



Course Outlines 2012



Real Difference, Real Value, Every Day



Course Outlines 2012

Value of Training

A well-designed training program will ensure that time and money invested in system development and training will increase staff productivity back at work.

SunSystems Education Services offer small interactive training groups in order to allow focus on the individual needs of all participants. Valuable interaction with other SunSystems users will give you an appreciation of the different applications of the system.

Courses are tailored for new and existing SunSystems users. Existing users will be able to keep up to date and new product versions and modules.

Our training staff are Certificate IV qualified with a background in SunSystems Support & Consulting, and have a passion to deliver the best training.

Training Programs

Our training team offers a range of carefully designed training manuals & techniques that will increase the retention of knowledge attained during our courses. The techniques used will ensure that your learning experience is both enjoyable and effective.

On Demand Courses

We can also arrange to tailor a course to your specific needs. This includes training on software modules that are not scheduled, customised training and one-to-one training.

Training Assessments

To make the most of your training experience, we offer an on-site training assessment to evaluate your training needs. On completion of this assessment we will provide you with a report detailing the courses that would benefit your company by improving current processing practices.



"I never teach my pupils; I only attempt to provide the conditions in which they can learn". - Albert Einstein

Terms and Conditions for SunSystems Education Training Courses

Course Fees

Course fees are due prior to course commencement.

Please see our web page www.pa.com.au/suneducation for all costing information.

Course Registration

To register for any advertised public training courses, please visit: www.pa.com.au/suneducation and select Online Bookings. A confirmation will be sent to you shortly after registration.

Cancellations and Transfers

- **More than 2 working days from course commencement:**

Transfer and cancellations will only be accepted up to 2 working days prior to the first attendance day.

- **Less than 2 working days from course commencement:**

Transfers and cancellations will not be accepted within 2 working days of the first attendance day. Course fees will not be refunded or allocated to another course. Professional Advantage cannot accept responsibility for changes to work commitments or personal circumstances within this two-day period.

Substitute delegates are always welcome at no extra cost.

- **Non Attendance:**

If a delegate fails to attend a course, course fees will not be refunded or allocated to another course.

Public Training Course Cancellations

Professional Advantage requires a minimum of 2 attendees for all public training courses. Where the minimum number is not met, any registered attendee will have the option to either be transferred to the next available course or attend the training at a premium rate, allowing for one-to-one training.

Professional Advantage reserves the right to change/cancel course dates, programs and fees without notice.

Software Versions

All training courses are run on the latest release software (unless otherwise stated). Any requests to have the training run on older versions will incur an additional fee. Please take caution to ensure that you are enrolled in the correct course based on your SunSystems version.

Please note: If you have any questions or if you would like to receive more information on our training courses please contact:

**Alison Wheeler at Professional Advantage – Phone 02 9919 8971
Email: sun_education@pa.com.au**

Alternatively you may wish to visit our website – www.pa.com.au/suneducation

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*** These courses are run on-demand based on client requests. Please email sun_education@pa.com.au or call Alison Wheeler on (02) 9919 8971 if you are interested in any of these training courses.**

SunSystems Induction for SunSystems v5.4 & v6 / Infor 10

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 / Infor 10

Introduction to SunSystems 5.4 & v6 / Infor 10

- 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

SunSystems Induction for SunSystems v5.3

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

SunSystems Induction for SunSystems v5.2

Duration: ½ Day (no charge – scheduled on demand)

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 using SunSystems.

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

- Understanding the SunSystems structure
- Logging into SunSystems
- Creating journals
- Using Account Inquiry to interrogate the ledger
- Running SunSystems standard reports

Course Content – SunSystems Induction for SunSystems v5.2

Introduction to SunSystems 5.2

- Working through the SunSystems modules
- Logging into SunSystems
- Amending passwords
- Navigating around SunSystems
- Using SunSystems forms
- Working in multiple business units
- Displaying current system default

Basic Financial Processing

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

Account Allocation

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

Inquiries and Reporting

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

SunSystems Induction for SunSystems v4

Duration: ½ Day (no charge - scheduled on demand)

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 using SunSystems.

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

- Understanding the SunSystems structure
- Logging into SunSystems
- Creating journals
- Using Account Inquiry to interrogate the ledger
- Running SunSystems standard reports

Course Content – SunSystems Induction for SunSystems v4

Introduction to SunSystems v4

- Overview of SunSystems
- Logging into SunSystems
- Navigating around SunSystems
- Working with multiple databases
- Using the functions within the action box
- Understanding account type

- Creating new journals
- Holding, posting and amending journals

Inquiries and Reporting

- Using Account Inquiry
- Running the journal listing report
- Running the account listing report

Basic Ledger Accounting Processing

- Using analysis codes in SunSystems

Accounts Payable for SunSystems v5.4 & v6

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 suppliers.

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

- Navigate around SunSystems
- Create transaction entries
- Perform the Accounts Payable cycle
- Perform on-line inquiries
- Print relevant reports
- Print cheques and/or remittances
- Generate electronic payments
- Use eRemit to email electronic remittances

Please see over page for course content



Testimonial

"Delivered the tutorial/training in an exceptional manner that meets individual needs."

Course Content – Accounts Payable for SunSystems v5.4 & v6 / Infor 10

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 Supplier Details

- The Accounts Payable Process Flow
- Creating supplier account, address and contact details
- Defining payment terms
- Analysis within SunSystems

Supplier Transactions

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

Cheque Payment Processing

- The cheque payment process flow
- Creating a payment profile
- Producing a payment listing report
- Withholding and forcing payments
- Posting the payments
- Processing a manual payment
- Paying sundry suppliers
- Voiding/cancelling cheque payments

Electronic Payment Processing - SunSystems

- The electronic payment process flow
- Recording supplier bank details
- Defining a payment profile
- Entering supplier 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

Accounts Payable for SunSystems v5.3

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 suppliers.

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

- Navigate around SunSystems
- Create transaction entries
- Perform the Accounts Payable cycle
- Perform on-line inquiries
- Print relevant reports
- Print cheques and/or remittances
- Generate electronic payments
- Use eRemit to email electronic remittances

Please see over page for course content



Testimonial

"Great examples. Easy to follow training."

Course Content – Accounts Payable for SunSystems v5.3

Introduction to SunSystems

- Overview of SunSystems
- Logging into SunSystems
- Changing passwords
- Setting user defaults
- Navigating around SunSystems
- Customising the menu shortcut list
- Working with multiple business units
- Using SunSystems forms

Creating and Maintaining Supplier Details

- The Accounts Payable Process Flow
- Creating supplier account, address and contact details
- Defining payment terms
- Analysis within SunSystems

Supplier Transactions

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

Cheque Payment Processing

- The cheque payment process flow
- Creating a payment profile
- Producing a payment listing report
- Withholding and forcing payments
- Posting the payments
- Processing a manual payment
- Paying sundry suppliers
- Voiding/cancelling cheque payments

Electronic Payment Processing - SunSystems

- The electronic payment process flow
- Recording supplier bank details
- Defining a payment profile
- Entering supplier 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

Accounts Payable for SunSystems v5.2

Duration: 1 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 suppliers.

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

- Navigate around SunSystems
- Create new suppliers
- Create transaction entries
- Perform the accounts payable cycle
- Perform on-line inquiries
- Print relevant reports
- Print cheques and/or remittances
- Generate electronic payments
- Use eRemit to email electronic remittances

Please see over page for course content



Testimonial

"Extremely pleasant environment. The trainer was very helpful."

Course Content – Accounts Payable for SunSystems v5.2

Introduction to SunSystems

- Overview of SunSystems
- Logging into SunSystems
- Changing passwords
- Applying user defaults
- Navigating around SunSystems
- Customising the menu shortcut list
- Working with multiple business units
- Using SunSystems forms
- Displaying current system defaults

Creating and Maintaining Supplier Details

- Working through the Accounts Payable process flow
- Creating new suppliers
- Defining payment terms
- Analysis within SunSystems

Supplier Transactions

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

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 supplier
- Recording supplier bank details
- Defining payment profiles
- Entering supplier 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

Accounts Payable for SunSystems v4

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



SunSystems v4.3 users may also attend this course

Please see over page for course content

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

Accounts Receivable for SunSystems v5.4 & v6 / Infor 10

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 inquiries
- Print relevant reports

Please see over page for course content

Course Content – Accounts Receivable for SunSystems v5.4 & v6 / Infor 10

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

Accounts Receivable for SunSystems v5.3

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

Please see over page for course content

Course Content – Accounts Receivable for SunSystems v5.3

Introduction to SunSystems

- Overview of SunSystems
- Logging into SunSystems
- Changing passwords
- Setting user defaults
- Navigation around SunSystems
- Customising the menu shortcut list
- Working with multiple business units
- Using SunSystems forms

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

Accounts Receivable for SunSystems v5.2

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 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 data
- Create transaction entries
- Perform the accounts receivable cycle
- Allocate transactions
- Perform on-line inquires
- Print relevant reports

Please see over page for course content

Course Content – Accounts Receivable for SunSystems v5.2

Introduction to SunSystems

- Overview of SunSystems
- Logging into SunSystems
- Changing passwords
- Applying user defaults
- Navigating around SunSystems
- Customising the menu shortcut list
- Working with multiple business units
- Using SunSystems forms
- Displaying current system defaults

Maintaining and Creating Customer Details

- The Accounts Receivable Process Flow
- Creating customer address details
- Maintaining customer contacts
- Maintaining customer accounts
- Analysis within SunSystems

Processing Customer Transactions

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

Account Allocations

- Overview
- 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
- Splitting transaction amounts

Payment Reports

- Running customer ageing reports
- Generating debtor statement

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

Bank Reconciliation for SunSystems

Duration: ½ Day

Prerequisite: Basic SunSystems concepts.
An understanding of the Bank Reconciliation process.

Who Should Attend: Any SunSystems user who is responsible for a company's bank reconciliation. The course is aimed at first time users.

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

- Setup Bank Reconciliation to streamline the reconciliation process
- Import electronic bank statements
- Enter manual bank statements
- Understand different methods of reconciling bank statement transactions
- Process and understand the Bank Reconciliation report

Please see over page for course content

Course Content – Bank Reconciliation for SunSystems

Introduction to Bank Reconciliation

- Introduction and overview
- Summary of features
- Working in different operating modes
- Setup and processing flow for importing statements

Bank Reconciliation Setup Parameters

- Defining your organisation's bank account details
- Using global options to set the tax label text
- Creating journal presets for journal posting in Bank Reconciliation
- Defining the selection criteria for automatic matching
- Setting the matching rules for automatic matching
- Understanding the matching rules installed with Bank Reconciliation
- Setting your personal processing options using local options

Processing with Bank Reconciliation

- Importing an electronic bank statement and running automatic matching
- Manually matching unmatched transactions
- Splitting transactions to be matched
- Un-matching a matched transaction
- Re-running automatic matching
- Creating a manual statement
- Editing bank statements
- Deleting bank statements

Inquiries and Reports

- Running the bank statement report
- Producing a Bank Reconciliation report
- Performing an allocation inquiry

Collect v5 for End Users for SunSystems

Duration: ½ Day

Prerequisite: No prior SunSystems or Collect knowledge is assumed. An understanding of internal procedures would be advantageous.

Who Should Attend: Any user who is responsible for debt collection for their organisation.

