Advanced Inquiry for SunSystems

Duration: ½ Day

Prerequisite: Basic understanding of Ledger Accounting concepts.

Who Should Attend: Any SunSystems user who would benefit by being able to perform inquiries and further interrogate the data in SunSystems.

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

- Creating Ledger inquiries and performing drill downs to supporting transactions
- Creating charts to display the data returned from inquiries
- Using various inquiry features to further interrogate SunSystems data
- Performing purchase inquiries on invoices, orders and goods receipt notes

Please see over page for course content

Testimonial

"The trainer is a very patient and thorough instructor. The concepts were well explained. Very good manual. Facilities and food are excellent!"

Course Content – Advanced Inquiry for SunSystems

Overview

- Features of Advanced Inquiry
- Logging in
- Setting your default database and period
- The Inquiry main screen
- Inquiry toolbars
- Customising your toolbars
- Menu options
- Customising Advanced Inquiry on your PC

Ledger Inquiry

- Features of the Ledger Inquiry screen
- Understanding your selection options
- Summary inquiries vs. detail inquiries

- Helpful hints
- Drilling to Source Transactions
- Drilling to Journal Details
- Editing columns
- Formatting output details
- Inquiry properties
- Navigating around the results screen
- Linking results
- Sorting and filtering data
- Summarising transactions
- Using non-contiguous ranges
- Saving Inquiry selections and opening stored inquiries
- Charting Inquiries
- Creating Actual & Budget Inquires
- Exporting Inquiry results
- Grouping results