Registering for and Completing the **SAP Journal Entry** 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 **"JV"**.
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 **SAP Journal Entry** course. Select the offering for the desired date.

6. Click **Register**.

Learning & Organization Development

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	00333957

Order Items

Title	Learners	Delivery Type	Status	Class Date	Session Template	Location	Facility	Actions
SAP - Journal Entry	GWENDOLYN HALL-DIFABIO	Instructor-Led	Confirmed	02/18/2014	Tue (8:30A-12:30P)	406 Oregon St., Room 112		Notes

Go to In-Progress Learning

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

SAP - Journal Entry (00042791)   View Details   more actions
Session Information: 02/18/2014 - 02/18/2014 - Tue (8:30A-12:30P)(04:00 hours)
Location: 406 Oregon St., Room 112
Status: Confirmed (Registration Date: 01/02/2014)

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

SAP - Journal Entry (00042791)

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

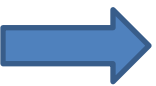| Delivery Type | Instructor-Led |
| Description | This class provides experience in how to prepare and post or park hold) various kinds of journal entries. The approval / posting of parked documents for others, as well as related accounting procedures are also covered. New employees are advised to take the recommended courses before attending this class. |

Go to In-Progress Learning
View Confirmation

Prerequisite(s): 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		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	02/18/2014	8:30 AM	12:30 PM	1- Instructor: DARRELL QUEEN, 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.