

## General Ledger for SunSystems v4

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**Duration:** 1 Day

**Prerequisite:** No previous SunSystems knowledge is assumed. An understanding of internal processes would be advantageous.

**Who Should Attend:** First time users and existing users who would benefit from learning more on the features in Ledger Accounting.

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

- Navigate around SunSystems
- Identify the fundamental operations of the module
- Create transactions entries
- Perform on-line inquires
- Perform daily and monthly routines in Ledger Accounting

**Please see over page for course content**



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

## **Course Content – General Ledger for SunSystems v4**

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

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

### ***Structuring the Ledger***

- Using ledger definition to define rules for your ledger
- Analysis within SunAccount
- Analysis subcategories and masking
- Defining new accounts using Chart of Accounts

### ***Defining Transaction Types***

- Understanding the application of Journal Definitions
- Creating and maintaining journal definitions
- Creating and maintaining journal presets

### ***Journal Processing***

- Creating and holding Journal Entries
- Posting Journals

- Amending references
- Entering accrual journals
- Entering GST journals
- Recognising journals with business rules attached

### ***Budget Processing***

- Working with different budget ledgers
- Renaming a budget ledger
- Entering budget journals

### ***Account Allocation***

- Identifying Allocation Markers used in SunAccount
- Using Allocation Markers to correct errors
- Generating journals using Account Allocation
- Amending previously posted data items
- Locating transactions

### ***Account Balances and Transactions***

- Using Account Inquiry to perform on-screen inquiries
- Exploring the overlay screens available in Account Inquiry