

## Accounts Receivable for SunSystems v5.4 & v6

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**Duration:** ½ Day

**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 details
- Enter customer invoices using ledger entry
- Perform the accounts receivable cycle
- Allocate transactions
- Perform on-line inquiries
- Print relevant reports

**Please see over page for course content**

## **Course Content – Accounts Receivable 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 Customer Details***

- The Accounts Receivable Process Flow
- Creating new customer accounts, address and contact details
- Defining and applying payment terms
- Analysis within SunSystems

### ***Processing Customer Transactions***

- Entering customer invoices using Ledger Entry
- Performing a customer inquiry

### ***Allocation Processing***

- Overview of allocation options
- 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

### ***Payment Reports***

- Producing customer ageing reports
- Generating debtor statements