Registering for and Completing the **SAP Journal Entry** 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 “JV”.
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 Journal Entry** course. Select the offering for the desired date.

![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 proced ... 

**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

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.

Delivery Type: Instructor-Led

Description: 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 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.

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.