

## Accounts Payable for SunSystems v5.3

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**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