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

- Define basic Collect maintenance functions
- Create allocation descriptions
- Create and use search sets
- Create and maintain account details
- Set up a to-do list
- Produce reports to analyse data

Please see over for course content

Course Content – Collect v5 for End Users for SunSystems

Introduction and Overview

- Creating new payment notes
- Using to-do lists
- Running search sets
- Generating debtor statements

Maintaining Collect Details

- Creating new action codes
- Defining new contact categories
- Creating address records and contact details for debtor accounts
- Defining default invoice and statement comments and details
- Determining allocation description
- Creating and running search sets
- Performing global update
- Customising Collect options

Additional Features

- Viewing account statistics
- Drilling down to transaction details
- Splitting transactions
- Archiving notes
- Using search sets to update allocation markers
- Updating account analysis codes & account status in SunSystems using Collect account analysis update
- Performing a customer details inquiry
- Adding attachments to notes
- Emailing notes
- Reprinting invoices
- Planning your time
- Finding an account

Collect Reporting

- Ageing summary report
- Ageing details report
- Debt recover analysis report

Corporate Allocations for SunSystems v5.3, v5.4 & v6 / Infor 10

Duration: 1 Day – scheduled on demand

Prerequisite: A good working and administrative knowledge of SunSystems Financials. Knowledge of internal processes.

Who Should Attend: Experienced SunSystems users involved in reapportioning your company's costs.

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

- Create a new allocation basis in allocation rules, source transactions, target transactions and allocation ratio.

Course Content – Corporate Allocations for SunSystems v5.3, v5.4 & v6 / Infor 10

Introduction and Overview

- What is Corporate Allocations?
- Common uses for Corporate Allocations
- Steps in creating an allocation

Creating and Generating Allocations

- Defining allocation sources
- Defining allocation targets
- Defining allocation ratios
- Defining the allocation calendar
- Using allocation setup
- Understanding allocation types
- Using target and source reversals
- Validating allocations
- Generating an allocation

Corporate Allocations for SunSystems v5.2

Duration: 1 Day – scheduled on demand

Prerequisite: A good working and administrative knowledge of SunSystems Financials. Knowledge of internal processes.

Who Should Attend: Experienced SunSystems users involved in reapportioning your company's costs.

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

- Create a new allocation basis in allocation rules, source transactions, target transactions and allocation ratio.

Course Content – Corporate Allocations for SunSystems v5.2

Introduction and Overview

- What is Corporate Allocations?
- Common uses for Corporate Allocations
- Steps in creating a new allocation

Creating and Generating Allocations

- Defining allocation sources
- Defining allocation targets
- Defining allocation ratios
- Defining the allocation calendar
- Using allocation setup
- Understanding allocation types
- Using target and source reversals
- Validating allocations
- Generating an allocation

Corporate Allocations for SunSystems v4

Duration: 1 Day – scheduled on demand

Prerequisite: A good working and administrative knowledge of Ledger Accounting. Knowledge of internal processes.

Who Should Attend: Experienced SunSystems users involved in reapportioning your company's costs.

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

- Create a new allocation basis in allocation rules, source transactions, target transactions and allocation ratio



SunSystems v4.3 users may also attend this course

Course Content – Corporate Allocations for SunSystems v4

Introduction and Overview

- What is Corporate Allocations?
- Posting amounts across databases
- Cascading budgets
- Inter-Company transactions
- Steps in creating a new allocation

Creating and Generating Allocations

- Creating the allocation definition
- Understanding allocation types
- Using targets and source reversals
- Creating the allocation target
- Incorporating allocation ratios
- Generating an allocation
- Defining the calendar

General Ledger for SunSystems v5.4 & v6 / Infor 10

Duration: 1 Day

Prerequisite: No previous SunSystems knowledge is assumed. An understanding of internal processes would be advantageous.

Who Should Attend: First time users and existing users who would benefit from learning more of the features in SunSystems Financials.

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

- Navigate around SunSystems
- Identify the fundamental operations of the module
- Create transactions entries
- Perform on-line inquiries
- Perform daily and monthly routines in Ledger Accounting



Testimonial

"The trainer would stop and answer all our questions. Also ensured that we understood it all."

"I was able to relate it 100% to my work situation."

Course Content – General Ledger for SunSystems v5.4 & v6 / Infor 10

Introduction to SunSystems v5.4 & v6 / Infor 10

- 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

Structuring the Ledger

- Overview of analysis dimensions and global analysis
- Defining a new analysis dimension
- Amending the analysis structure setup
- Creating new analysis codes
- Understanding analysis hierarchies
- SunSystems 5 and Multi-Currency
- Creating new account codes

Defining Transaction Types

- Creating & maintaining journal types
- Creating & maintaining journal presets

Journal Processing

- Entering transactions
- Viewing journal details
- Holding a journal
- Amending journal details
- Amending the transaction reference
- Entering multi-currency transactions
- Entering accruals
- Processing GST journals

Budget Processing

- Overview of SunSystems budgeting
- Assigning budget labels
- Entering budget values

Account Allocation

- Overview of account allocation
- Amending data
- Account allocation toolbar and command buttons
- Splitting transaction

Inquiries and Standard Reports

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

General Ledger for SunSystems v5.3

Duration: 1 Day

Prerequisite: No previous SunSystems knowledge is assumed. An understanding of internal processes would be advantageous.

Who Should Attend: First time users and existing users who would benefit from learning more of the features in SunSystems Financials.

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

- Navigate around SunSystems
- Identify the fundamental operations of the module
- Create transactions entries
- Perform on-line inquiries
- Perform daily and monthly routines in Ledger Accounting



"Excellent instructor! She made the learning process fun and easy to understand."

Testimonial

Course Content – General Ledger for SunSystems v5.3

Introduction to SunSystems v5

- Introduction & overview
- Logging into SunSystems
- Changing passwords
- Using navigation manager
- Amending SunSystems preferences
- Using SunSystems forms
- Working with business units
- Displaying system defaults

Structuring the Ledger

- Overview of analysis dimensions and global analysis
- Defining a new analysis dimension
- Amending the analysis structure setup
- Creating new analysis codes
- Understanding analysis hierarchies
- SunSystems 5 and Multi-Currency
- Creating new account codes

Defining Transaction Types

- Creating & maintaining journal types
- Creating & maintaining journal presets

Journal Processing

- Entering transactions
- Viewing journal details
- Holding a journal
- Amending journal details

- Amending the transaction reference
- Entering multi-currency transactions
- Entering accruals
- Processing GST journals

Budget Processing

- Overview of SunSystems budgeting
- Assigning budget labels
- Entering budget values

Account Allocation

- Overview of account allocation
- Amending data
- Account allocation toolbar and command buttons
- Splitting transaction

Inquiries and Standard Reports

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

General Ledger for SunSystems v5.2

Duration: 1 Day – scheduled on demand

Prerequisite: No previous SunSystems knowledge is assumed. An understanding of internal processes would be advantageous.

Who Should Attend: First time users and existing users who would benefit from learning more of the features in SunSystems Financials.

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

- Navigate around SunSystems
- Identify the fundamental operations of the module
- Create transactions entries
- Perform on-line inquiries
- Perform daily and monthly routines



"The manual provided is excellent. The trainer is very reasonable and patient. I am much more confident now and my current knowledge has been refreshed."

Testimonial

Course Content – General Ledger for SunSystems v5.2

Introduction to SunSystems

- Introduction & overview
- Logging into SunSystems
- Changing passwords
- Using navigation manager
- Amending SunSystems preferences
- Using SunSystems forms
- Working with multiple business units
- Viewing current system defaults

Structuring the Ledger

- Understanding analysis dimensions and global analysis
- Defining new analysis dimensions
- Amending the analysis structure setup
- Creating new analysis codes
- Understanding analysis hierarchies
- Using multiple currencies
- Creating new account codes

Defining Transaction Types

- Creating & maintaining journal types
- Creating & maintaining journal presets

Journal Processing

- Entering transactions
- Viewing journal details
- Holding a journal
- Amending journal details
- Amending the transaction reference
- Entering multi-currency transactions
- Entering accruals
- Processing GST journals

Budget Processing

- Overview budgets in SunSystems
- Creating budget ledgers
- Assigning budget labels
- Entering budget values

Account Allocation

- Overview of account allocation
- Allocating transactions
- Amending data
- Account allocation toolbar and command buttons
- Splitting transaction

Inquiries and Standard Reports

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

General Ledger for SunSystems v4

Duration: 1 Day

Prerequisite: No previous SunSystems knowledge is assumed. An understanding of internal processes would be advantageous.

Who Should Attend: First time users and existing users who would benefit from learning more on the features in Ledger Accounting.

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

- Navigate around SunSystems
- Identify the fundamental operations of the module
- Create transactions entries
- Perform on-line inquires
- Perform daily and monthly routines in Ledger Accounting



SunSystems v4.3 users may also attend this course

Course Content – General Ledger for SunSystems v4

Introduction to SunSystems

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

Structuring the Ledger

- Using ledger definition to define rules for your ledger
- Analysis within SunAccount
- Analysis subcategories and masking
- Defining new accounts using Chart of Accounts

Defining Transaction Types

- Understanding the application of Journal Definitions
- Creating and maintaining journal definitions
- Creating and maintaining journal presets

Journal Processing

- Creating and holding Journal Entries
- Posting Journals

- Amending references
- Entering accrual journals
- Entering GST journals
- Recognising journals with business rules attached

Budget Processing

- Working with different budget ledgers
- Renaming a budget ledger
- Entering budget journals

Account Allocation

- Identifying Allocation Markers used in SunAccount
- Using Allocation Markers to correct errors
- Generating journals using Account Allocation
- Amending previously posted data items
- Locating transactions

Account Balances and Transactions

- Using Account Inquiry to perform on-screen inquiries
- Exploring the overlay screens available in Account Inquiry

Receipting v5 for End Users for SunSystems

Duration: ½ Day

Prerequisite: Basic SunSystems concepts.

Who Should Attend:

Users associated with dealing with debtors.
Aimed at users not responsible for maintaining the receipting system.

What You Will Learn:

At the completion of this training session participants will be competent in the following:

- Understanding the Receipting processing flow
- Creating receipts
- Printing receipts
- Releasing receipts
- Printing deposit slips
- Posting receipts and deposit slips
- Using Journal Entry Thin to post transactions
- Utilising Receipting reports
- Maintaining user administrative functions

Course Content – Receipting v5 for End Users for SunSystems

Getting Started

- Using different operating modes
- Creating Receipting users
- Obtaining receipt numbers

Receipt and Deposit Slip Processing

- Understanding the receipt processing flow
- Differentiating between local and central receipts
- Receipt status codes
- Creating receipts
- Locating previously created receipts
- Releasing receipts
- Printing receipts
- Printing deposit slips
- Posting receipts
- Posting deposit slips
- On-line account allocation
- Cancelling receipts
- Creating local receipts
- Transferring receipts to MS Excel
- Correcting transactions using Journal Entry Thin

Receipting Reports

- Generating a list of entered receipts
- Producing a report of available item codes

User Administration

- Defining local options for your Receipting application
- Creating user-defined keyboard shortcuts
- Changing your password
- Working in multiple databases

Query & Analysis Budget Management v10+ for SunSystems

Duration: 1 Day – scheduled on demand

Prerequisite: Knowledge of SunSystems concepts.
An understanding of your company's budget structure.
Basic knowledge of Microsoft Excel.

Who Should Attend: Users responsible for budgeting activities within the company.

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

- Use Q&A Budget Management to control the entire budgeting process for your organisation.

