

# SunSystems Administration – Introduction Session 1 - Training Agenda

**1 – About this guide**

**2 – Overview**

**3 – General Data Changes**

**4 – Business Unit Administration**

**5 – Creating a Business Unit**

**6 – Copying a Business Unit**

**7 – Creating/Copying Business Unit:**

- **Exercise 3:** Creating/Copying a Business Unit

**8 – New Business Units – Other Tasks:**

- Business Unit Name
- Report Model
- Ledger Setup
- Data Access Groups

**9 – Other Business Unit Administration Actions**