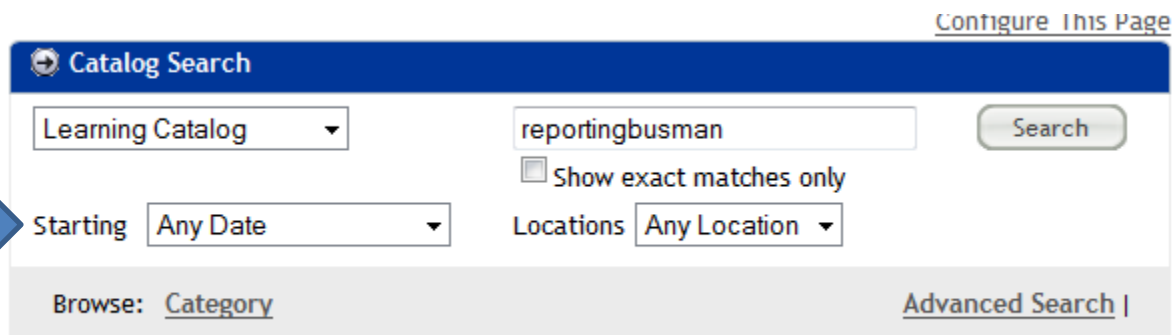


Registering for and Completing the **SAP University Reporting: Business Manager** Training in the Duke LMS

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



Configure This Page

Catalog Search

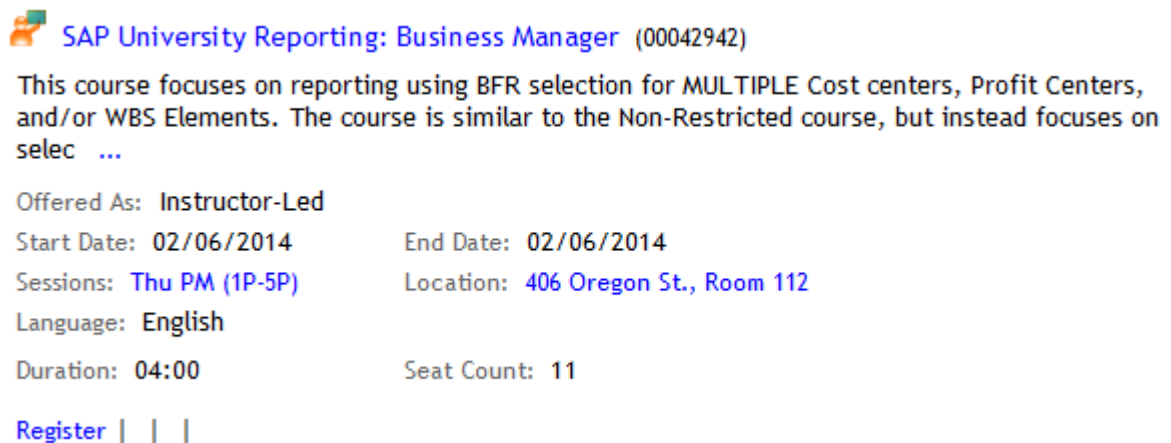
Learning Catalog Search


☐ Show exact matches only

Starting Locations

Browse: [Category](#) [Advanced Search](#)

5. Scroll through the results to find the **SAP University Reporting: Business Manager** course. Select the offering for the desired date.



 **SAP University Reporting: Business Manager** (00042942)

This course focuses on reporting using BFR selection for MULTIPLE Cost centers, Profit Centers, and/or WBS Elements. The course is similar to the Non-Restricted course, but instead focuses on selec ...

Offered As: Instructor-Led

Start Date: 02/06/2014 End Date: 02/06/2014

Sessions: [Thu PM \(1P-5P\)](#) Location: [406 Oregon St., Room 112](#)

Language: English

Duration: 04:00 Seat Count: 11

[Register](#) | |

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: 00334043

Order Items

Title	Learners	Delivery Type	Status	Class Date	Session Template	Location	Facility	Actions
SAP University Reporting: Business Manager	GWENDOLYN HALL-DIFABIO	Instructor-Led	Confirmed	02/06/2014	Thu PM (1P-5P)	406 Oregon St., Room 112		Notes

Go to In-Progress Learning

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

 **SAP University Reporting: Business Manager** (00042942)



Session Information: 02/06/2014 - 02/06/2014 - **Thu PM (1P-5P)**(04:00 hours)

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

Status: **Confirmed** (Registration Date: 01/02/2014)

View Details

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


SAP University Reporting: Business Manager (00042942)


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 reporting using BFR selection for MULTIPLE Cost centers, Profit Centers, and/or WBS Elements. The course is similar to the Non-Restricted course, but instead focuses on selecting and viewing numerous cost objects. The class is taught in the SAP Production client. New custom reports, line item detail reports, and reports for cash balances and overdrafts are included. Printing and exporting reports to Excel are covered. 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 NET ID and password).
 2) Please bring a few Cost Objects (Fund Codes) specific to this course that you can use.

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		<div style="border: 1px solid #ccc; padding: 2px 5px; display: inline-block;">View All Sessions</div>

10. Click the View All Sessions button.

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

Session Name	Date	Start	End	Instructor and Room
Session 1	02/06/2014	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.