Course Content – Q&A Budget Management v10+ SunSystems

Introduction and Overview

- Overview of Q&A Budget Management
- Q&A Budget Management and Q&A XL
- The Q&A Budget Management process flow

Budget Templates and Q&A Executive Reports

- Creating a budget template file
- Creating a budget transfer file
- Q&A Executive reports

Q&A Budget Management Global Settings

- Starting Q&A Budget Management
- Working with the Q&A Budget Management Interface
- Managing Users
- Managing Contacts
- Using Workbook Status Codes
- Selecting a Balance Method

Creating the Budget Structure

- Loading MS Excel templates
- Creating a database profile
- Creating a new budget
- Allocating users to a budget
- Creating a normal budget group & workbook
- Using Workbook Utility Manager
- Managing Budget Security
- Using the Grid View
- Adding Reports and Documents
- Enabling Auditing
- Adding workbook Notes

Working with Budgets

- Dispatching workbooks
- Adding Budget amounts to workbooks
- Receiving and importing workbooks
- Changing the status on a workbook
- Validating workbooks
- Transferring to the Data Warehouse and viewing the data transferred
- Amending data
- Changing Budget version numbers, creating an Budget structure

Additional Tools and Features

- Amending the budget structure
- Creating User Defined fields
- Adding User Defined fields to the budget structure
- Creating and applying budget Filters
- Creating user defined Status codes
- Printing budget details
- Issuing Reminders

Budget Management Administration

- Backing up the budget structure
- Clearing Budget Management data and transactions
- Restoring from backup

Vision Budget Management v6 for SunSystems

Duration: 1 Day – scheduled on demand

Prerequisite: Knowledge of SunSystems concepts.
An understanding of your company's budget structure.
Basic knowledge of Microsoft Excel.

Who Should Attend: Users responsible for budgeting activities within the company.

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

- Use Vision Budget Management to control the entire budgeting process for your organisation.

Course Content – Vision Budget Management v6 SunSystems

Introduction and Overview

- Using current period override
- Creating a workbook template
- Creating a transfer name

Global Settings

- Starting Vision Budget Management
- Loading Excel templates
- Using status codes
- Creating a database profile
- Understanding transfer methods

Budget Structure

- Creating a new budget
- Allocating a user access to a budget
- Creating a normal budget group & workbook
- Assigning a transfer name
- Linking XL formulas
- Adding existing workbook, editing workbook definitions

Grid View, Auditing and Notes

- Editing single & multiple workbooks in the grid view
- Adding Vision Executive reports
- Enabling auditing
- Entering notes & using comment viewer

The Budget Cycle

- Dispatching, importing and validating workbooks
- Adding Budget amounts to workbooks

- Changing the status on a workbook
- Transferring to the Data Warehouse and viewing the data transferred
- Amending data
- Changing Budget version numbers, creating a Budget structure

Modifying the Budget Structure

- Editing Budget structures, working with selected Budgets

User Defined Fields, Filtering and Printing

- Adding user defined fields
- Creating varying filters
- Allocating user defined fields to Ledger Analysis Codes and Workbooks
- Creating user defined status codes
- Printing within Budget Management

Budget Management Administration

- Defining user security
- Allocation users to budgets, budget groups and workbooks
- Removing user access

Vision Budget Management v5.1 for SunSystems

Duration: 1 Day – scheduled on demand

Prerequisite: Knowledge of Ledger Accounting Concepts.
An understanding of your company's budget structure.
Basic knowledge of Microsoft Excel.

Who Should Attend: Users responsible for budgeting activities within the company.

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

- Use Vision Budget Management to control the entire budgeting process for your organisation.

Course Content – Vision Budget Management v5.1+ for SunSystems

Introduction and Overview

- Using current period override
- Creating a workbook template
- Creating a transfer name

Global Settings

- Starting Vision Budget Management
- Loading Excel templates
- Using status codes
- Creating a database profile
- Understanding transfer methods

Budget Structure

- Creating a new budget
- Allocating user access to a budget
- Creating a normal budget group & workbook
- Assigning a transfer name
- Linking XL formulas
- Adding existing workbook, editing workbook definitions

Grid View, Auditing and Notes

- Editing single & multiple workbooks in the grid view
- Adding Vision Executive reports
- Enabling auditing
- Entering notes & using comment viewer

The Budget Cycle

- Dispatching, importing and validating workbooks
- Adding Budget amounts to workbooks
- Changing the status on a workbook

- Transferring to the Data Warehouse and viewing the data transferred
- Amending data
- Changing budget version numbers, creating a budget structure

Modifying the Budget Structure

- Editing budget structures, working with selected budgets

User Defined Fields, Filtering and Printing

- Adding user defined fields
- Creating varying filters
- Allocating user defined fields to T- Codes and workbooks
- Creating user defined status codes
- Printing with Budget Management

Budget Management Administration

- Defining user security
- Allocating users to budgets, budget groups and workbooks
- Removing user access
- Backup/restore of Budget Management
- Clearing ALL transactions

Transfer Method – Balance By Ledger

- Changing transfer methods
- Creating an adjustment budget groups & workbook & transferring data
- Data warehouse cleardown
- Deleting workbook data, ledger data
- Deleting an adjustment working

Year End Processing for SunSystems v5.4 & v6 / Infor 10

Duration: ½ Day

Prerequisite: Knowledge of SunSystems Financials.

Who Should Attend:

SunSystems Administrators/Accountants and those responsible for the maintenance of SunSystems.

What You Will Learn:

At the completion of this training session participants will be competent in the following:

- Starting the new financial year
- Performing a Ledger Cleardown
- Creating new budgets
- Adjusting the Asset Register

Course Content – Year End Processing for SunSystems v5.4 & v6 / Infor 10

Starting the New Financial Year

- Understanding the concepts for starting a new financial year
- Amending date and period restrictions
- Running through the processing steps to start a new financial year
- Creating budgets for the new year

The Asset Register

- Clearing Fixed Assets
- Recalculating Asset Values

- Clearing Asset Transactions
- Areas to consider

Ledger Cleardown

- Overview of the Cleardown process
- What transactions are cleared?
- Removing or archiving transactions
- Consolidating Analysis on Cleardown
- Year Cleardown
- Ledger Cleardown Processing Steps

Year End Processing for SunSystems v5.2

Duration: ½ Day – scheduled on demand

Prerequisite: Knowledge of SunSystems Financials.

Who Should Attend:

SunSystems Administrators/Accountants and those responsible for the maintenance of SunSystems.

What You Will Learn:

At the completion of this training session participants will be competent in the following:

- Starting the new financial year
- Performing a Ledger Cleardown
- Creating new budgets
- Adjusting the Asset Register

Course Content – Year End Processing for SunSystems v5.2

Starting the New Financial Year

- Understanding the concepts for starting a new financial year
- Amending date and period restrictions
- Running through the processing steps to start a new financial year
- Creating budgets for the new year

The Asset Register

- Clearing Fixed Assets
- Recalculating Asset Values
- Clearing Asset Transactions
- Areas to consider

Ledger Cleardown

- Overview of the Cleardown process
- What transactions are cleared?
- Removing or archiving transactions
- Consolidating Analysis on Cleardown
- Year Cleardown
- Ledger Cleardown Processing Steps

Year End Processing for SunSystems v4

Duration: ½ Day – Scheduled on Demand

Prerequisite: Knowledge of Ledger Accounting.

Who Should Attend: SunSystems Administrators/Accountants and those responsible for the maintenance of SunSystems.

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

- Starting the new financial year
- Ledger archiving
- Resetting commitments
- File backup and restore
- Adjusting the Asset Register

Course Content – Year End Processing for SunSystems v4

Starting the New Financial Year

- Understanding the concepts for starting a new financial year
- Running through the processing steps to start a new financial year
- Creating budgets for the new year
- Viewing archived transactions
- Dealing with brought forward accounts
- Analysis code consolidation

Period Cleardown

- Creating a ledger archive file
- Understanding period clear down concepts
- Performing the processing steps associated with period clear down
- The advantages of performing period clear downs
- Dealing with open item accounts
- Recalculating values
- Performing a file backup and file restore

Resetting Commitments

The Asset Register

- Understanding Asset Register concepts
- Performing a period clear down in the Asset Register

Business Rules for SunSystems v5.3, v5.4 & v6 / Infor 10

Duration: 1 Day

Prerequisite: Advanced knowledge of SunSystems is essential. Knowledge of internal business processes would be advantageous.

Who Should Attend: Systems Administrators / Advanced Users.

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

- Configure business rules to validate and automate the processing of data in SunSystems
- Configure and apply Rule Messages
- Create and apply Rule Data Sets
- Apply the use of Redefined Data Items

Course Content – Business Rules for SunSystems v5.3, v5.4 & v6 / Infor 10

Introduction and Overview

- Introduction to Business Rules

Elements of Business Rules

- Defining Event Profiles
- Creating Rule Sets
- Creating Rule Messages
- Defining Rule Data Set Keys
- Defining Rule Data Sets
- Creating Rule Data Presets
- Creating Redefined Data Items

Business Rules for SunSystems v4.3

Duration: ½ Day

Prerequisite: Advanced knowledge of SunSystems is essential. Knowledge of internal business processes would be advantageous.

Who Should Attend: Systems Administrators / Advanced Users.

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

- Configure business rules to validate and automate the processing of data in SunSystems
- Configure and apply Rule Messages
- Create and apply Lookup Tables
- Create Definable Data Items for rules

Course Content – Business Rules for SunSystems v4.3

Introduction and Overview

- Introduction to Business Rules

Elements of Business Rules

- Defining Event Profiles
- Creating Rule Sets
- Creating Rule Messages
- Defining Lookup Table Profiles
- Defining Lookup Tables
- Creating Redefined Data Item

Business Rules for SunSystems v5.2

Duration: 1 Day – scheduled on demand

Prerequisite: Advanced knowledge SunSystems is essential. Knowledge of internal business processes would be advantageous.

Who Should Attend: Systems Administrators / Advanced Users.

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

- Configure business rules to validate and automate the processing of data in SunSystems
- Configure and apply Rule Messages
- Create and apply Rule Data Sets
- Apply the use of Redefined Data Items

Course Content – Business Rules for SunSystems v5.2

Introduction and Overview

- Introduction to Business Rules
- Elements of a Business Rule

Business Rules Explained

- Defining Event Profiles
- Using function conditions
- Applying call points and action Codes

- Setting Data Items Conditions
- Creating Rule Sets
- Creating Rule Messages
- Defining Rule Data Set Keys
- Defining Rule Data Sets
- Referencing Rule Data Sets in a Rule Set
- Applying Rule Data Presets
- Creating Redefined Data Items

Collect v5 for Administrators for SunSystems

Duration: 1 Day – scheduled on demand

Prerequisite: No prior SunSystems knowledge is assumed. An understanding of internal procedures would be advantageous.

Who Should Attend: Any user who is responsible for debt collection for their organisation, as well as the maintenance of the Collect system.

