

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 and modifying Government deductions (i.e., WCB rate)
- Adding Pay codes with departments
- Adding employees
- Completing a pay run including releasing advances and accruals
- Changing employee statuses
- Global changes (TD1 claims)
- Printing reports (i.e., accounting reports for government deductions and WCB assessment)
- Changing program settings
- Printing options
- Integrating with Adagio Ledger and BankRec
- Backing up and restoring company database
- Review of set ups including Company settings, employee setup, daily time entry and direct deposit
- Year end including T4 Pier report and printing T4 slips