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](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.

8. Click the **View Details** button.
9. Read the course description. Note the no show fee policy statement.

   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.

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.