

## General Ledger for SunSystems v5.4

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**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 of the features in SunSystems Financials.

**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 inquiries
- Perform daily and monthly routines in Ledger Accounting



### Testimonial

"The trainer would stop and answer all our questions. Also ensured that we understood it all."

"I was able to relate it 100% to my work situation."

## **Course Content – General Ledger for SunSystems v5.4**

### ***Introduction to SunSystems v5.4***

- Overview of SunSystems
- Logging into SunSystems
- Navigating around SunSystems
- Changing passwords
- Creating a Favourites group
- Working with SunSystems Forms and multiple functions
- Working with multiple business units
- Accessing SunSystems help
- Logging out of SunSystems

### ***Structuring the Ledger***

- Overview of analysis dimensions and global analysis
- Defining a new analysis dimension
- Amending the analysis structure setup
- Creating new analysis codes
- Understanding analysis hierarchies
- SunSystems 5 and Multi-Currency
- Creating new account codes

### ***Defining Transaction Types***

- Creating & maintaining journal types
- Creating & maintaining journal presets

### ***Journal Processing***

- Entering transactions
- Viewing journal details
- Holding a journal
- Amending journal details
- Amending the transaction reference
- Entering multi-currency transactions
- Entering accruals
- Processing GST journals

### ***Budget Processing***

- Overview of SunSystems budgeting
- Assigning budget labels
- Entering budget values

### ***Account Allocation***

- Overview of account allocation
- Amending data
- Account allocation toolbar and command buttons
- Splitting transaction

### ***Inquiries and Standard Reports***

- Performing an account inquiry
- Performing a journal inquiry
- Running an account listing report
- Running a journal listing report
- Producing a trial balance