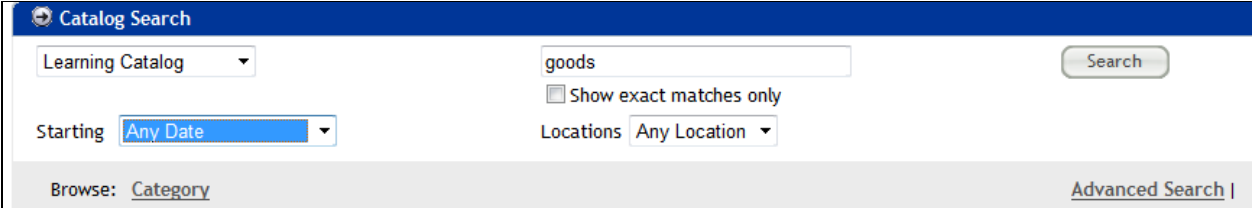

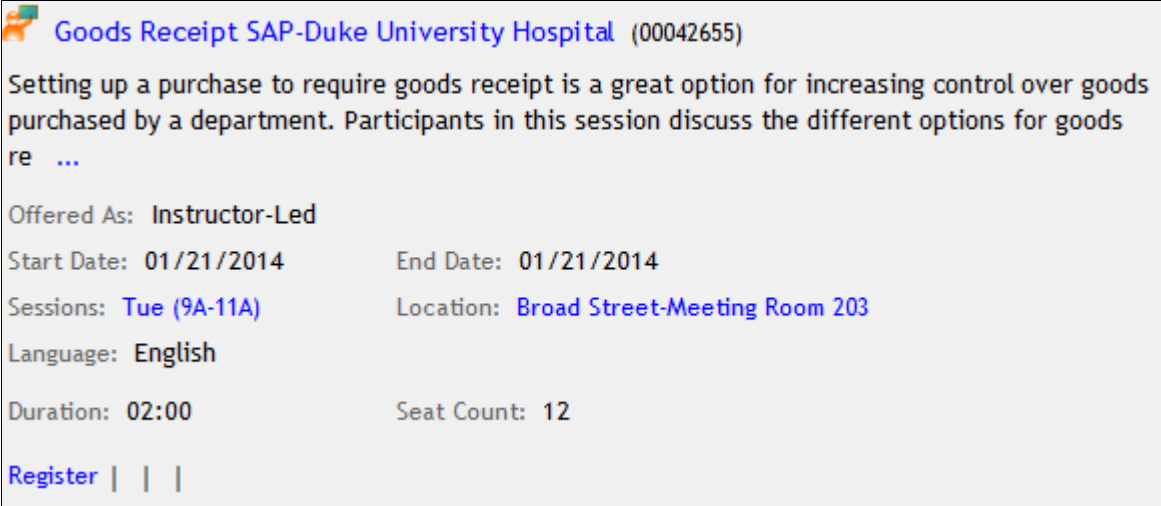



Registering for and Completing the **Goods Receipt SAP-Duke University Hospital** training in the Duke LMS

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 **"goods"**.
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 **Goods Receipt SAP-Duke University Hospital** course. Select the offering for the desired date.



6. Click **Register**.

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

Registration Confirmation

[Printer Friendly Version](#)

Order Contact

KRISTIN BUREL

Billed To

DISBURSEMENT SERVICES TRAINING

Order Status


Confirmed

Order Number

00334368



Order Items

Title	Learners	Delivery Type	Status	Class Date	Session Template	Location	Facility	Actions
Goods Receipt SAP-Duke University Hospital	KRISTIN BUREL	Instructor-Led	Confirmed	01/21/2014	Tue (9A-11A)	Broad Street-Meeting Room 203		Notes



Go to In-Progress Learning

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

 **Goods Receipt SAP-Duke University Hospital** (00042655) 




View Details [more actions](#)

Session Information: 01/21/2014 - 01/21/2014 - Tue (9A-11A)(02:00 hours)

Location: [Broad Street-Meeting Room 203](#)

Status: **Confirmed** (Registration Date: 01/03/2014)

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

 Goods Receipt SAP-Duke University Hospital (00042655)  

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 Setting up a purchase to require goods receipt is a great option for increasing control over goods purchased by a department. Participants in this session discuss the different options for goods receipt available, how to establish goods receipt for a purchase order and the required actions once a good is received. Discussions will also include the impacts of good receipts on expense postings and the issues that can be created when goods receipt is not performed in a timely manner.

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: Goods Receipt SAP-Duke University Hospital

Session Detail [Print](#) [Export](#) [Modify Table](#)

Session Name	Date	Start	End	Instructor and Room
Session 1	01/21/2014	9:00 AM	11:00 AM	1- Instructor: KRISTIN BUREL, GWENDOLYN HALL-DIFABIO

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.