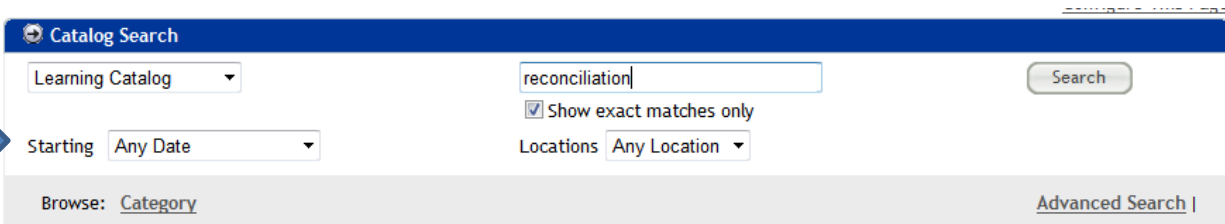

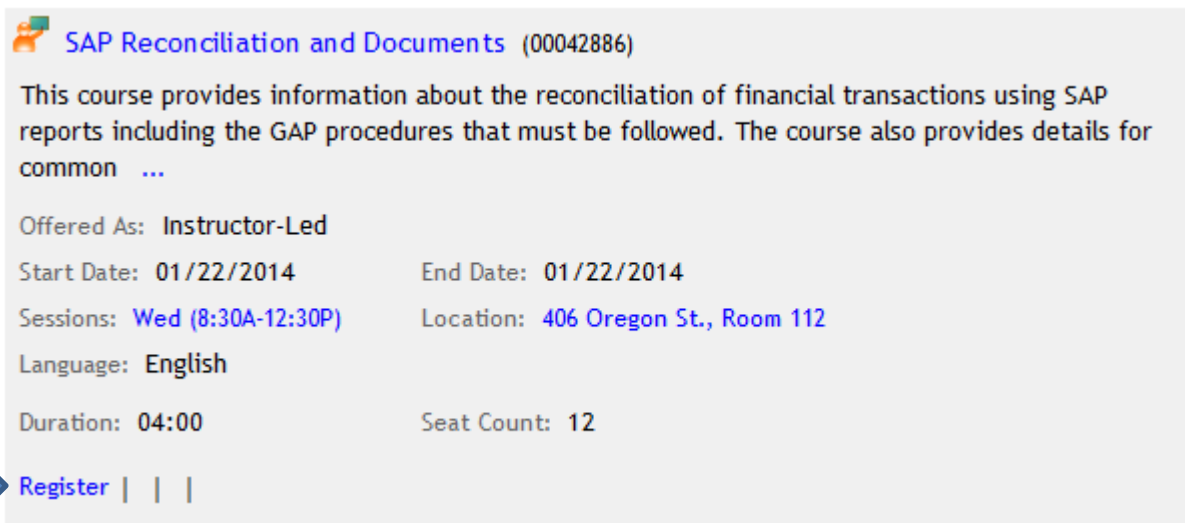



# Registering for and Completing the **SAP Reconciliation and Documents** Training in the Duke LMS

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 “**reconciliation**”.
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 Reconciliation and Documents** course. Select the offering for the desired date.



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: 00334466

Order Items

Title	Learners	Delivery Type	Status	Class Date	Session Template	Location	Facility	Actions
SAP Reconciliation and Documents	GWENDOLYN HALL-DIFABIO	Instructor-Led	Confirmed	01/22/2014	Wed (8:30A-12:30P)	406 Oregon St., Room 112		<a href="#">Notes</a>

 [Go to In-Progress Learning](#)

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




 [SAP Reconciliation and Documents](#) (00042886)  [View Details](#) [mo](#)

Session Information: 01/22/2014 - 01/22/2014 - [Wed \(8:30A-12:30P\)](#)(04:00 hours)

Location: [406 Oregon St., Room 112](#)

Status: Confirmed ( Registration Date: 01/03/2014 )

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

 SAP Reconciliation and Documents (00042886)
 

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 provides information about the reconciliation of financial transactions using SAP reports including the GAP procedures that must be followed. The course also provides details for common SAP documents that are displayed via the report drill-down function, such as Purchase Requisitions, Purchase Orders, Invoices and Payments, Journal Entries, and Internal Orders. The content includes a list of document types to help in the report drill-down function and what data are available for the most common documents. Various ways to research these documents in SAP are also covered. This course does not cover how to create the various documents.

**Required Prerequisite(s):**  
SAP User Name and Password  
Introduction to SAP at Duke  
Any SAP Reporting Class

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		<span>View All Sessions</span>

10. Click the View All Sessions button.

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

Session Name	Date	Start	End	Instructor and Room
Session 1	01/22/2014	8:30 AM	12:30 PM	1- Instructor: J MICHAEL WOODARD

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.