

## **Purchase Management Administration for SunSystems v5.4 & v6**

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**Duration:** ½ Day – scheduled on demand

**Prerequisite:** Processing knowledge of SunSystems Purchase Management is assumed. An understanding of accounts payable procedures is desirable.

**Who Should Attend:** Any users who are responsible for maintaining the Purchase Management module within SunSystems.

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

- Navigate around SunSystems
- Understand the purchasing process flow
- Maintain the main setup functions for the Purchase Management module

### **Course Content – Purchase Management Administration for SunSystems v5.4 & v6**

#### ***Introduction & Overview***

- Working with the SunSystems user interface
- Overview of SunSystems Order Fulfilment
- The Purchase Order Processing Cycle
- The Purchasing cycle stages
- Using Ledger Interface Account Recognition Codes
- Maintaining Ledger Interface Postings
- Defining Purchase Types
- Creating Unit of Measure Labels & Conversions
- Creating Item Codes
- Using Analysis Mapping to Ledger

#### ***Setup & Maintenance of Purchase Management***

- Creating and Maintaining Number Streams
- Defining Transaction Reference setup
- Maintaining the Purchase Business Setup
- Defining Value Labels
- Creating Value Books & Value Book Pages
- Purchase Price Books
- Using Formula Designer