

Vision Word v6+ for SunSystems

Duration: 1 Day – scheduled on demand

Prerequisite: Knowledge of SunSystems concepts. Basic understanding of MS Word.

Who Should Attend: Users that need access to analyse and input data held in SunAccount.

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

- Extract reference data into a Word document
- Extract monetary or physical balances
- Creating extract balance formulas
- Drilling down to transactional data
- Creating data selection lists

Please see over page for course content

Course Content – Vision Word v6+ for SunSystems

Extracting SunSystems Reference Data

- Defining detail reports
- Assigning bookmark names
- Using Data Link to extract reference data

Extracting Values

- Using Table Bookmark Name Manager
- Defining Summary Link extractions
- Amending extract modes
- Copying formulas
- Using Define Criteria to review filters
- Using Equation Editor to create formulas
- Using Criteria View
- Using Document Rule Manager
- Copying table formulas
- Creating a transaction listing
- Defining Query Templates
- Using Summary Report to extract balances

Combining Vision Word Functions

- Combining Vision Word extraction functions
- Moving data items
- Applying headers and footers to a document
- Creating user defined output items
- Using Vision Merge to create letters