

Accounts Receivable for SunSystems v4

Duration: ½ Day – scheduled on demand

Prerequisite: Knowledge of Windows and basic accounting.
An understanding of internal processes would be advantageous.

Who Should Attend: Any user who is associated with dealing with debtors.

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

- Create transaction entries
- Perform the accounts receivable cycle
- Allocate transactions
- Perform on-line reports
- Print relevant reports
- Send Debtor Statements using eRemit



SunSystems v4.3 users may also attend this course

Please see over page for course content

Course Content – Accounts Receivable for SunSystems v4

Introduction to SunSystems

- Understanding the SunSystems structure
- Logging into SunSystems
- Application of classic menus
- Navigating around SunSystems

Creating a New Debtor

- Overview
- Creating a new debtor
- Defining name and address details

Processing Debtor Transactions

- Entering debtor invoices using Journal Entry
- Understanding the significance of the transaction reference field in Journal Entry
- Examining the journal definition used to create the invoice journal
- Examining the journal preset used to create the invoice journal
- Performing debtor inquiries to report on all outstanding invoices due for payment

Cash Allocation

- Overview
- Using account allocation to match invoices to payments received
- Using transaction matching to match invoices to payments received
- Performing on-line allocations to match invoices to payments received
- Allocation markers used for Accounts Receivable
- Case studies

Using eRemit

- Overview of eRemit
- Creating debtor statements with eRemit

Payment Reports

- Creating and running ageing reports for debtors