

# Registering for and Completing the SAP University Reporting: Non-Restricted 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 “non-restricted.”
3. In the **Starting** field, select “Any Date” from the menu.
4. Click the **Search** button.

Catalog Search

Learning Catalog  Search

☐ Show exact matches only

Starting  Locations

5. Scroll through the results to find the **SAP University Reporting: Non-Restricted** course. Select the offering for the desired date.

**SAP University Reporting: Non-Restricted** (00042841)

This course focuses on how to run, navigate, and understand reports for Duke University individual cost centers, profit centers, and plant-related projects. The class is taught in the SAP productio ...

Offered As: Instructor-Led

Start Date: 01/10/2014 End Date: 01/10/2014

Sessions: **Fri (8:30A-12:30P)** Location: **406 Oregon St., Room 112**

Language: English

Duration: 04:00 Seat Count: 12

[Register](#) | |

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

| Title                                    | Learners          | Delivery Type  | Status    | Class Date | Session Template   | Location                 | Facility | Actions               |
|--|-------------------|----------------|-----------|------------|--------------------|--------------------------|----------|-----------------------|
| SAP University Reporting: Non-Restricted | J MICHAEL WOODARD | Instructor-Led | Confirmed | 01/10/2014 | Fri (8:30A-12:30P) | 406 Oregon St., Room 112 |          | <a href="#">Notes</a> |

[Go to In-Progress Learning](#)

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

**SAP University Reporting: Non-Restricted** (00042841) [View Details](#) [more actions](#)

Session Information: 01/10/2014 - 01/10/2014 - **Fri (8:30A-12:30P)**(04:00 hours)

Location: **406 Oregon St., Room 112**

Status: **Confirmed** ( Registration Date: 12/26/2013 )

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

SAP University Reporting: Non-Restricted (00042841)

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: This course focuses on how to run, navigate, and understand reports for Duke University individual cost centers, profit centers, and plant-related projects. The class is taught in the SAP production client. New custom reports, line item detail reports, and reports for cash balances and overdrafts are taught. Printing and exporting reports to Excel is covered. While the drill down process is covered, the details on documents are not included in this class. To gain the most benefit from this class, be certain you can log into SAP (using your own User Name and ID). Please bring a few Cost Objects (Fund Codes) specific to this course that you can use.

Go to In-Progress Learning  
View Confirmation

Required Prerequisite(s):  
SAP User Name and Password  
Introduction to SAP 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.

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     |              | <a href="#">View All Sessions</a> |

10. Click the **View All Sessions** button.

11. Note the start and end time and the instructor, if one is listed.

Session Detail: SAP University Reporting: Non-Restricted

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

| Session Name | Date       | Start   | End      | Instructor and Room |
|--------------|------------|---------|----------|---------------------|
| Session 1    | 01/10/2014 | 8:30 AM | 12:30 PM | None Assigned       |

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

Close