

## Receipting v5 for End Users for SunSystems

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**Duration:** ½ Day

**Prerequisite:** Basic SunSystems concepts.

**Who Should Attend:**

Users associated with dealing with debtors.  
Aimed at users not responsible for maintaining the receipting system.

**What You Will Learn:**

At the completion of this training session participants will be competent in the following:

- Understanding the Receipting processing flow
- Creating receipts
- Printing receipts
- Releasing receipts
- Printing deposit slips
- Posting receipts and deposit slips
- Using Journal Entry Thin to post transactions
- Utilising Receipting reports
- Maintaining user administrative functions

**Please see over page for course content**

## **Course Content – Receipting v5 for End Users for SunSystems**

### ***Getting Started***

- Using different operating modes
- Creating Receipting users
- Obtaining receipt numbers

### ***Receipt and Deposit Slip Processing***

- Understanding the receipt processing flow
- Differentiating between local and central receipts
- Receipt status codes
- Creating receipts
- Locating previously created receipts
- Releasing receipts
- Printing receipts
- Printing deposit slips
- Posting receipts
- Posting deposit slips
- On-line account allocation
- Cancelling receipts
- Creating local receipts
- Transferring receipts to MS Excel
- Correcting transactions using Journal Entry Thin

### ***Receipting Reports***

- Generating a list of entered receipts
- Producing a report of available item codes

### ***User Administration***

- Defining local options for your Receipting application
- Creating user-defined keyboard shortcuts
- Changing your password
- Working in multiple databases