

Accounts Receivable for SunSystems v5.4

Duration: ½ Day

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

Who Should Attend: Any users who are associated with dealing with customers.

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

- Navigate around SunSystems
- Create and maintain customer details
- Enter customer invoices using ledger entry
- Perform the accounts receivable cycle
- Allocate transactions
- Perform on-line inquires
- Print relevant reports

Course Content – Accounts Receivable for SunSystems v5.4

Introduction to SunSystems

- Overview of SunSystems
- Logging into SunSystems
- Navigating around SunSystems
- Changing passwords
- Creating a Favourites group
- Working with SunSystems Forms and multiple functions
- Working with multiple business units
- Accessing SunSystems help
- Logging out of SunSystems

Creating and Maintaining Customer Details

- The Accounts Receivable Process Flow
- Creating new customer accounts, address and contact details
- Defining and applying payment terms
- Analysis within SunSystems

Processing Customer Transactions

- Entering customer invoices using Ledger Entry
- Performing a customer inquiry

Allocation Processing

- Overview of allocation options
- Allocation markers used for Accounts Receivable
- Using Account Allocation to match invoices to payment received
- Using Transaction Matching to match invoices to payments received
- Performing on-line allocations to match invoices to payments received

Payment Reports

- Producing customer ageing reports
- Generating debtor statements