

Receipting v5 for Administrators for SunSystems

Duration: 1 Day – scheduled on demand

Prerequisite: Basic SunSystems concepts.

Who Should Attend: Users associated with dealing with debtors as well having the responsibility of 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
- Utilising Receipting reports
- Maintaining the Receipting system setup

Please see over for course content

Course Content – Receipting v5 for Administrators for SunSystems

Getting Started

- Using different operating modes
- Creating receipting users
- Defining receipting security user groups
- Setting up functional security 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 Setup and Maintenance

- Entering BSB codes
- Defining bank names
- Defining your company's bank account
- Creating item posting options
- Creating lookup definitions
- Defining receipting user groups
- Creating new item codes
- Defining acceptable payment methods
- Rounding setup
- Setting up global options
- Setting up local options
- Creating user-defined keyboard shortcuts

Receipting Reports

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