

Bank Reconciliation for SunSystems

Duration: ½ Day

Prerequisite: Basic SunSystems concepts.
An understanding of the Bank Reconciliation process.

Who Should Attend: Any SunSystems user who is responsible for a company's bank reconciliation. The course is aimed at first time users.

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

- Setup Bank Reconciliation to streamline the reconciliation process
- Import electronic bank statements
- Enter manual bank statements
- Understand different methods of reconciling bank statement transactions
- Process and understand the Bank Reconciliation report

Please see over page for course content

Course Content – Bank Reconciliation for SunSystems

Introduction to Bank Reconciliation

- Introduction and overview
- Summary of features
- Working in different operating modes
- Setup and processing flow for importing statements

Bank Reconciliation Setup Parameters

- Defining your organisation's bank account details
- Using global options to set the tax label text
- Creating journal presets for journal posting in Bank Reconciliation
- Defining the selection criteria for automatic matching
- Setting the matching rules for automatic matching
- Understanding the matching rules installed with Bank Reconciliation
- Setting your personal processing options using local options

Processing with Bank Reconciliation

- Importing an electronic bank statement and running automatic matching
- Manually matching unmatched transactions
- Splitting transactions to be matched
- Un-matching a matched transaction
- Re-running automatic matching
- Creating a manual statement
- Editing bank statements
- Deleting bank statements

Inquiries and Reports

- Running the bank statement report
- Producing a Bank Reconciliation report
- Performing an allocation inquiry