

General Ledger for SunSystems v4

Duration: 1 Day

Prerequisite: No previous SunSystems knowledge is assumed. An understanding of internal processes would be advantageous.

Who Should Attend: First time users and existing users who would benefit from learning more on the features in Ledger Accounting.

What You Will Learn: At the completion of this training session participants will be competent to:

- Navigate around SunSystems
- Identify the fundamental operations of the module
- Create transactions entries
- Perform on-line inquires
- Perform daily and monthly routines in Ledger Accounting

Course Content – General Ledger for SunSystems v4

Introduction to SunSystems

- Understanding the SunSystems structure
- Logging into SunSystems
- Application of classic menus
- Navigating around SunSystems
- The SunSystems action box

Structuring the Ledger

- Using ledger definition to define rules for your ledger
- Analysis within SunAccount
- Analysis subcategories and masking
- Defining new accounts using Chart of Accounts

Defining Transaction Types

- Understanding the application of Journal Definitions
- Creating and maintaining journal definitions
- Creating and maintaining journal presets

Journal Processing

- Creating and holding Journal Entries
- Posting Journals

- Amending references
- Entering accrual journals
- Entering GST journals
- Recognising journals with business rules attached

Budget Processing

- Working with different budget ledgers
- Renaming a budget ledger
- Entering budget journals

Account Allocation

- Identifying Allocation Markers used in SunAccount
- Using Allocation Markers to correct errors
- Generating journals using Account Allocation
- Amending previously posted data items
- Locating transactions

Account Balances and Transactions

- Using Account Inquiry to perform on-screen inquiries
- Exploring the overlay screens available in Account Inquiry