

## SunSystems Induction for SunSystems v5.2

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**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 v5.2**

#### ***Introduction to SunSystems 5.2***

- Working through the SunSystems modules
- Logging into SunSystems
- Amending passwords
- Navigating around SunSystems
- Using SunSystems forms
- Working in multiple business units
- Displaying current system default

#### ***Basic Financial Processing***

- Understanding global analysis
- Entering journals using ledger entry
- Creating new account code

#### ***Account Allocation***

- What is account allocation?
- Selecting transactions for allocation
- Amending transactions
- Using allocation markers

#### ***Inquiries and Reporting***

- Performing an account and journal inquiry
- Running the account listing report
- Running the journal listing report
- Generating a trial balance report