



SunSystems Classroom Training

Maximise the return on your SunSystems investment

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Gaps in your team's knowledge could be holding your organisation back from getting the most out of your financial management solution and these gaps can widen as knowledge passes down from one user to another over time.

To help organisations get the most out of their SunSystems environment we offer a variety of training course to help users ensure you are getting the most out of your SunSystems investment.

Courses are run remotely from 9:30am to 17:00pm local UK time and includes access to manuals and a dedicated training environment so you do not have to worry about making changes to your live system. Courses start from as little as £395 plus booking fees and VAT. Our most popular courses are:

SunSystems Core Financials – 1 Day

Ideal for new and old v5/6 users alike, covering:

- An introduction to SunSystems
- Analysis explained – transaction vs account
- Navigation and inquiries
- Chart of accounts structure
- Journal types setup/presets
- Transaction entry
- Multi-Currency
- Debtors and creditors
- Payment processing (terms/profiles/running)
- Contacts, Addresses, Bank details setup
- Account allocation

SunSystems Reporting Q&A10 (Vision) XL & Exec – 1 Day

Suitable for all version of SunSystems, and those using any version of Q&A10 covering:

- Using Q&A XL & Exec
- Definition forms & saving definitions
- Filtering, selection list and output window
- Q&A Formulae and Recalculation
- Named ranges
- Data Link and Summary Link
- Detail Report and Report Designer
- Summary Report and Link
- Macro Builder
- Drilldown, profiles & maintenance
- Ad-hoc Inquiries
- Combining Q&A XL Functions
- Data Send – transaction import
- Exec Breakout and Expand
- Exec Navigation & formatting
- Query prompt and extract mode

Testimonial



“It was a great, relaxed environment with friendly staff. The consultant ensured everyone was following at the same speed and helped where necessary, I learnt new skills which are transferable in my day to day work.”

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SunSystems Reporting Q&A11.3 (Vision) XL & Exec – 1 Day

Suitable for all version of SunSystems, and those using any version of Q&A11 covering:

- Using Q&A XL
- Filtering, selection list and output window
- Q&A Formulae and Recalculation
- Named ranges
- Reference Link and Summary Link
- Detail Report and Report Designer (Updated for Q&A11)
- Summary Report
- Writing Macros (Updated for Q&A11)
- Drilldown, breakouts and expands (Updated for Q&A11 XL)
- Ad-hoc Inquiries
- Combining Q&A XL Functions
- Data Send – transaction import
- Q&A11 Alert
- Migrate current Q&A formulae to Infor Q&A11 Formulae

Business Rules and Transfer Desk–1 Day

Suitable for all version of SunSystems, covering:

- Business rules overview
- Event profiles
- Business rules, sets & messages
- Redefining data items
- Data sets and presets
- Examples of business rules in practice
- Transfer desk overview
- Profiles
- Importing static data and bank data
- Closing and deleting bulk static data
- Automations and transformations

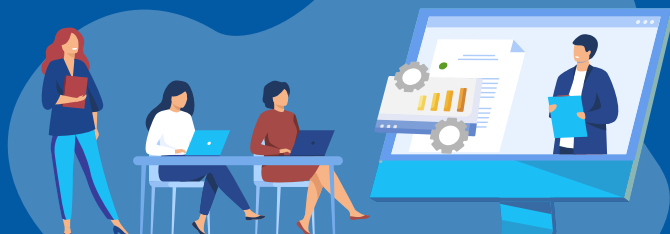
SunSystems Administration – 1 Day

Ideal for new and old v5/6 users alike, covering:

- User Manager, maintenance and administration
- Operator Groups, setup and maintenance
- Users and Groups Security and Data Access Groups
- User Group Menu Designer and manipulation
- Creating, copying and deleting Business Units
- Data Audit and Archiving
- Form Designer and Permissions Editor
- Filter Designer

In addition to the above, we offer courses covering:

- SunSystems v4
- Fixed Assets
- SunSystems Cloud
- Infor Query & Analysis 12



What are the next steps?

- 1 Get in touch with FinanSys to schedule a call
- 2 We will listen to your requirements and discuss how SunSystems can help FinanSys Training can help you get the most out of your systems
- 3 We will then present you with a tailored demonstration and quotation



Contact us today on +44 (0) 207 456 9833 or info@finansys.com



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