

## SunSystems Induction for SunSystems v4

---

**Duration:** ½ Day (no charge)

**Prerequisite:** No knowledge of SunSystems is assumed. Some basic understanding of accounting principals would be advantageous.

**Who Should Attend:** Any user who is new to an organisation and using SunSystems.

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

- Understanding the SunSystems structure
- Logging into SunSystems
- Creating journals
- Using Account Inquiry to interrogate the ledger
- Running SunSystems standard reports

### Course Content – SunSystems Induction for SunSystems v4

#### **Introduction to SunSystems v4**

- Overview of SunSystems
- Logging into SunSystems
- Navigating around SunSystems
- Working with multiple databases
- Using the functions within the action box
- Understanding account type

- Creating new journals
- Holding, posting and amending journals

#### **Inquiries and Reporting**

- Using Account Inquiry
- Running the journal listing report
- Running the account listing report

#### **Basic Ledger Accounting Processing**

- Using analysis codes in SunSystems