

Accounts Payable for SunSystems v4

Duration: 1 Day

Prerequisite: Knowledge of Windows and basic accounting.
An understanding of internal processes would be advantageous.

Who Should Attend: Any user who is associated with dealing with creditors.

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

- Navigate around SunSystems
- Understand the accounts payable process flow
- Create new creditors
- Create transaction entries
- Define payment profiles
- Process cheque and EFT payments
- Perform on-line inquiries
- Email remittances
- Produce payment listing reports
- Produce creditor ageing reports



SunSystems v4.3 users may also attend this course

Please see over page for course content

Course Content – Accounts Payable for SunSystems v4

Introduction to SunSystems

- Overview of the SunSystems structure
- Logging into SunSystems
- Navigating around SunSystems

Creating and Maintaining Creditor Details

- Working through the accounts payable process flow
- Creating new creditors
- Creating name & address records

Processing Creditor Transactions

- Entering an invoice using journal entry
- Performing inquiries on creditor transactions
- Working with journal definitions
- Examining the journal preset used to create an invoice journal

Cheque Payment Processing

- Creating a payment profile
- Processing a payment report
- Withholding and forcing payments
- Posting a payment
- Processing a manual payment
- Processing sundry payments
- Voiding/cancelling cheque payments

Electronic Payment Processing – SunSystems

- Creating a new EFT creditor
- Recording creditor bank details
- Defining payment profiles
- Entering creditor invoices
- Processing an EFT payment

Electronic Payment Processing – ePay

- Overview of ePay
- Defining ePay bank codes
- Generating the bank file
- Defining bank details

Electronic Payment Processing - eRemit

- Overview and introduction to eRemit
- Defining eRemit options
- Generating remittances

Inquiries and Reports

- Generating a payment listing report
- Running an ageing report