

# Course Content

## Infor SunSystems Accounting Online Training



**Date:**

13<sup>th</sup> – 17<sup>th</sup> July 2026



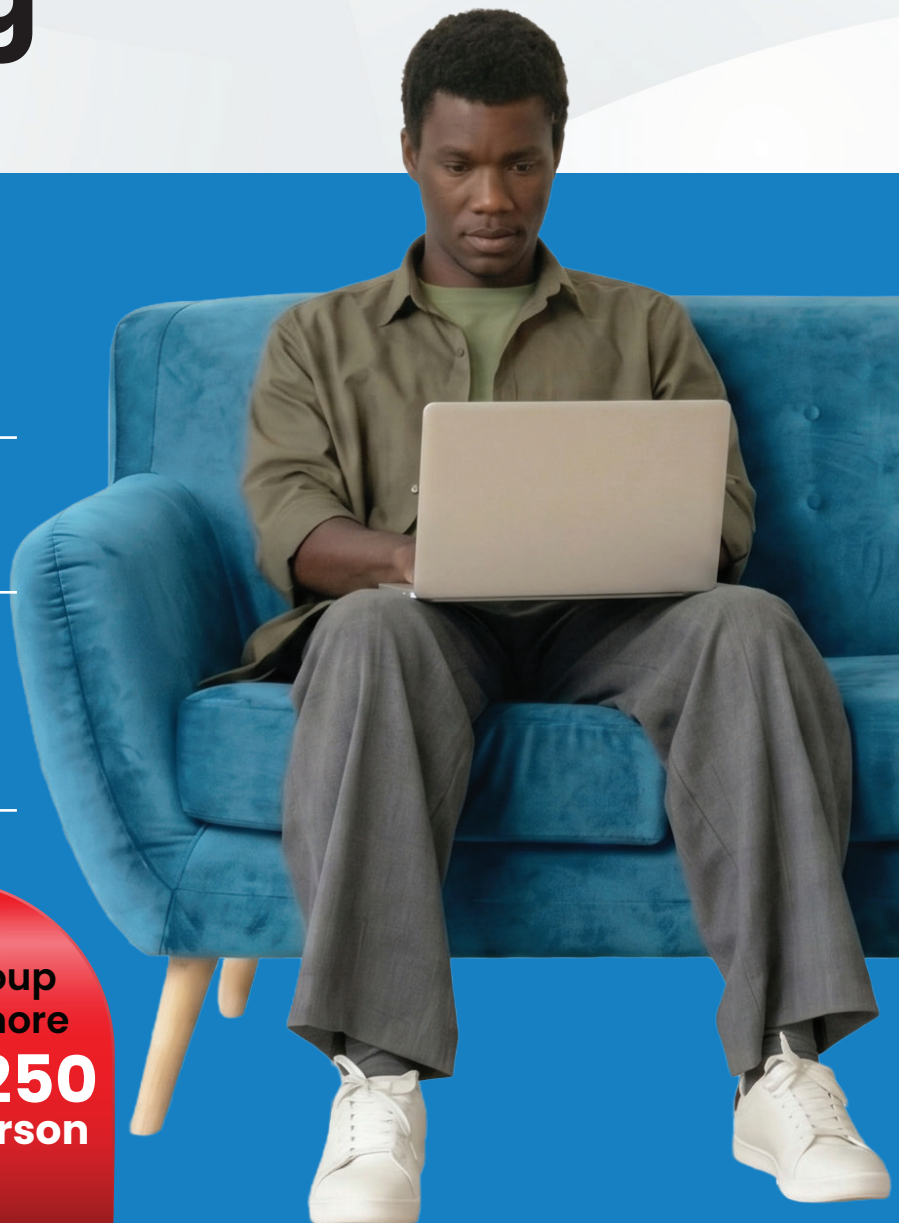
**Duration:**

5 Days



**Time:**

10:00am – 1:00pm  
East African Time



**Charges**

**USD 300**  
Per Person

For a group  
of 5 or more

**USD 250**  
Per Person

**NB: The cost is exclusive 16% VAT**



# Course Objectives

By the end of the training, the trainees will be able to:

- ✔ To manage a Single integrated ledger for combined nominal, sales and purchase ledgers and cash book ledger.
- ✔ Make a flexible analysis of financial and static data.
- ✔ Work with Multiple business units.
- ✔ Work with Multi-currency, providing full euro and GAAP support.
- ✔ Manage payments and receipts with Infor SunSystems.
- ✔ Create multi-currency asset register.
- ✔ Expand management and control of fixed assets.
- ✔ Manage organizations purchase processes.
- ✔ Take control of Inventory processes.
- ✔ Design and run complex reports with SunSystems and Infor Q&A for their organizations.



# Day 1

Monday, 13<sup>th</sup> July 2026



- ✓ Introduction and opening remarks
- ✓ Introduction to SunSystems
- ✓ Login into SunSystems
- ✓ SunSystems navigation
- ✓ SunSystems modules
- ✓ Creating favorites
- ✓ Creating chart of accounts
- ✓ Creating addresses and contacts
- ✓ Creating suppliers
- ✓ Creating customers
- ✓ Reviewing/Creating analysis dimensions
- ✓ Creation of analysis codes,
- ✓ Setting & reviewing analysis structure
- ✓ Creating currency codes
- ✓ Currency conversation:
  - o Period rates
  - o Daily rates
- ✓ Creating journal types
- ✓ Ledger entry
  - o Single Business Unit
  - o Intercompany posting
- ✓ Journal inquiry
- ✓ Journal reversal and copy
- ✓ Account inquiry
- ✓ Ledger inquiry
- ✓ Exercise

## Day 2

Tuesday, 14<sup>th</sup> July 2026



### Account allocation

- ✓ Allocation process
- ✓ Batch allocation
- ✓ Partial allocation
- ✓ Transaction split
- ✓ Amending non-ledger transactions

### Payment process

- ✓ Cheque payment
- ✓ Bank payment
- ✓ Payment reversal
- ✓ Bank Reconciliation

### Asset Management

- ✓ Asset management process
- ✓ Creating new asset
- ✓ Entering asset transaction
- ✓ Asset depreciation
- ✓ Asset disposal

## Day 3

Wednesday, 15<sup>th</sup> July 2026



- ✓ Introduction to Purchase Requisitioning
- ✓ Raising Requisitions in Infor SunSystems
- ✓ Checking budgets for purchase Requisitions
- ✓ Approving requisitions in Infor SunSystems
- ✓ Generating purchase orders from requisitions
- ✓ Introduction to SunSystems purchase order processing
- ✓ Stages of purchase order entry processing
- ✓ Processing of purchase order in SunSystems (Fixed Assets)
- ✓ Inspecting and receiving fixed assets

## Day 4

**Thursday, 16<sup>th</sup> July 2026**



- ✓ Processing of purchase order in SunSystems (Stock Items and Services)
- ✓ Receiving goods/services
- ✓ Purchase Invoice Entry and Matching
- ✓ Reprinting Purchase orders and Receipt Notes
- ✓ Movement order entry stages
- ✓ Movement order entry (Issuing of stock items)
- ✓ Reprinting the movement Issue Note
- ✓ Inventory inquiry
- ✓ Introduction to Infor Query & Analysis

## Day 5

**Friday, 17<sup>th</sup> July 2026**




- ✓ Designing & Running reports with Q&A XL
- ✓ Uploading Data with Infor Q&A XL
- ✓ Running reports with SunSystems Report Manager
- ✓ Closing remarks and issuance of Certificates




# For Inquiries


For more inquiries concerning the training, feel free to reachout

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