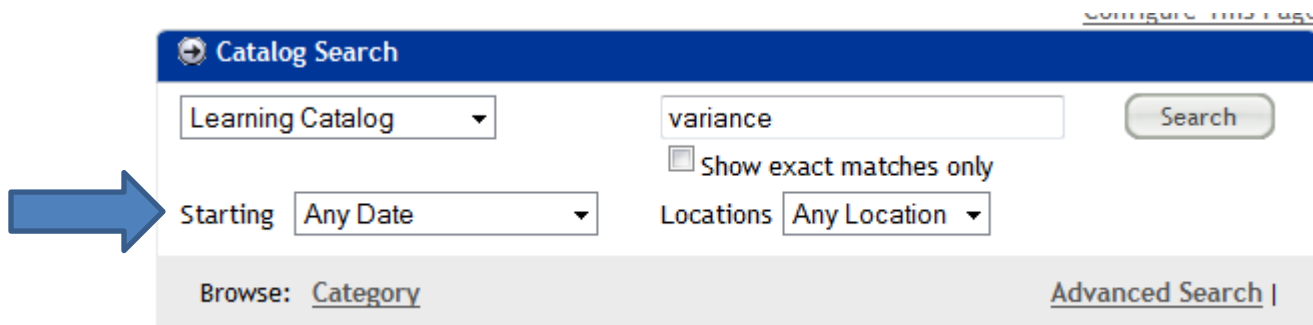


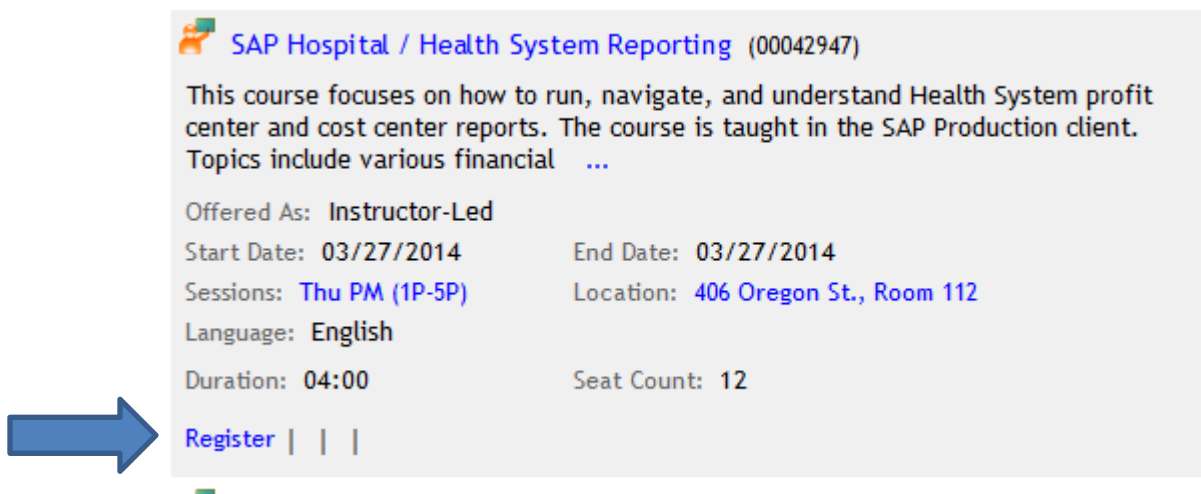
Registering for and Completing the **SAP Hospital/Health System Reporting** Training in the Duke LMS

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 **“variance”**.
3. Next, in the Starting field, click the drop down and select **“Any Date”**.
4. Click **Search**.



The screenshot shows the 'Catalog Search' interface. A blue arrow points to the 'Starting' dropdown menu, which is set to 'Any Date'. The search term 'variance' is entered in the search field, and the 'Search' button is visible. Other options include 'Learning Catalog' for the catalog type, 'Show exact matches only' checkbox, and 'Any Location' for locations. At the bottom, there are links for 'Browse: Category' and 'Advanced Search |'.

5. Scroll through the results to find the **SAP Hospital/Health System Reporting** course. Select the offering for the desired date.



The screenshot displays the course details for 'SAP Hospital / Health System Reporting (00042947)'. A blue arrow points to the 'Register' button. The course description states: 'This course focuses on how to run, navigate, and understand Health System profit center and cost center reports. The course is taught in the SAP Production client. Topics include various financial ...'. Additional details include: 'Offered As: Instructor-Led', 'Start Date: 03/27/2014', 'End Date: 03/27/2014', 'Sessions: Thu PM (1P-5P)', 'Location: 406 Oregon St., Room 112', 'Language: English', 'Duration: 04:00', and 'Seat Count: 12'.

6. Click **Register**.

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

Registration Confirmation

[Printer Friendly Version](#)

Order Contact GWENDOLYN HALL-DIFABIO
Billed To DISBURSEMENT SERVICES TRAINING
Order Status Confirmed
Order Number 00334093


Order Items


Title	Learners	Delivery Type	Status	Class Date	Session Template	Location	Facility	Actions
SAP Hospital / Health System Reporting	GWENDOLYN HALL-DIFABIO	Instructor-Led	Confirmed	03/27/2014	Thu PM (1P-5P)	406 Oregon St., Room 112		Notes



Go to In-Progress Learning



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

 **SAP Hospital / Health System Reporting** (00042947)
Session Information: 03/27/2014 - 03/27/2014 - **Thu PM (1P-5P)**(04:00 hours)
Location: 406 Oregon St., Room 112
Status: Confirmed (Registration Date: 01/02/2014)



View Details [more actions](#)

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


SAP Hospital / Health System Reporting (00042947)


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 Health System profit center and cost center reports. The course is taught in the SAP Production client. Topics include various financial reports used for hospital or health system analysis, including the budget variance report. The course includes how to export reports to Excel (required by Hospital Finance for monthly budget variance reports) and how to print reports. While the drill down process is covered, the details on documents are not included in this course.

To gain the most benefit from this class:

1) Be certain you can log into SAP (using your own User Name and ID).
2) Please bring to the class a few nine digit Cost Objects (Cost Centers / Profit Centers) for your area to use in this course .

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

[Print](#) | [Export](#) | [Modify Table](#)

Session Name	Date	Start	End	Instructor and Room
Session 1	03/27/2014	1:00 PM	5:00 PM	1- Instructor: J MICHAEL WOODARD, KIMBERLY BROCK

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.