

Adagio Training Conference

Course Outline

Adagio Ledger (Day 1)

- Review Ledger setup
- Setting up Source Codes, Source Journals
- Creating and modifying accounts
- Managing budgets
- Processing journal entries
- Posting, un-posting and restoring posted batches
- Periodic and year end processing
- Posting to prior year
- Creating the next fiscal year
- Archiving and restoring batches
- Printing reports and financial statements

Adagio Payables (Day 2)

- 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
- Processing of vendor invoices and credit notes
- Creating manually prepared and system checks
- Voiding cheques
- Month end and year end procedures
- Printing reports
-

Adagio Receivables (Day 3)

- Reviewing Receivables setup
- Define the company options
- Integrating with Adagio Ledger
- Defining control account sets
- Defining billing cycles
- Defining customer terms, and distribution codes
- Defining report groups
- Setting up recurring charges
- Maintaining customer information
- Processing manually prepared invoices
- Month end and year end procedures
- Printing / faxing / emailing statements

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