

## Receipting v5 for Administrators for SunSystems

---

**Duration:** 1 Day

**Prerequisite:** Basic Ledger Accounting concepts.

**Who Should Attend:** Users associated with dealing with debtors as well having the responsibility of maintaining the Receipting system.

**What you Will Learn:** At the completion of this training session participants will be competent in the following:

- Understanding the Receipting Processing flow
- Creating receipts
- Printing receipts
- Releasing receipts
- Printing deposit slips
- Posting receipts and deposit slips
- Utilising Receipting reports
- Maintaining the Receipting system setup

## **Course Content – Receipting v5 for Administrators for SunSystems**

### ***Getting Started***

- Using different operating modes
- Creating receipting users
- Defining receipting security user groups
- Setting up functional security obtaining receipt numbers

### ***Receipt and Deposit Slip Processing***

- Understanding the Receipt Processing flow
- Differentiating between local and central receipts
- Receipt status codes
- Creating receipts
- Locating previously created receipts
- Releasing receipts
- Printing receipts
- Printing deposit slips
- Posting receipts
- Posting deposit slips
- On-line account allocation
- Cancelling receipts
- Creating local receipts

- Transferring receipts to MS Excel
- Correcting transactions using Journal Entry Thin

### ***Receipting Setup and Maintenance***

- Entering BSB codes
- Defining bank names
- Defining your company's bank account
- Creating item posting options
- Creating lookup definitions
- Defining receipting user groups
- Creating new item codes
- Defining acceptable payment methods
- Rounding setup
- Setting up global options
- Setting up local options
- Creating user-defined keyboard shortcuts

### ***Receipting Reports***

- Generating a listing of entered receipts
- Producing a report of available item codes