

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

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