



Adagio Academy

What is an Adagio Academy?



As a registered user of Adagio Accounting or Adagio FX, we'd like you to get the most from your Adagio software. Softrak Systems, the developer of Adagio, has scheduled a one day lecture training session in your area.

If you have already attended an Academy session, you know how much you can learn in just one day. This day of training concentrates on Adagio's daily procedures, month and year end procedures, financial and management reporting, and tips and tricks.

Your specific questions about features and functionality are welcomed and always answered as part of the presentation. This training takes place in a classroom setting, and **registration is limited to 20 students**. This is not hands-on training, so laptops will not be required.

If you can't attend, please forward this invitation to a co-worker.

Topics Covered

- **Adagio Financial Reporter – Basics**
Find out how to make use of all the powerful features of Adagio's award-winning financial reporter.
- **Adagio Financial Reporter – In Depth**
We'll design several statements from scratch using the sample data.
- **GridView – Exploring Your Accounting Data**
Even if you have never seen GridView, you'll be amazed at the kind of information that is lurking in your accounting data. Find out how GridView can let management look at accounting figures, without having to be trained on the accounting modules.
- **The Adagio Specification Designer**
One day, you'll want to change the layout of an invoice, statement or check and Adagio's specification designer makes that easy. This session gives you the skills to make basic changes to an existing specification.
- **The Daily Grind – Daily Procedures**
Starting with the creation of invoices, we'll follow an entire day of activity in Accounts Receivable, Accounts Payable and the General Ledger.
- **The Monthly and Yearly Grind**
We'll return to the modules and demonstrate the month end and year end procedures in each module.
- **Adagio Tips & Tricks**
There are many small things in Adagio that can make your job easier and data entry faster. We'll talk about how to "drive" Adagio from the keyboard; how to use Order Entry's templates to speed data entry. Find out how "Auto add documents" will save you keystrokes on every form. Use the Grid Column Editor to display the information you need to answer most questions. Use the SmartFinder to create a mail merge. Set every Payables Vendor on "Hold" in a few simple steps. We'll cover items you may not have noticed when you first started using Adagio.



Please visit
www.accsyssolutions.com
for more information and
online registration

See over for registration information...



Adagio Academy Registration

Kelowna: Monday Sept. 27 (followed by optional IC OE Training Sept. 28)
Ramada Inn Kelowna, 2170 Harvey Avenue (250) 860-9711

Surrey: Wednesday Sept. 29
Sheraton Vancouver Guilford Inn, 15269 104th Avenue, Surrey, BC
(604) 582-9288

Time: Instruction 8:30 am – 4:30 pm.
Lunch will be provided.

Hosted By: AccSys Solutions Inc., with offices throughout Western Canada
Mailing address: Suite 401 - 19292 60th Avenue
Surrey, BC V3S 3M2 1.888.534.4344

Cost: Register 2nd and 3rd attendees from the same organization and save!
Early Bird: 1st attendee = \$495
2nd/3rd attendee = 10% off
Regular: \$595
Register now to take advantage of early bird pricing.
Regular prices apply to all attendees registering within two weeks of the event.
Fees do not include applicable taxes. Please add 12% HST.

Agenda
Adagio Academy is a full day of training in a classroom:

- 8:30 registration & breakfast
- 9:00 start
- 10:30 break
- 12:15 lunch
- 2:30 break
- 4:30 close

To register, fax to: 1.888.534.4385. Email info@accsysolutions.com, or call 1.888.534.4344.

Company: _____

Address: _____

Phone: _____

	Surrey	Kelowna
Attendee #1: _____	<input type="checkbox"/>	<input type="checkbox"/>
Attendee #1 e-mail: _____		
Attendee #2: _____	<input type="checkbox"/>	<input type="checkbox"/>
Attendee #2 e-mail: _____		
Attendee #3: _____	<input type="checkbox"/>	<input type="checkbox"/>
Attendee #3 e-mail: _____		

Payable in advance by: Visa MasterCard by cheque to AccSys Solutions Inc.

Credit card number: _____

Expiration date: _____

Name on card: _____

Signature: _____