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.

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

6. Click the **Register** link.
7. On 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 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.

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.

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.
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