

## SunSystems Induction for SunSystems v5.3

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**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 SunSystems
- Create journals
- Use account allocation
- Perform inquires and run standard reports

### **Course Content – SunSystems Induction for SunSystems v5.3**

#### ***Introduction to SunSystems 5.3***

- Overview of SunSystems 5.3
- Logging into SunSystems
- Amending your password
- Using navigation manager
- Working with SunSystems forms
- Working in multiple business units

#### ***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