

## **Year End Processing for SunSystems v5.2**

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**Duration:** ½ Day

**Prerequisite:** Knowledge of SunSystems Financials.

**Who Should Attend:** SunSystems Administrators/Accountants and those responsible for the maintenance of SunSystems.

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

- Starting the new financial year
- Performing a Ledger Cleardown
- Creating new budgets
- Adjusting the Asset Register

### **Course Content – Year End Processing for SunSystems v5.2**

#### ***Starting the New Financial Year***

- Understanding the concepts for starting a new financial year
- Amending date and period restrictions
- Running through the processing steps to start a new financial year
- Creating budgets for the new year

#### ***The Asset Register***

- Clearing Fixed Assets
- Recalculating Asset Values
- Clearing Asset Transactions
- Areas to consider

#### ***Ledger Cleardown***

- Overview of the Cleardown process
- What transactions are cleared?
- Removing or archiving transactions
- Consolidating Analysis on Cleardown
- Year Cleardown
- Ledger Cleardown Processing Steps