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](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**.

   ![Catalog Search](image1)

5. Scroll through the results to find the **SAP Journal Entry** course. Select the offering for the desired date.

   ![SAP - Journal Entry](image2)

   **SAP - Journal Entry** (00042791)

   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 procedure...

   **Offered As:** Instructor-Led
   **Start Date:** 02/18/2014  **End Date:** 02/18/2014
   **Sessions:** Tue (8:30A-12:30P)  **Location:** 406 Oregon St., Room 112
   **Language:** English  **Duration:** 04:00  **Seat Count:** 12

   ![Register](image3)

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

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**Registration Confirmation**

<table>
<thead>
<tr>
<th>Order Contact</th>
<th>GWENDOLYN HALL-DIFABIO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Billed To</td>
<td>DISBURSEMENT SERVICES TRAINING</td>
</tr>
<tr>
<td>Order Status</td>
<td>Confirmed</td>
</tr>
<tr>
<td>Order Number</td>
<td>00333957</td>
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</tbody>
</table>

**Order Items**

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

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

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**View Details**

- **SAP - Journal Entry (00042791)**
- **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.

Delivery Type: Instructor-Led
Description: This class provides experience in how to prepare and post or park held) 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.

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.

10. Click the View All Sessions button.

<table>
<thead>
<tr>
<th>Session Name</th>
<th>Date</th>
<th>Start</th>
<th>End</th>
<th>Instructor and Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>Session 1</td>
<td>02/18/2014</td>
<td>8:30 AM</td>
<td>12:30 PM</td>
<td>Darrell Queen, Kimberly Brock</td>
</tr>
</tbody>
</table>

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

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.