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

- Use Collect for regular debt collection activities
- Create and maintain debtor contact letters
- Define basic Collect maintenance functions
- Create allocation descriptions
- Create and use search sets
- Create and maintain account details
- Set up a to-do list
- Produce reports to analyse data

Course Content – Collect v5 for Administrators for SunSystems

Introduction and Overview

- Creating new payment notes
- Using to-do lists
- Running search sets
- Generating debtor statements

Creating New Customer Letters

- Creating new letters in MS Word for use in a search set

Maintaining Collect Details

- Creating new action codes
- Defining new contact categories
- Creating address & contact details for debtor accounts
- Categorising journal types
- Defining journal type and source
- Maintaining invoice & statement details
- Defining allocation descriptions and search sets
- Defining statement ageing
- Defining invoice calculation columns
- Using integrated systems
- Defining DSP analysis maintenance
- Maintaining run history records
- Copying action codes
- Customising Collect options

Additional Features

- Viewing account statistics
- Drilling down to transaction details
- Splitting transactions
- Archiving notes
- Using search sets to update allocation markers
- Updating account analysis codes & account status in SunSystems using Collect Account Analysis Update
- Adding attachments & emailing notes
- Reprinting invoices
- Using the to-do calendar
- Finding an account

Collect Reporting

- Ageing summary and ageing details report
- Debt recovery analysis report
- DSO reporting

Active Task Maintenance

- Active task maintenance process flow
- Scheduling the running of a search set
- Activating a scheduled job

Collect User Security

- Creating functional security definitions and data set groups

iPOS Admin for SunSystems

Duration: 2 Days – offered as customised training

Prerequisite: An understanding of the purchasing process and SunSystems. Knowledge of JET (Journal Entry Thin). Knowledge of Microsoft Windows Internet Explorer.

Who Should Attend: Purchase Order System Administrator and Purchasing Managers, who are also responsible for iPOS Administration.

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

- Configuring the system profile and defining global settings e.g. Budget Checking, Printers, Periods etc.
- Creating users, groups and group profiles
- Creating approval groups, requisition and invoice approval matrices
- Creating posting rules, transaction rules and posting rule options as part of the Ledger Interface between iPOS & SunSystems
- Creating item records, catalogues and templates
- Supplier setup within iPOS and SunSystems
- Linking items to suppliers
- Locations setup
- Internal (delivery) addresses
- Discussions about XML matching and XML file outputs
- Understanding how the setup of the data in iPOS Administration has an effect on the iPOS Browser

Course Content – iPOS Admin for SunSystems

Introduction and Overview

- Introduction to iPOS
- The iPOS Browser
- Logging into iPOS Admin
- Navigation

Working with Users, Groups and Group Profiles

- Introduction to users, groups and group profiles
- Create and define new iPOS users
- Creating user groups & profiles
- Defining requisition profiles
- Creating distributions
- Report folders

Working with Items

- Overview of items
- Defining units of measure
- Adding an item
- Linking an item to a supplier
- Creating & maintaining catalogues
- Creating & maintaining templates
- Item grouping
- Item analysis hierarchy & Q codes

Working with Suppliers

- Creating supplier records
- Grouping suppliers

Working with Addresses & Locations

- Addresses within iPOS
- Creating a delivery address
- Defining a default delivery address
- Grouping addresses locations

Managing the System Profile

- Global setting and the system profile
- The corporate address book
- Corporate email
- Accounts
- Custom labels
- Transaction analysis & analysis defaulting
- Workflow
- Period table
- Printer profiles

Managing the Approval Process

- The approval process
- The approval hierarchy
- Defining up approval groups
- Setting up requisition and invoice approval matrices
- Setting up administration authority matrices

Managing iPOS Postings

- Configuring the ledger interface between SunSystems and iPOS
- Creating posting rules, transaction rules and posting rule options
- Working with assets

iPOS Security

- User security
- Functional security

Multi Currency

- iPOS Multi Currency processing

Process Manager for SunSystems v4

Duration: 2 Days – scheduled on demand

Prerequisite: An advanced knowledge of SunSystems is essential. Knowledge of internal business process would be advantageous.

Who Should Attend: System Administrators / Advanced Users with set-up access and an understanding of the business rules of the organisation.

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

- Configure the rules engine to validate and automate the processing data in SunSystems
- Configure and use transfer manager to transfer data between SunSystems modules, ledgers, databases and external applications
- Configure and use Reconciliation Manager to reconcile and allocate accounts in SunSystems
- Ledgers and databases
- Apply the principles learned to your own requirements

Course Content – Process Manager for SunSystems v4

The Rules Engine

- Creating a rule combining event profiles and rule sets
- Defining rule messages
- Using decision tables
- Checking that reference records exist
- Displaying data items in a message
- Using lookup tables
- Applying definable data items
- Using temporary workspaces
- Running redefined macros

Transfer Manager

- Defining the transfer profile
- Exporting data to a budget ledger
- Changing the data being exported

- Performing ledger reversal
- Using the prompt and amend functions
- Transferring data to Excel
- Performing a debtor/creditor transfer
- Calling Transfer Manager from Journal Entry
- Creating business menus
- Defining business views
- Using Business Analyser

Reconciliation Manager

- Creating Reconciliation profiles
- Defining Reconciliation accounts for source transactions
- Using Reconciliation Manager to perform reconciliations
- Using rule sets within Reconciliation Manager

Purchase Management-Administration for SunSystems v5.4 & v6 / Infor 10

Duration: ½ Day – scheduled on demand

Prerequisite: Processing knowledge of SunSystems Purchase Management is assumed. An understanding of accounts payable procedures is desirable.

Who Should Attend: Any users who are responsible for maintaining the Purchase Management module within SunSystems.

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

- Navigate around SunSystems
- Understand the purchasing process flow
- Maintain the main setup functions for the Purchase Management module

Course Content – Purchase Management Administration for SunSystems v5.4 & v6 / Infor 10

Introduction & Overview

- Working with the SunSystems user interface
- Overview of SunSystems Order Fulfilment
- The Purchase Order Processing Cycle
- The Purchasing cycle stages
- Defining Value Labels
- Creating Value Books & Value Book Pages
- Purchase Price Books
- Using Formula Designer
- Using Ledger Interface Account Recognition Codes
- Maintaining Ledger Interface Postings

Setup & Maintenance of Purchase Management

- Creating and Maintaining Number Streams
- Defining Transaction Reference setup
- Maintaining the Purchase Business Setup
- Defining Purchase Types
- Creating Unit of Measure Labels & Conversions
- Creating Item Codes
- Using Analysis Mapping to Ledger

Receipting v5 for Administrators for SunSystems

Duration: 1 Day – scheduled on demand

Prerequisite: Basic SunSystems concepts.

Who Should Attend:

Users associated with dealing with debtors as well having the responsibility of maintaining the Receipting system.

What you Will Learn:

At the completion of this training session participants will be competent in the following:

- Understanding the Receipting Processing flow
- Creating receipts
- Printing receipts
- Releasing receipts
- Printing deposit slips
- Posting receipts and deposit slips
- Utilising Receipting reports
- Maintaining the Receipting system setup

Please see over for course content

Course Content – Receipting v5 for Administrators for SunSystems

Getting Started

- Using different operating modes
- Creating receipting users
- Defining receipting security user groups
- Setting up functional security obtaining receipt numbers

Receipt and Deposit Slip Processing

- Understanding the Receipt Processing flow
- Differentiating between local and central receipts
- Receipt status codes
- Creating receipts
- Locating previously created receipts
- Releasing receipts
- Printing receipts
- Printing deposit slips
- Posting receipts
- Posting deposit slips
- On-line account allocation
- Cancelling receipts
- Creating local receipts

- Transferring receipts to MS Excel
- Correcting transactions using Journal Entry Thin

Receipting Setup and Maintenance

- Entering BSB codes
- Defining bank names
- Defining your company's bank account
- Creating item posting options
- Creating lookup definitions
- Defining receipting user groups
- Creating new item codes
- Defining acceptable payment methods
- Rounding setup
- Setting up global options
- Setting up local options
- Creating user-defined keyboard shortcuts

Receipting Reports

- Generating a listing of entered receipts
- Producing a report of available item codes

Sales Management-Administration for SunSystems v5.4 & v6 / Infor 10

Duration: ½ Day – scheduled on demand

Prerequisite: Processing knowledge of SunSystems Sales Management is assumed. An understanding of accounts receivable procedures is desirable.

Who Should Attend: Any users who are responsible for maintaining the Sales Management module within SunSystems.

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

- Navigate around SunSystems
- Understand the sales process flow
- Maintain the main setup functions for the Sales Management module

Course Content – Sales Management Administration for SunSystems v5.4 & v6 / Infor 10

Introduction & Overview

- Working with the SunSystems user interface
- Overview of SunSystems Order Fulfilment
- The Sales Order Processing Cycle
- The Sales cycle stages

Setup & Maintenance of Purchase Management

- Creating and Maintaining Number Streams
- Defining Transaction Reference setup

- Maintaining the Sales Business Setup
- Defining Value Labels
- Creating Value Books & Value Book Pages
- Sales Price Books
- Using Formula Designer
- Using Ledger Interface Account Recognition Codes
- Maintaining Ledger Interface Postings
- Defining sales Types
- Creating Unit of Measure Labels & Conversions
- Creating Item Codes
- Using Analysis Mapping to Ledger

SunSystems v5.4 Technical Architecture

Duration: 1 Day – scheduled on demand

Prerequisite: No knowledge of SunSystems is assumed. Basic knowledge of the SQL environment is assumed.

Who Should Attend: Those responsible for maintaining database system such as IT personnel.

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

- Describe and work with the SunSystems FMS Architecture and technical configuration
- Perform regular SunSystems maintenance tasks

Course Content – SunSystems v5.4 Technical Architecture

Overview of the SunSystems Architecture

- 3-Tier versus 2-Tier installations
- The Application Server, Database Server and Client machines
- Working with Global Security
- The SunSystems database structure

SunSystems Technical Configuration

- SunSystems, Infor Q&A and PA services and accounts
- Integrated security and database permissions
- Application file structure permissions
- Upgrading existing software applications
- Applying serialisations

SunSystems Technical Administration and Application Configuration

- Using SunSystems User Manager
- Windows Authentication
- Using PA Authentication
- Creating PA application users
- PA applications and token security

SQL Server 2008 Administration

- Database recovery models
- Database maintenance plans
- Troubleshooting – SQL connectivity
- Troubleshooting – Profiler Trace
- SunSystems maintenance functions
- Running a Database restore SQL script

Systems Administration for SunSystems v5.4 & v6 / Infor 10

Duration: 1 Day

Prerequisite: No knowledge of SunSystems is assumed.

Who Should Attend:

Those responsible for maintaining the system such as IT personnel and the SunSystems System Administrator.

What You Will Learn:

At the completion of this training session participants will be competent to:

- Assist in development of a strategy for implementing facilities such as security and general systems maintenance for SunSystems and its companion software.

Course Content – Systems Administration for SunSystems v5.4 & v6 / Infor 10

Introduction to SunSystems 5.4 & v6 / Infor 10

- 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

Global Security and User Manager

- Understanding the global security framework
- Working with User Manager
- Managing the security policy
- Creating SunSystems Administrators
- Using the Operator Activity Monitor

Creating and Maintaining Users and Operator Groups

- Defining new SunSystems users
- Creating operator groups
- Defining miscellaneous permissions
- Defining Function and Action permissions
- Using menu designer

Data Access and Auditing

- Creating and applying data access groups
- Auditing global security

General SunSystems Maintenance

- Maintaining the ledger setup
- Creating budget ledgers
- The SunSystems Super User
- Clearing locked users
- Handling a systems crash
- Reserialising SunSystems
- Business Unit Backup and restore

Q&A Maintenance

- Overview of Q&A Security
- Creating Q&A user profiles and users
- Allocating Vision users
- Clearing locked Q&A users
- Reserialising Q&A

Companion Product Maintenance

- Reserialising companion products
- Functional Security
- Data Set Security
- Creating Users

Working with Forms

- Using form designer
- Checking out a form
- Using the form designer tools
- Performing a local compile
- Checking in a form
- Editing form permissions

Systems Administration for SunSystems v5.3

Duration: 1 Day

Prerequisite: No knowledge of SunSystems is assumed.

