

SunSystems Induction for SunSystems v5.4 & v6

Duration: ½ Day (no charge)

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 is using SunSystems for the first time.

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

- Understand the structure of SunSystems
- Log into and navigate around SunSystems
- Create journals
- Use account allocation
- Perform inquiries and run standard reports

Course Content – SunSystems Induction for SunSystems v5.4 & v6

Introduction to SunSystems 5.4 & v6

- Overview of SunSystems 5.4
- Logging into SunSystems
- The SunSystems User Interface
- Amending your password
- Creating a Favourites group
- Working with SunSystems forms
- Working in multiple business units
- Logging out of SunSystems

Basic Financial Processing

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

Account Allocation

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

Inquiries and Reports

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