

Accounts Payable Processing for SunSystems v5.4 & v6

Duration: ½ Day

Prerequisite: Knowledge of Windows and basic accounting.
An understanding of internal processes would be advantageous.

Who Should Attend: Any user who is required to process supplier payments

What You Will Learn: At the completion of this training session participants will be competent to:

- Navigate around SunSystems
- Understand the accounts payable process flow
- Enter supplier invoices using Ledger Entry
- Perform account inquiries
- Use Account Allocation
- Process cheque payments
- Void cheque payments
- Reverse a payment run
- Process EFT payments

Please see over page for course content

Course Content – Accounts Payable Processing for SunSystems v5.4 & v6

Introduction to SunSystems

- Overview of the SunSystems structure
- Logging into SunSystems
- Navigating around SunSystems
- Creating Favourites
- Working with multiple forms
- Working in multiple Business Units

EFT Payment Processing

- Processing an EFT payment using Payment Run
- Generating the bank file using ePay
- Emailing supplier remittances using eRemit
- Holding and processing held EFT payment runs

Processing Supplier Transactions

- Entering supplier invoices using ledger entry
- Performing inquiries on supplier transactions

Cheque Payment Processing

- Reviewing Invoices due for payment
- Using Account Allocation
- Processing a cheque payment run
- Voiding/Cancelling a cheque payment
- Troubleshooting payment issues
- Reversing an entire payment run