Who Should Attend:

Those responsible for maintaining the system such as IT personnel and the SunSystems System Administrator.

What You Will Learn:

At the completion of this training session participants will be competent to:

- Assist in development of a strategy for implementing facilities such as security and general systems maintenance for SunSystems and its companion software.

Course Content – Systems Administration for SunSystems v5.3

Introduction to SunSystems 5.3

- Overview of SunSystems 5.3
- Logging into SunSystems
- Changing passwords
- Navigation manager
- Defining SunSystems preferences
- Using SunSystems forms
- Working in multiple Business Units

Global Security and User Manager

- Understanding the global security framework
- Working with User Manager
- Managing the security policy

Creating and Maintaining Users and Operator Groups

- Defining new SunSystems users
- Creating operator groups
- Defining miscellaneous permissions
- Applying menu items
- Using menu designer

Data Access and Auditing

- Creating and applying data access groups
- Auditing global security

General SunSystems Maintenance

- Maintaining the ledger setup
- Creating budget ledgers
- Using the SunSystems Super User
- Clearing locked users
- Reserialising SunSystems
- Business Unit Backup and restore

Q&A Maintenance

- Overview of Q&A Security
- Creating Q&A user profiles and users
- Allocating Q&A users
- Clearing locked Q&A users
- Reserialising Q&A

Companion Product Maintenance

- Reserialising companion products
- Functional Security
- Data Set Security
- Creating Users

Working with Forms

- Using form designer
- Checking out a form
- Using the form designer tools
- Performing a local compile
- Checking in a form
- Editing form permissions
- Applying and removing default forms

Systems Administration for SunSystems v5.2

Duration: 1 Day – Scheduled on Demand

Prerequisite: No knowledge of SunSystems is assumed.

Who Should Attend: Those responsible for maintaining the system such as IT personnel and the SunSystems System Administrator.

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

- Assist in development of a strategy for implementing facilities such as security and general systems maintenance for SunSystems and its companion software.

Course Content – Systems Administration for SunSystems v5.2

Introduction to SunSystems 5.2

- Overview of SunSystems 5.2
- Logging into SunSystems
- Changing passwords
- Working in Navigation manager
- Amending SunSystems preferences
- Using SunSystems forms
- Working in multiple business units
- Viewing current system defaults

SunSystems Security

- Overview of security
- Functional relationships
- Creating a new user account
- Creating operator groups
- Setting miscellaneous permissions
- Using navigation manager editor
- Creating and applying data access groups
- Defining a data audit plan
- Extracting the audit data

Companion Product Maintenance

- Reserialising companion products
- Functional security
- Data set security
- Creating users

Q&A/Vision Maintenance

- Overview of Q&A/Vision security
- Creating Q&A/Vision user profiles

- Creating Q&A/Vision users
- Assigning users to user profiles
- Allocating Q&A/Vision users
- Clearing locked Q&A/Vision users
- Reserialising Q&A/Vision

General Maintenance

- Steps to take after a system crash
- Re-serialising SunSystems
- Defining ledger setup rules
- Creating optional ledger tables
- Using business unit file backup and restore

Working with Forms

- Using form designer
- Working in various designer modes
- Checking out a form
- Form designer window
- Form controls
- Layout controls & toolbar
- Areas within forms designer
- Navigation controls
- Local compile
- Checking in a form
- Editing form permissions
- Accessing form permissions editor
- Editing permissions
- Default forms

Systems Administration for SunSystems v4.3

Duration: 1 Day

Prerequisite: No knowledge of SunSystems is assumed.

Who Should Attend:

Those responsible for maintaining the system such as IT personnel and the SunSystems System Administrator.

What You Will Learn:

At the completion of this training session participants will be competent to:

- Assist in development of a strategy for implementing facilities such as security and general systems maintenance for SunSystems and its companion software.

Course Content – Systems Administration for SunSystems v4.3

Introduction to SunSystems 4.3

- Overview of SunSystems 4.3
- The SunSystems program directory
- The SunSystems directories
- Understanding work files
- Understanding print files
- Using the SUN.INI file

Global Security and User Manager

- Understanding the global security framework
- Working with User Manager
- Managing the security policy

Creating and Maintaining Users and Operator Groups

- Defining new SunSystems users
- Creating operator groups
- Defining miscellaneous permissions
- Applying menu items

Data Access and Auditing

- Creating and applying data access groups
- Auditing global security

General SunSystems Maintenance

- Overview of maintenance processes
- Dealing with a systems crash
- Systems administration commands
- Performing a file backup and restore
- Reserialisation of SunSystems

Q&A / Vision Maintenance

- Overview of Q&A / Vision Security
- Creating Q&A / Vision user profiles and users
- Allocating Q&A / Vision users
- Clearing locked Q&A / Vision users
- Reserialising Q&A / Vision

Companion Product Maintenance

- Reserialising companion products
- Functional Security
- Data Set Security
- Creating Users

FreeFormat Macros

- Introduction to SunSystems macros
- Creating and running a simple macro
- Creating an interactive macro
- Creating operator buttons for your macros

Systems Administration for SunSystems v4.2

Duration: 1 Day

Prerequisite: No knowledge of SunSystems is assumed.

Who Should Attend:

Those responsible for maintaining the systems such as IT personnel and the SunSystems System Administrator.

What You Will Learn:

At the completion of this training session participants will be competent to:

- Assist in development of a strategy for implementing facilities such as security and general systems maintenance.

Course Content – Systems Administration for SunSystems v4

Overview of File Structures

- Overview of SunSystems
- Understanding SunSystems modules
- Reviewing SunSystems Thick vs. Thin implementation
- Troubleshooting graphical client
- The SunSystems program directory
- The SunSystems directories
- Understanding work files
- Understanding print files
- Using the SUN.INI file

Creating New Users

- Logging into SunSystems
- Creating a user account

Overview of SunSystems Security

- Overview of SunSystems security
- Relationship between security settings
- Creating operator groups
- Creating and applying data access groups
- Maintaining audit control
- Running journal listings

General Systems Maintenance

- Overview of maintenance processes
- Dealing with a systems crash
- Systems administration commands
- Performing a file backup and restore

- Reserialisation of SunSystems and companion software

Printing in SunSystems

- Introduction to printing in SunSystems
- Setting up a printer in SunSystems

Creating a New Company

- Creating your own company (database)
- Completing the database definition screen
- Creating new SunSystems files
- Setting up your analysis category lengths

Editing SunSystems Reference Data

- Transferring reference data details

FreeFormat Macros

- Introduction to SunSystems macros
- Creating and running a simple macro
- Creating an interactive macro
- Creating operator buttons for your macros

Transfer Desk for SunSystems v5.3, v5.4 & v6 / Infor 10

Duration: 1 Day

Prerequisite: Advanced knowledge of SunSystems is essential. Knowledge of internal business processes would be advantageous.

Who Should Attend: Systems Administrators / Advanced Users.

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

- Identify the Transfer Desk components
- Define and process internal transfers
- Define and process imports to SunSystems
- Define and process exports from SunSystems

Course Content – Transfer Desk for SunSystems v5.3, v5.4 & v6 / Infor 10

Introduction to Transfer Desk

- Working with Transfer Desk
- Elements of Transfer Desk
- Applying Transfer Desk security

- Defining internal transfers
- Defining an import profile
- Defining an export profile

Scenarios

Elements of Transfer Desk

- Using profile designer
- Using format designer
- Applying transformation designer to transfers

- Performing internal transfers
- Defining imports from an external source
- Defining exports from SunSystems

Transfer Desk for SunSystems v5.2

Duration: 1 Day – scheduled on demand

Prerequisite: Advanced knowledge of SunSystems is essential. Knowledge of internal business processes would be advantageous.

Who Should Attend: Systems Administrators / Advanced Users.

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

- Identify the Transfer Desk components
- Define and process internal transfers
- Define and process imports to SunSystems
- Define and process exports from SunSystems

Course Content – Transfer Desk for SunSystems v5.2

Introduction to Transfer Desk

- Working with Transfer Desk
- Elements of Transfer Desk

Internal Transfers

- Reversing Journals
- Copying Reference Data

Elements of Transfer Desk Explained Imports

- Transfer Profile Designer
- Transformation Designer
- Transfer File Designer
- Working with various Transfer Desk types
- Defining internal transfers
- Defining an import profile
- Defining an export profile

- Importing data from a spreadsheet
- Importing different file formats

Exports

- Exporting data to an external file

Fixed Assets for SunSystems v5.4 & v6 / Infor 10

Duration: ½ Day

Prerequisite: SunSystems Financial concepts.
Some understanding of Asset Depreciation.

Who Should Attend: Any user required to manage your company's assets.

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

- Apply the principles for setting up the module
- Create and process asset transactions
- Identify the different methods of depreciation
- Dispose of an asset
- Report on asset transactions and balances

Please see over page for course content

Course Content – Fixed Assets for SunSystems v5.4 & v6 / Infor 10

Structuring the Ledger

- Overview of SunSystems Fixed Assets
- Defining the rules for your Asset Register
- Using depreciation timing rules
- Analysing assets in the Asset Register

Setting up the Asset Register

- Creating new asset records
- Creating and maintaining asset notes
- Maintaining asset posting presets
- Defining journal types and journal presets for asset entries
- Using Journal Entry to record the purchase of a new asset
- Understanding the use of asset indicators
- Working through an asset take on example

Depreciating and Revaluing Assets

- Examining the depreciation methods available within SunSystems
- How is the depreciation amount calculated?
- Depreciation calculation options
- Running calculate depreciation
- Manually entering depreciation
- Asset revaluation

Additional Functionality

- Defining and maintaining Asset Budget Records
- Creating an Asset Class

Disposal of Assets

- What is asset disposal?
- The stages of asset disposal
- Selecting assets for disposal
- Running asset disposal to automatically dispose of assets

Asset Inquiries and Reports

- Performing an asset inquiry
- Running an asset register report

Fixed Assets for SunSystems v5.3

Duration: ½ Day

Prerequisite: SunSystems Financial concepts.
Some understanding of Asset Depreciation.

Who Should Attend: Any user required to manage your company's assets.

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

- Apply the principles for setting up the module
- Create and process asset transactions
- Identify the different methods of depreciation
- Dispose of an asset
- Report on asset transactions and balances

Please see over page for course content

Course Content – Fixed Assets for SunSystems v5.3

Structuring the Ledger

- Defining the rules for your Asset Register
- Using depreciation timing rules
- Analysing assets in the Asset Register

Setting up the Asset Register

- Creating new asset records
- Creating and maintaining asset notes
- Maintaining asset posting presets
- Defining journal types and journal presets for asset entries
- Using Journal Entry to record the purchase of a new asset
- Understanding the use of asset indicators
- Working through an asset take on example

Depreciating Assets

- Examining the depreciation methods available within SunSystems
- How is the depreciation amount calculated?
- Depreciation calculation options
- Running calculate depreciation
- Manually entering depreciation
- Asset revaluation

Asset Budgets

- Defining and maintaining Asset Budget Records

Disposal of Assets

- What is asset disposal
- The stages of asset disposal
- Selecting assets for disposal
- Running asset disposal to automatically dispose of assets

Asset Inquiries and Reports

- Performing an asset inquiry
- Running an asset register report

Fixed Assets for SunSystems v5.2

Duration: ½ Day – scheduled on demand

Prerequisite: SunSystems Financial concepts.
Some understanding of asset management.

