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](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.

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](image)

   **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

6. Click Register.

Learning & Organization Development
7. At 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 policy statement.

   TIP: To view the room name or class date and time, click the Learning Assignments tab below. Then, click the View All Sessions button.

   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.

   Completion Status: Not Evaluated
   Score: 0

   Learning Assignments
<table>
<thead>
<tr>
<th>Module</th>
<th>Assignment Type</th>
<th>Requirement Details</th>
<th>Completion Status</th>
<th>Completed On</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sessions</td>
<td>Session</td>
<td>Required</td>
<td>Not Evaluated</td>
<td>Actions</td>
</tr>
</tbody>
</table>

   View All Sessions

10. Click the View All Sessions button.

   Session Detail
<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>02/06/2014</td>
<td>1:00 PM</td>
<td>5:00 PM</td>
<td>J MICHAEL WOODARD, 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.