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."

SYDNEY – MELBOURNE – BRISBANE – PERTH - LONDON

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