Who Should Attend: Any user required to manage your company's assets.

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

- Apply the principles for setting up the module
- Create and process asset transactions
- Identify the different methods of depreciation
- Dispose of an asset
- Report on asset transactions and balances

Please see over page for course content

Course Content – Fixed Assets for SunSystems v5.2

Structuring the Ledger

- Defining the rules for your Asset Register
- Using depreciation timing rules
- Analysing assets in the Asset Register

Setting up the Asset Register

- Creating new asset records
- Creating and maintaining asset notes
- Presetting analysis codes
- Defining journal types and journal presets for asset entries
- Using journal entry to record the purchase of a new asset
- Understanding the use of asset indicators
- Working through an asset take on example

Asset Depreciation

- Examining the depreciation methods available within SunSystems
- How is the depreciation amount calculated?

- Depreciation calculation options
- Running calculate depreciation
- Manually entering depreciation
- Revaluing an asset

Asset Budget

- Defining and maintaining asset budget records

Asset Disposal

- What is asset disposal?
- The stages of asset disposal
- Selecting assets for disposal
- Running asset disposal to automatically dispose of assets

Asset Inquiries and Reports

- Performing an asset inquiry
- Running an asset register report
- Running an asset status report

Fixed Assets for SunSystems v4

Duration: ½ Day – Scheduled on Demand

Prerequisite: Ledger Accounting concepts.
Some understanding of Asset Depreciation.

Who Should Attend: Any user required to manage your company's assets.

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

- Apply the principles for setting up the module
- Create and process asset transactions
- Identify the different methods of depreciation
- Dispose of an asset
- Report on asset transactions and balances



SunSystems v4.3 users may also attend this course

Please see over page for course content

Course Content – Fixed Assets for SunSystems v4

Structuring the Ledger

- Defining the rules for your asset register
- Applying spread ratio codes
- Analysing assets in the asset register
- Creating new analysis codes

Setting up the Asset Register

- Creating new asset records
- Creating an asset diary record
- Reviewing journal definitions and journal presets for asset entries
- Using journal entry to record the purchase of a new asset
- Understanding the use of asset markers
- Working through an asset take on example

Asset Depreciation

- Understanding the depreciation calculation formula used by SunSystems for straight line depreciation

- Examining the depreciation methods available within SunSystems
- Running calculate depreciation
- Manually entering depreciation
- Revaluing an asset

Additional Asset Functions

- Defining and maintaining asset budget records
- Creating asset analysis records

Asset Disposal

- Marking assets for disposal
- Running asset disposal to automatically dispose of assets

Asset Inquiries and Reports

- Performing an asset inquiry
- Running an asset listing report
- Running an asset status report

Advanced Inquiry for SunSystems

Duration: ½ Day

Prerequisite: Basic understanding of Ledger Accounting concepts.

Who Should Attend:

Any SunSystems user who would benefit by being able to perform inquiries and further interrogate the data in SunSystems.

What You Will Learn:

At the completion of this training session participants will be competent in the following:

- Creating Ledger inquiries and performing drill downs to supporting transactions
- Creating charts to display the data returned from inquiries
- Using various inquiry features to further interrogate SunSystems data
- Performing purchase inquiries on invoices, orders and goods receipt notes

Please see over page for course content



Testimonial

"The trainer is a very patient and thorough instructor. The concepts were well explained. Very good manual. Facilities and food are excellent!"

Course Content – Advanced Inquiry for SunSystems

Overview

- Features of Advanced Inquiry
- Logging in
- Setting your default database and period
- The Inquiry main screen
- Inquiry toolbars
- Customising your toolbars
- Menu options
- Customising Advanced Inquiry on your PC

Ledger Inquiry

- Features of the Ledger Inquiry screen
- Understanding your selection options
- Summary inquiries vs. detail inquiries

- Helpful hints
- Drilling to Source Transactions
- Drilling to Journal Details
- Editing columns
- Formatting output details
- Inquiry properties
- Navigating around the results screen
- Linking results
- Sorting and filtering data
- Summarising transactions
- Using non-contiguous ranges
- Saving Inquiry selections and opening stored inquiries
- Charting Inquiries
- Creating Actual & Budget Inquires
- Exporting Inquiry results
- Grouping results

Query & Analysis Alert v10+ for SunSystems

Duration: 1 Day – scheduled on demand

Prerequisite: Knowledge of SunSystems, Q&A Executive, Word and XL.

Who Should Attend:

Users responsible for the reporting processes within an organisation who will also be using Q&A Alert to automate frequently run activities.

What You Will Learn:

At the completion of this training session participants will be competent to:

- Define workbook alerts
- List and explain the components of Q&A Alert
- List and explain the types of alerts
- Understand the alert manager functions
- Create tasks and processes
- Conditionally process activities in a Q&A workbook
- Test tasks
- Create an XL workbook alert
- Create and edit schedule tasks

Please see over page for course content

Course Content – Q&A Alert v10+ for SunSystems

Introduction and Overview

- Q&A Alert Overview
- Implementation Options
- Q&A Alert (Stand alone)
- Q&A Alert Server
- Using Q&A Alert

Creating Alerts

- Overview of Creating Q&A Alerts

Using Alerts

- Q&A Alert Definitions
- Process Types
- Using the Toolbar
- Starting Q&A Alert Manager
- Starting Q&A Alert Listener
- Starting eAlert
- How to Add a Task
- How to Add a Process
- Viewing Workbook Alerts

Conditionally Processing Alerts

- How to Apply Conditional Process Alerts

Scheduling Tasks

- How to Schedule a Task

Exporting & Importing Tasks

- Overview of Exporting & Importing Tasks

Displaying Tasks

- How to create a Folder view

Additional Alert Features

- Q&A Executive Alerts
- Q&A XL Alerts

Introduction to Query & Analysis Executive Financials v10+ for SunSystems

Duration: 1 Day

Prerequisite: Knowledge of SunSystems concepts.

Who Should Attend:

New users who need to design or maintain Q&A Executive reports. New and existing users upgrading from Vision Executive v5.

Note: As Q&A Executive 10 and Vision Executive v6 are very similar, Vision Executive v6 users with a good working knowledge of the topics listed below may benefit from attending the Q&A Executive Advanced course.

What You Will Learn:

At the completion of this training session participants will be competent in the following:

- Create and format workbooks and worksheets
- Design reports in the Query Definition form
- Use the drill tree
- Extract queries
- Create Query Prompts
- Use the drill down, expand & breakout functions to analyse data
- Save a drill path and drill results
- Print and output Executive results

Please see over page for course content

Course Content – Q&A Executive v10+ Introduction for SunSystems

Introduction and Overview

- Q&A Executive Process
- Working with workbooks and worksheets
- Executive Screen Layout

Creating Query Definitions

- Working in Designer Mode
- Query Definition Types
- Editing the filter criteria of multiple cells using Define Criteria
- Formatting a Report
- Creating Headers & Footers
- Using Criteria View & Defined Settings
- Controlling Extraction Order
- Creating a Summary Profit & Loss statement

Dynamic Queries with Report Prompting

- About Query Prompt Mode
- Creating a Period Prompt

Analysing Query Results

- Analysing data in Extract Mode
- Drilling down on summary formulas
- Using and maintaining Drill Profiles and Drill Paths
- Viewing Active Selection Statistics
- Performing a Transaction and Specialised Drilldown
- Using the Expand and Breakout Analysis feature

Printing & Outputting Files

- Output Methods
- Setting a Print Area
- Outputting to a Printer
- Outputting to Excel

Query & Analysis Executive Financials v10+ for SunSystems - Advanced

Duration: 1 Day

Prerequisite: Have attended the Introduction to Q&A Executive v10, or have basic working experience of Q&A Executive. Knowledge of SunSystems concepts.

Who Should Attend: Users who need to design or maintain more advanced Q&A Executive reports.

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

- Design and extract reports (refresher)
- Create a document and a chart in Q&A Executive
- Create more advanced User Defined Output Items
- Create a Format Table
- Create Query Templates
- Create Dictionary References
- Analyse a report using various Q&A Executive analysis tools
- Create a Cube to analyse data
- Archive a workbook
- Create and use hierarchies in reports
- Print and output Executive results

Please see over page for course content

Course Content – Q&A Executive v10+ for SunSystems – Advanced

Using Q&A Executive Query Definitions

- Creating Q&A Executive Queries
- Creating a Trial Balance using Summary Links and Query Prompts

Creating Documents and Charts

- Creating a Document and referencing query results
- Creating a Chart in Designer and Extract mode

Advanced Functionality

- Creating and using User Defined Output Items
- Creating a Format Table
- Saving a Query as a template
- Defining and using Dictionary References in reports
- Filtering in Extract Mode

Analysing Query Results

- Using various Q&A Executive analysis tools to analyse a report
- Cube Analysis
- Enabling and Disabling Analysis Functions
- Archiving a Workbook

Creating and Using Hierarchies

- Creating and using hierarchies in reports

Printing & Outputting Files

- Creating a Worksheet Profile
- Outputting query results to Microsoft Office

Query & Analysis Executive Financials v10+ for SunSystems – Extracting and Analysing Reports

Duration: ½ Day – Scheduled on Demand

Prerequisite: Some knowledge of internal reporting structures.

Who Should Attend:

Users who are responsible for running and analysing existing Q&A Executive reports.

What You Will Learn:

At the completion of this training session participants will be competent in the following:

- Log into and navigate around Q&A Executive
- Work with Primary and Dependant worksheets
- Review report settings
- Analyse report results

Course Content – Q&A Executive v10+ for SunSystems – Extracting & Analysing Reports

Overview of Q&A Executive

- Logging into Q&A Executive Query
- Working within Q&A Executive Query

Extracting Reports

- Extracting Primary worksheets
- Extracting Dependant worksheets
- Extracting sample reports
- Creating charts in Executive Query
- Using Defined Settings & Criteria View to review report settings
- Creating Preset Workbooks

Analysing Reports

- Using Active Selection Statistics
- Performing a Drilldown

- Performing a Transaction Drilldown
- Using Specialised Drilldown
- Creating & Maintaining Drill Profiles
- Creating & Maintaining Drill Paths
- Using Expand analysis
- Using a Breakout analysis
- Using Cube analysis
- Archiving workbooks

Printing & Outputting Reports

- Output methods
- Printing reports
- Setting a Print Area
- Output to Microsoft Office

Query & Analysis Word Financials v10+ for SunSystems

Duration: 1 Day – Scheduled on Demand

Prerequisite: Knowledge of SunSystems concepts. Basic understanding of MS Word.

Who Should Attend:

New users who need to design financial reports in Microsoft Word.

