

SunSystems Induction for SunSystems v4

Duration: ½ Day (no charge - scheduled on demand)

Prerequisite: No knowledge of SunSystems is assumed.
Some basic understanding of accounting principles 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