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