What You Will Learn:

At the completion of this training session participants will be competent in the following:

- Extract reference data into an MS Word document
- Extract monetary or physical balances
- Copy Q&A formulas
- Define the filter criteria of multiple cells
- Use Equation Editor to include a total
- Save a query as a template
- Create a Merge document

Course Content – Q&A Word v10+ for SunSystems

Extracting SunSystems Reference Data

- Defining Detail & Reference Link Reports
- Assigning Bookmark Names

Extracting Values from SunSystems

- Creating a Summary Link Report
- Modifying a Target Name
- Managing Q&A Word bookmarks
- Using Table Formula Copy and Define Criteria features
- Including a total using Equation Editor
- Creating rules using Document Rule Manager

Combing Q&A Word Functions

- Combining Q&A Word Functions
- Moving data items
- Creating Formula Fields
- Creating a Header and Footer
- Creating a Profit & Loss Statement in MS Word

Merging Documents

- Creating a Data Source File
- Creating a Main Document
- Adding Merge Fields
- Starting the Merge Process
- Removing Merge Fields

Introduction to Query & Analysis XL Financials v10+ for SunSystems

Duration: 1 Day

Prerequisite: Knowledge of SunSystems concepts. Basic understanding of MS Excel.

Who Should Attend:

New users who need to design or maintain basic Q&A XL reports and import data into SunSystems Financials.
New and existing users upgrading from Vision XL v5.

Note: As Q&A XL 10 and Vision XL v6 are very similar, Vision XL v6 users with a good working knowledge of the topics listed below may benefit from attending the Q&A XL Advanced course.

What You Will Learn:

At the completion of this training session participants will be competent in the following:

- Extract reference data into an Excel worksheet
- Extract monetary or physical balances
- Create user defined data items
- Drill down on data associated with formulas
- Create format tables
- Send reference details to SunSystems
- Create a transaction import file
- Use offline formulas

Course Content – Q&A XL v10+ Introduction for SunSystems

Introduction and Overview

- Logging in and navigating Q&A XL
- Customising Q&A XL
- Opening existing Vision XL 6 worksheets in Q&A XL

Extracting SunSystems Reference Data

- Designing reports to extract reference data
- Using basic wildcard filters
- Saving Q&A XL reports as Internal and external definition files
- Using the Automatic Filter Lookup

Extracting Transactions and Balances

- Designing reports to extract transactions and balances
- Using basic Extraction Types
- Creating User Defined Outputs to replace manual calculations
- Opening Q&A XL reports using Function Launcher
- Creating a Format Table
- Drilling down on reports to a summary or transaction level
- Outputting/printing drill results
- Switching on Offline Formulas

Sending Data To SunSystems

- Overview of the Data Send Process
- Setting up a worksheet for importing data into SunSystems
- Understanding layout identifiers
- Importing transactions and reference data using Transfer Desk
- Rules of Ledger Import
- Performing a multi-period Ledger Import

Query & Analysis XL Financials v10+ for SunSystems - Advanced

Duration: 1 Day

Prerequisite: Have attended the Introduction to Q&A XL v10 course, or have basic working experience of Q&A XL. Knowledge of SunSystems concepts. Basic understanding of MS Excel.

Who Should Attend:

Users who need to design or maintain more advanced Q&A XL reports. Users who need to import data into SunSystems Financials.

What You Will Learn:

At the completion of this training session participants will be competent in the following:

- Extract reference, transaction and balance data into an Excel worksheet (refresher)
- Use various methods of referencing report parameters
- Create more advanced user defined data items
- Combine multiple data output items
- Create Query Templates
- Import a journal with multiple journal types into SunSystems
- Create and use hierarchies in reports
- Create macros to automate functions in Q&A XL
- Create easy to read reports with Report Designer

Course Content – Q&A XL v10+ for SunSystems – Advanced

Q&A XL Fundamentals - Refresher

- Designing various reports to extract reference, transaction and balance data
- Using basic Q&A XL functionality, e.g. wildcard filters, extraction types, recalculate function

Advanced Q&A Functionality

- Using the Formula Fill function to automatically generate Summary Link formulas
- Using Combinations to combine multiple data output items into a single data output item
- Creating User Defined Output items for Daily Sales Outstanding and an Aged Debtor report
- Creating a Format Table within a User Defined Output
- Saving a query as a template
- Using Data Send to import a multi-period and multi-journal type spreadsheet into SunSystems
- Creating and using a hierarchy in a report

Automating and Customising Q&A Queries

- Creating a Q&A XL Macro in Macro Builder
- Using Report Designer to create easy to read reports
- Creating a P&L Actual v Budget report using Filtered Columns

Report Query for SunSystems

Duration: 1 Day – scheduled on demand

Prerequisite: Knowledge of SunSystems concepts and an understanding of the data contained within SunSystems.

Who Should Attend: Any user who will need to write or maintain Report Query reports.

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

- Understand the difference between Report Query Design and Report Query Express
- Use the available report components to create a desired report
- Drill down on data extracted upon running a report
- Distribute reports to other staff members
- Create charts to display a report result set

Course Content – Report Query for SunSystems

What is Report Query

- Differentiating between Report Query Design and Report Query Express

Running Report Query Design

- Report Query system settings
- Getting started
- Report Query folders
- Drilling down to SunBusiness
- Backing up data

Defining and Editing Reports

- Defining report selections
- Placing data in selected columns
- Using levels to group report data
- Defining report rows
- Defining the report page layout
- Charting the report page layout

- Charting the report data
- Combining elements in a report definition

Building a Sample Report

- Creating a departmental variance report

Working with Reports

- Viewing the print previews
- Using data view to obtain source transactions
- Defining public and private reports
- Running multiple reports
- Sending the output to file
- Sending the output via email
- Sending the output to your desktop

Vision Alert v6+ for SunSystems

Duration: 1 Day – scheduled on demand

Prerequisite: Knowledge of SunSystems, Vision Executive, Word and XL.

Who Should Attend:

Users responsible for the reporting processes within an organisation who will also be using Vision Alert to automate frequently run activities.

What You Will Learn:

At the completion of this training session participants will be competent to:

- Define workbook alerts
- List and explain the components of Vision Alert
- List and explain the types of alerts
- Understand the alert manager functions
- Create tasks and processes
- Conditionally process activities in a Vision workbook
- Test tasks
- Create an XL workbook alert
- Create and edit schedule tasks

Course Content – Vision Alert v6+ for SunSystems

Introduction and Overview

- Vision Alert Overview
- Implementation Options
- Using Vision Alert

Creating Alerts

- Overview of Creating Vision Alerts

Using Alerts

- Vision Alert Definitions
- Process Types
- Using the Toolbar
- How to Add a Task
- How to Add a Process
- Viewing Workbook Alerts

Conditionally Processing Alerts

- How to Apply Conditional Process Alerts

Scheduling Tasks

- How to Schedule a Task

Exporting & Importing Tasks

- Overview of Exporting & Importing Tasks

Displaying Tasks

- How to create a sortable list

Additional Alert Features

- Vision Executive Alerts
- Vision XL Alerts

Vision Executive v6+ for SunSystems

Duration: 1.5 Days – scheduled on demand

Prerequisite: Knowledge of SunSystems concepts

Who Should Attend: Any users who need to write or maintain Vision Executive reports.

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

- Create and format workbooks
- Recognise the use of different options in the define criteria definition forms
- Use the drill tree
- Create and extract queries and charts
- Work with workbooks
- Use the drill, expand & breakout functions to analyse data
- Apply filters to extracted data
- Specify a data matrix report
- Save a drill path and drill data
- Create and use preset workbook
- Import data from Excel to Vision Executive



Testimonial

"The training was excellent, really enjoyed the 2 days. I feel more confident in relating what I have learnt to my job. Thanks".

Course Content – Vision Executive v6+ for SunSystems

Introduction and Overview

- Vision Executive Overview
- Executive Workflow Process
- Creating a New Workbook
- Executive Screen Layout
- Menu Bar and Toolbar
- Renaming a Workbook
- Creating and Renaming a worksheet
- Deleting Worksheets and closing Workbooks

Creating Query Definitions

- What are Designer & Query Modes
- Query Definition Types
- Query Definition Forms
- Extracting Primary Worksheets
- Editing Multiple Cells
- Formatting a Report
- Headers & Footers
- Criteria View & Defined Settings
- Controlling Extraction Order

Using Filters

- Filtering in Designer Mode
- Filtering in Extract Mode

Creating & Using Hierarchies

- What are Hierarchies?
- Hierarchy Designer

Additional Functionality

- Importing Vision XL Worksheets
- Using Query Templates
- Using Dictionary References

Creating Reports & Charts

- Creating a Vision Report
- Creating Charts

Drill & Analysis Functions

- Enabling & Disabling Analysis Functions
- Active selection statistics
- Maintaining Drill Profiles
- Drilldown
- Transaction Drilldown
- Specialised Drilldown
- Performing Breakouts
- Performing Expands
- Cube Analysis
- Drill Path Maintenance
- Archiving a Workbook

Using Query Prompts

- Query Prompt Modes
- Creating Reference Prompts

Printing & Outputting Files

- Output Methods
- Setting a print area
- Output to a Printer
- Output to Microsoft Office

Vision Executive v6+ Query for SunSystems

Duration: ½ Day – scheduled on demand

Prerequisite: Understanding of SunSystems concepts.

Who Should Attend: Any users who will need to run & analyse Vision Executive reports.

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

- Extract Vision Executive Reports
- Apply Data Filters to Reports
- Create Charts
- Use Vision analysis functions to analyse report data
- Print and Output Vision Reports

Course Content – Vision Executive v6+ Query for SunSystems

Introduction and Overview

- Vision Executive Overview
- Starting Executive Query
- Executive Query Screen Layout

Extracting Reports

- Extracting Primary Worksheets
- Extracting Dependant Worksheets
- Extracting Sample Reports
- Filtering in Query Mode
- Creating a Chart in Query Mode
- Using Defined Settings
- Using Criteria View
- Preset Workbooks

Analysing Reports

- Active Selection Statistics
- Drilldown
- Transaction Drilldown
- Specialised Drilldown
- Performing Breakouts
- Performing Expands
- Cube Analysis
- Drill Path maintenance
- Maintaining Drill Profiles
- Archiving a Workbook

Printing & Outputting Files

- Output Methods
- Output to a Printer
- Output to Microsoft Office

Vision Executive v5.1+ for SunSystems

Duration: 1 Day – scheduled on demand

Prerequisite: Knowledge of SunSystems concepts.

Who Should Attend: Any users who will need to write or maintain Vision Executive reports.

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

- Open Vision Executive
- Create and format workbooks
- Recognise the use of different options in the define criteria definition forms
- Use the drill tree
- Create and extract queries and charts
- Work with workbooks
- Use the drill, expand & breakout functions to analyse data
- Apply filters to extracted data
- Specify a data matrix report
- Save a drill path and drill data
- Create and use preset workbook
- Import data from Excel to Vision Executive



Testimonial

"The entire course structure was excellent and it will be valuable when I design reports at my own job. I can relate the course content to my current job."

Course Content – Vision Executive v5.1+ for SunSystems

Introduction and Overview

- Definition and structure of Vision Executive
- Starting Vision Executive
- Creating a workbook and modifying the drill tree window
- Editing and setting workbook properties
- Using Chart Wizard to create a chart
- Formatting & analysing a chart
- Extracting a query, saving and closing the workbook

Extracting and Existing Query & Using Drill Paths

- Running a report with a retained drill path and drill data
- Saving a drill path & drill maintenance
- Defining multiple drill paths

Data Analysis

- Analysing transactions
- Further drilldown & expand analysis
- Defining worksheet expand formats

- Defining workbook expand formats & expanding and collapsing rows
- Using breakouts, filter and data matrix analysis
- Creating Excel pivot tables, outputting information

Building and Advance Query

- Building the query
- Importing an Excel worksheet into Executive
- Adding & editing user defined periods & dates
- Creating a preset workbook
- Inserting pictures and sounds, using criteria colours

Additional Functionality

- Building an ageing report
- Creating and using hierarchies
- Using the Vision Data Dictionary

Vision Word v6+ for SunSystems

Duration: 1 Day – scheduled on demand

Prerequisite: Knowledge of SunSystems concepts. Basic understanding of MS Word.

