

SunSystems Administration – Introduction Session 2 - Training Agenda

1 – About this guide

2 – Overview

3 – Period End Processes

4 – Year End Processing and Profit or Loss Journal:

- Y/E Adjustments using Period 13
- Asset Calculations / Depreciation Timing Rules
- Ledger Revaluation / Accruals & Prepayments
- Transferring P&L result to the Balance Sheet
- **Demo / Exercise 1:** Transferring P&L Result to Balance Sheet
- Year End Checklist

5 – Archiving and Ledger Cleardown

6 – Running Period Cleardown

- **Exercise 2:** Running Period Cleardown

7 – Enquiring on the Archive File

- **Exercise 3:** Enquiring on the Archive File

8 – Financial Calendars:

- Financial Calendar Setup
- Manage Period
- Extending or Reducing the Financial Year
- Close the Financial Year / Financial Calendar Inquiry

9 – Ledger Balances:

- Benefits of using Ledger Balances
- LBC (Ledger Balance Configuration)
- Updating Balances via LBM (Ledger Balance Management)
- Automating Balance Updates / Reporting on Ledger Balances in Q&A

10 – Using Ledger Balances

- **Exercise 4:** Creating and reporting the Ledger Balance File

11 – Resetting Default Form