

Sales Management-End Users for SunSystems v5.4 & v6

Duration: ½ Day – scheduled on demand

Prerequisite: No prior knowledge is assumed. An understanding of sales procedures is desirable.

Who Should Attend: Any users who are responsible for raising sales orders, and invoices for an organisation.

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

- Navigate around SunSystems
- Understand the sales process flow
- Create and maintain customers
- Create and maintain item codes
- Raise a Sales Order
- Generate an Invoice
- Print Invoices

Please see over page for course content

Course Content – Sales Management - End Users for SunSystems v5.4 & v6

Introduction & Overview

- Working with the SunSystems user interface
- Overview of SunSystems Order Fulfilment
- The Sales Order Processing Cycle
- The Sales cycle stages

Maintaining Items & Customers

- Creating new customers in SunSystems
- Creating new items for use in Sales Management

Processing Sales Orders

- Raising general sales orders
- Acknowledging orders in a batch
- Generating invoices using Sales Order Entry
- Generating invoices using Control Desk
- Generating a credit note
- Defining Sales Consolidation Groups
- Using Scheduled Orders
- Using Recover failed postings