Registering for and Completing the **I Need A Check-Accounts Payable Check Requests** training in the Duke LMS

1. Log into the Duke LMS ([https://vmw-lmsweb.duhs.duke.edu/SabaLogin](https://vmw-lmsweb.duhs.duke.edu/SabaLogin)).
2. At the Duke LMS Home screen, in the Catalog Search field, type “requests”.
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 **I Need A Check-Accounts Payable Check Requests** course. Select the offering for the desired date.

6. Click **Register**.
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.

<table>
<thead>
<tr>
<th>Delivery Type</th>
<th>Instructor-Led</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>In many situations, departments need to issue payments to either individuals or companies for services offered to Duke University/DUKE. This interactive session provides a detailed look at the General Accounting Procedures (GAPs) governing Accounts Payable Check Requests and the specific business process departments should follow in making such a request. Focus will also be given to internal and external compliance requirements, process time and procedures, and best practices to model when requesting A/P Checks. Participants will look in detail at how to best complete the Electronic A/P Check Request. Situational exercises will be used to apply participant learnings to real &quot;Duke&quot; examples. We STRONGLY RECOMMEND that you attend to, You Need to Make a Purchase - Procuring Goods and Services at Duke before taking this class.</td>
</tr>
</tbody>
</table>

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.

**Session Detail: I Need A Check! - Accounts Payable Check Requests**

<table>
<thead>
<tr>
<th>Session Name</th>
<th>Status</th>
<th>Date</th>
<th>Start</th>
<th>End</th>
<th>Instructor(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Session 1</td>
<td>Completed</td>
<td>02/18/2014</td>
<td>09:00 AM</td>
<td>11:00 AM</td>
<td>Gwendolyn Hall-Difazio, Kristin Burel</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.