

Purchase Order Processing for SunSystems v4

Duration: 1 Day – scheduled on demand

Prerequisite: Ledger Accounting Concepts. An understanding of the Purchase Business Cycle.

Who Should Attend: SunSystems users responsible for any stage in the Purchase Order Processing Cycle. Aimed at the first time users.

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

- Purchase order entry
- Goods receipt matching
- Purchase invoice matching
- Purchase invoice entry
- Purchase commitment
- Journal import
- Purchase order reports

Please see over page for course content

Course Content – Purchase Order Processing for SunSystems v4

Introduction to SunSystems

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

Purchase Order Processing Overview

- SunSystems and SunBusiness schematic
- The full purchase order cycle
- Understanding the purchase order path

Purchase Order Maintenance

- Creating a new creditor
- Creating name and address details
- Defining address analysis
- Analysing SunBusiness transactions

Processing Purchase Orders

- Defining purchase order header records
- Creating purchase order lines
- Cancelling or changing an order
- Printing Orders

Displaying Supplier and Invoice Information

- Performing supplier, item and purchase order inquiries
- On screen inquiry links
- Producing a commitment inquiry

Processing a Stock Purchase Order

- Item descriptions, stock records, inventory balances

Receiving Inventory Items

- Goods receipt matching, partial receipt of goods

Purchase Invoice Entry

- Processing invoices without purchase orders
- Corrections before and after invoice approval

Transferring Data to SunAccount

- Ledger Interfaces, Journal Import Commitment Transfer

Reporting

- Producing a supplier listing report, purchase listing report
- Running a purchase order status report, invoice register report

Budget Checking

- Budget check Definitions