Who Should Attend: Users that need access to analyse and input data held in SunAccount.

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

- Extract reference data into a Word document
- Extract monetary or physical balances
- Creating extract balance formulas
- Drilling down to transactional data
- Creating data selection lists

Course Content – Vision Word v6+ for SunSystems

Extracting SunSystems Reference Data

- Defining detail reports
- Assigning bookmark names
- Using Data Link to extract reference data

Extracting Values

- Using Table Bookmark Name Manager
- Defining Summary Link extractions
- Amending extract modes
- Copying formulas
- Using Define Criteria to review filters
- Using Equation Editor to create formulas
- Using Criteria View
- Using Document Rule Manager
- Copying table formulas
- Creating a transaction listing
- Defining Query Templates
- Using Summary Report to extract balances

Combining Vision Word Functions

- Combining Vision Word extraction functions
- Moving data items
- Applying headers and footers to a document
- Creating user defined output items
- Using Vision Merge to create letters

Vision XL v6+ for SunSystems

Duration: 2 Days – scheduled on demand

Prerequisite: Knowledge of SunSystems concepts. Basic understanding of MS Excel.

Who Should Attend: Users that need access to analyse and input data held in SunSystems.

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

- Extract reference data into Excel worksheet
- Extract monetary or physical balances
- Creating extract balance formulas
- Creating user defined data items
- Drilling down on data associated with formulas
- Creating format tables
- Using macro builder
- Sending reference details to SunSystems
- Creating a transaction import file
- Using offline formulas

Course Content – Vision XL v6+ for SunSystems

Introduction and Overview

- User Administration
- Customising Vision

Extracting SunSystems Reference Data

- Defining Detail Reports
- Using wildcard Filters
- Defining a Data Link Query
- Automatic Filter Lookup

Extracting Transactions & Balances

- Defining Details Reports to Extract Transactions
- Applying Current Period & Date Override
- Working with Filter Options
- Defining Query Templates
- Using Summary Reports to Extract Balances
- Amending the extract mode
- Creating user defined output items
- Function Launcher
- Creating Format tables
- Defining Hierarchies
- Using Summary Link to Extract Balances
- Performing a drilldown on a balance
- Applying Offline Formulas

Sending Data to SunSystems

- The Layout Identifier
- Understanding database fields
- Selecting ranges of data for import
- Rules of ledger import

Automating & Customising Vision Queries

- Macro Builder Overview
- Using Macro Builder
- Report Designer Overview
- Filtered Columns

Vision XL SunAccount v5.1+ for SunSystems v4

Duration: 2 Days – Scheduled on Demand

Prerequisite: Knowledge of Ledger Accounting. Basic understanding of MS Excel.

Who Should Attend: Users that need access to analyse and input data held in SunAccount.

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

- Extract reference data into an Excel worksheet
- Extract monetary of physical balances
- Creating extract balance formulas
- Creating user defined data items
- Drilling down on data associate with formulas
- Creating format tables
- Using macro builder
- Creating data selection lists
- Sending reference details to SunSystems
- Creating a transaction import file
- Using offline formulas



Testimonial

"It was great to discover a new tool that will save me a lot of time in my current workload. I am extremely excited."

Course Content – Vision XL SunAccount v5.1+ for SunSystems v4

Introduction and Overview

- Overview and introduction to Vision XL

Reference File Fill

- Vision XL terminology & designing reports
- Modifying a workbook file
- Creating setup file formulas and wildcard filters
- Developing reports with setup file formulas

Reference File Link

- Creating multiple cell formulas, changing target cells

Extract Transactions

- Extracting transactions
- Using current period override
- Using comparison operators

Data Fill

- Creating a summary report and a statistical report
- Creating user defined outputs
- Using function launcher to open previously defined workbook files
- Using user defined output to define the conditional output of rows

Format Table

- Creating a format table
- Creating format tables with user defined output

Extract Balances

- Using extract balances and locking using extract balances

Drilldown

- Performing a drilldown on balances

Data Balances

- Creating extract balance formulas using data balances

Data Selector

- Creating a data selector using Excel named ranges
- Creating a data selector using a previously workbook file

Macro Builder

- Creating macros to automate Vision XL functions

Report Designer

- Creating a standard extract transactions report
- Using report designer to format previously created reports
- Defining column filters

Send Data and Journal Import

- Using the driver code
- Importing reference data into Systems
- Rules of Journal Import
- Performing a Journal Import with Period Across
- Importing the transactions into SunSystems
- Performing a journal Import with Data matrix
- Performing a journal Import with periods Down

iPOS Browser for SunSystems

Duration: 1 Day

Prerequisite: An understanding of the purchasing process. Knowledge of Microsoft's Windows Internet Explorer.

Who Should Attend: Users who will be using iPOS in their purchasing process.

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

- Creating and modifying requisitions
- Submitting requisitions for approval
- Approving requisitions
- Returning and rejecting requisitions
- Generating purchase orders via Control Desk
- Modifying, viewing and searching for purchase orders
- Printing purchase orders
- Resending purchase orders
- Receipting of goods
- Modifying, adding and deleting lines on goods receipts
- Entering invoices
- Matching invoices to existing purchase orders
- Approving and rejecting invoices
- Modifying, adding and deleting lines on invoices
- Disputing lines items on invoices
- Matching disputed lines to credit notes

Please see over page for course content

Course Content – iPOS End User for SunSystems

Introduction and Overview

- iPOS browser

Requisition Entry

- Creating a requisition
- Creating a requisition for non-stocked items
- The advanced view of the requisition screen
- Recalling and modifying requisitions that have already been submitted for approval
- Submitting requisitions to an exception authority
- Searching for a requisition

Requisition Approval

- Approving a requisition
- Returning a requisition

Control Desk

- Generating a purchase order
- Viewing existing purchase orders
- Resending a purchase order
- Searching for purchase orders

Goods Receipting

- Searching for items available for goods receipting
- Receiving goods
- Receiving partial deliveries
- Audit trails

Invoice Entry

- Matching an invoice to an existing purchase order

- Entering additional costs
- Correcting invoice and purchase order differences
- Correcting Coding Errors
- Entering an invoice without an associated purchase order
- Matching multiple invoices to a single purchase order
- Disputing invoice lines
- Matching disputed lines to credit notes
- Matching a single invoice to multiple purchase orders

Invoice Approval

- Approving invoices
- Withholding invoices
- Returning invoices

Administrative Features

- Amending passwords
- Amending the default database/business unit
- Creating Favourites
- Re-assigning approval items
- Adding organisational specific help
- Viewing the To-Do List

Assets

- Creating a requisition for an asset

Multi Currency

- Creating a multi currency definition

Purchase Order Processing for SunSystems v4

Duration: 1 Day – scheduled on demand

Prerequisite: Ledger Accounting Concepts. An understanding of the Purchase Business Cycle.

Who Should Attend: SunSystems users responsible for any stage in the Purchase Order Processing Cycle. Aimed at the first time users.

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

- Purchase order entry
- Goods receipt matching
- Purchase invoice matching
- Purchase invoice entry
- Purchase commitment
- Journal import
- Purchase order reports

Please see over page for course content

Course Content – Purchase Order Processing for SunSystems v4

Introduction to SunSystems

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

Purchase Order Processing Overview

- SunSystems and SunBusiness schematic
- The full purchase order cycle
- Understanding the purchase order path

Purchase Order Maintenance

- Creating a new creditor
- Creating name and address details
- Defining address analysis
- Analysing SunBusiness transactions

Processing Purchase Orders

- Defining purchase order header records
- Creating purchase order lines
- Cancelling or changing an order
- Printing Orders

Displaying Supplier and Invoice Information

- Performing supplier, item and purchase order inquiries
- On screen inquiry links

- Producing a commitment inquiry

Processing a Stock Purchase Order

- Item descriptions, stock records, inventory balances

Receiving Inventory Items

- Goods receipt matching, partial receipt of goods

Purchase Invoice Entry

- Processing invoices without purchase orders
- Corrections before and after invoice approval

Transferring Data to SunAccount

- Ledger Interfaces, Journal Import Commitment Transfer

Reporting

- Producing a supplier listing report, purchase listing report
- Running a purchase order status report, invoice register report

Budget Checking

- Budget check Definitions

Purchase Management-End Users for SunSystems v5.4 & v6 / Infor 10

Duration: ½ Day – scheduled on demand

Prerequisite: No prior knowledge is assumed. An understanding of purchasing procedures is desirable.

Who Should Attend: Any users who are responsible for raising purchase orders, receipt notes and invoices for an organisation.

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

- Navigate around SunSystems
- Understand the purchasing process flow
- Create and maintain suppliers
- Create and maintain item codes
- Raise a Purchase Order
- Generate Receipt Notes
- Generate an Match Invoices
- Run standard reports and perform inquiries

Please see over page for course content

Course Content – Purchase Management - End Users for SunSystems v5.4 & v6 / Infor 10

Introduction & Overview

- Working with the SunSystems user interface
- Overview of SunSystems Order Fulfilment
- The Purchase Order Processing Cycle
- The Purchasing cycle stages

Maintaining Items & Suppliers

- Creating new suppliers in SunSystems
- Creating new items for use in Purchase Management

Processing Purchase Orders

- Raising general purchase orders
- Raising an asset purchase order
- Purchase order confirmation
- Raising a receipt note
- Receipt note transfers
- Purchase invoice entry
- Generating invoices from purchaser orders
- Matching an invoice to order

- Un-matching an invoice
- Adding lines to an invoice
- Amending invoices
- Entering an invoice for multiple orders
- Generating multiple invoices for a single order
- Entering a credit note
- Purchase invoice matching
- Using Recover failed postings

Reports & Inquiries

- The Purchase Order Listing Report
- The Purchase Invoice Listing Report
- The Purchase Invoice Register Report
- Performing a Purchase Inquiry

Sales Management-End Users for SunSystems v5.4 & v6 / Infor 10

Duration: ½ Day – scheduled on demand

Prerequisite: No prior knowledge is assumed. An understanding of sales procedures is desirable.

Who Should Attend: Any users who are responsible for raising sales orders, and invoices for an organisation.

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

- Navigate around SunSystems
- Understand the sales process flow
- Create and maintain customers
- Create and maintain item codes
- Raise a Sales Order
- Generate an Invoice
- Print Invoices

Please see over page for course content

Course Content – Sales Management - End Users for SunSystems v5.4 & v6 / Infor 10

Introduction & Overview

- Working with the SunSystems user interface
- Overview of SunSystems Order Fulfilment
- The Sales Order Processing Cycle
- The Sales cycle stages

Maintaining Items & Customers

- Creating new customers in SunSystems
- Creating new items for use in Sales Management

Processing Sales Orders

- Raising general sales orders
- Acknowledging orders in a batch
- Generating invoices using Sales Order Entry
- Generating invoices using Control Desk
- Generating a credit note
- Defining Sales Consolidation Groups
- Using Scheduled Orders
- Using Recover failed postings

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