

# *Adagio Training Conference*

## Course Outline

### Adagio Ledger (Day 1)

- Review Ledger setup
- Setting up Source Codes, Source Journals
- Creating and modifying accounts
- Managing budgets
- Entering historical data
- Processing journal entries
- Archiving and restoring batches
- Un-posting batches
- Periodic and year end processing
- Printing reports and financial statements

### Adagio Receivables (Day 2)

- Reviewing Receivables setup
- Define the company options
- Integrating with Adagio Ledger
- Defining control account sets
- Defining billing cycles and salespersons.
- Defining customer terms, and distribution codes
- Defining report groups
- Setting up recurring charges
- Maintaining customer information
- Screen Inquiries
- Routine processing of manually prepared invoice
- Month end and year end procedures
- Printing / faxing / emailing statements
- Printing reports

### Adagio Payables (Day 3)

- Reviewing Payables setup
- Integrating with Adagio Ledger
- Defining control account sets
- Defining vendor terms and distribution codes
- Maintaining vendor information
- Setting up banks
- Creating recurring batches
- Routine processing of vendor invoices and credit notes.
- Manually prepared and system checks
- Month end and year end procedures
- Printing reports

### Adagio BankRec (Day 3)

- Reviewing BankRec setup
- Entering bank transactions
- Manual and electronic reconciliations
- Reversing checks and processing NSF checks
- Month end and year end procedures
- Printing reports including receipts and deposit slips