

## Accounts Payable for SunSystems v4

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**Duration:** 1 Day

**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 creditors.

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

- Navigate around SunSystems
- Understand the accounts payable process flow
- Create new creditors
- Create transaction entries
- Define payment profiles
- Process cheque and EFT payments
- Perform on-line inquiries
- Email remittances
- Produce payment listing reports
- Produce creditor ageing reports

## **Course Content – Accounts Payable for SunSystems v4**

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

- Overview of the SunSystems structure
- Logging into SunSystems
- Navigating around SunSystems

### ***Creating and Maintaining Creditor Details***

- Working through the accounts payable process flow
- Creating new creditors
- Creating name & address records

### ***Processing Creditor Transactions***

- Entering an invoice using journal entry
- Performing inquiries on creditor transactions
- Working with journal definitions
- Examining the journal preset used to create an invoice journal

### ***Cheque Payment Processing***

- Creating a payment profile
- Processing a payment report
- Withholding and forcing payments
- Posting a payment
- Processing a manual payment
- Processing sundry payments
- Voiding/cancelling cheque payments

### ***Electronic Payment Processing – SunSystems***

- Creating a new EFT creditor
- Recording creditor bank details
- Defining payment profiles
- Entering creditor invoices
- Processing an EFT payment

### ***Electronic Payment Processing – ePay***

- Overview of ePay
- Defining ePay bank codes
- Generating the bank file
- Defining bank details

### ***Electronic Payment Processing - eRemit***

- Overview and introduction to eRemit
- Defining eRemit options
- Generating remittances

### ***Inquiries and Reports***

- Generating a payment listing report
- Running an ageing report