked payments, use a commitment line item report, access vendor numbers, and view open purchase orders. Additionally, discussions will focus on best practice and tips for facilitating timely vendor payments.

Required Prerequisite(s):
1. SAP access is required
2. Basic SAP Understanding
3. Introduction to SAP at Duke
4. So, You Need to Make a Purchase -Procuring Goods and Services at Duke

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.

10. Click the View All Sessions button.

Session Detail: Advanced AP Reporting

<table>
<thead>
<tr>
<th>Module</th>
<th>Assignment Type</th>
<th>Requirement</th>
<th>Details</th>
<th>Completion Status</th>
<th>Completed On</th>
<th>Actions</th>
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<td>Required</td>
<td></td>
<td>Not Evaluated</td>
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</table>

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

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.