

Adagio Training Sessions

hands-on training for Adagio end users

First Nations 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

PayDirt (Day 3)

- Reviewing company, printing and program setting
- Adding departmental Paycodes including calculations and calculation groups
- Creating Workgroups and Job Templates
- Adding Employees
- Completing a bi-weekly and monthly Pay-run
- Integrating with Adagio Ledger and BankRec
- Printing Reports
- Completing Year-end procedures

Note: To complete this course, PayDirt v 2-2-51 must be installed.