

## Accounts Receivable for SunSystems v4

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**Duration:** ½ Day – scheduled on demand

**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 debtors.

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

- Create transaction entries
- Perform the accounts receivable cycle
- Allocate transactions
- Perform on-line reports
- Print relevant reports
- Send Debtor Statements using eRemit



*SunSystems v4.3 users may also attend this course*

**Please see over page for course content**

## **Course Content – Accounts Receivable for SunSystems v4**

### ***Introduction to SunSystems***

- Understanding the SunSystems structure
- Logging into SunSystems
- Application of classic menus
- Navigating around SunSystems

### ***Creating a New Debtor***

- Overview
- Creating a new debtor
- Defining name and address details

### ***Processing Debtor Transactions***

- Entering debtor invoices using Journal Entry
- Understanding the significance of the transaction reference field in Journal Entry
- Examining the journal definition used to create the invoice journal
- Examining the journal preset used to create the invoice journal
- Performing debtor inquiries to report on all outstanding invoices due for payment

### ***Cash Allocation***

- Overview
- Using account allocation to match invoices to payments received
- Using transaction matching to match invoices to payments received
- Performing on-line allocations to match invoices to payments received
- Allocation markers used for Accounts Receivable
- Case studies

### ***Using eRemit***

- Overview of eRemit
- Creating debtor statements with eRemit

### ***Payment Reports***

- Creating and running ageing reports for debtors