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

Please see over page for course content

Testimonial

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

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