Using Adagio®
Ledger

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Any reference to Windows refers to the operating system produced by Microsoft Corporation and refers to all versions of Windows including Windows XP, Windows Vista and Windows 7, 8 and 10.

Disclaimer: The information contained in this manual is intended for use as a supplement to the Adagio Accounting software. This manual is not intended as a replacement to the manuals provided with the Adagio Ledger program. Any recommendations contained herein on hardware, software or any combination thereto are given in good faith based on the experience and knowledge of the author. However, EXCEPT FOR THE WARRANTIES MADE BY THE DEVELOPER OF ADAGIO ACCOUNTING, ALL WARRANTIES ON THIS MANUAL OR THE PRODUCTS REFERENCED WITHIN THE MANUAL, INCLUDING ALL IMPLIED WARRANTIES OR MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, ARE DISCLAIMED HEREIN.

ISBN 978-0-9867939-2-9

Printed in Canada

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About the author

Lars Glimhagen, Certified Adagio Trainer, is the owner of LNG Management Services, Adagio Developer Partner developer of the Using Adagio series of courseware. With several years of experience in accounting, Lars has been an Adagio Consultant Reseller since the release of Adagio Accounting in 1999. Lars has been focusing on the Adagio training materials and continuing in his training as a professional trainer with the completion of the Provincial Instructor's Diploma Program and certification in Microsoft Office products. As an experienced educator, and with his expertise in Adagio Accounting, he brings his background to each manual to ensure you learn as quickly and comprehensively as you can.

Acknowledgments

LNG Management Services Ltd. is proud to be the developer of the "Úsing Adagio" series of courseware. We would like to acknowledge Softrak Systems Inc. for the opportunity to provide the Adagio community with this training resource, and especially Andrew Bates, president of Softrak for his continued support and encouragement as we continue to develop this courseware. We also wish to acknowledge Warren Flett, Softrak Tech Support, for providing the resources in order to ensure the training material is accurate and as comprehensive as possible, including the series of "Show Me How!" videos and Tech-Tips that can be found on Softrak's website.

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Adagio

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About Adagio Accounting

Adagio by Softrak is a powerful modular, batch-oriented accounting system. Adagio offers full departmental accounting that is easy to learn, with form and keyboard-oriented data entry, tight audit trails and unsurpassed flexibility with reports.

About Adagio Ledger

Adagio Ledger provides a complete General Ledger for your business. Batch transaction management ensures only balanced entries are posted to your ledger. Adagio Ledger provides complete General Ledger account management for users of Adagio Receivables and Adagio Payables. Manage your Chart of Accounts for Assets and Liabilities, Revenue and Expenses. Close your year to a single or multiple Retained Earnings accounts. Adagio Ledger account inquiry allows you to check current account balances, current and historical net posted transactions by period, and budget amounts.

About this courseware

This courseware is designed to serve multiple functions. It is designed to be used in conjunction with the documentation provided with the software. While you can use this training manual to learn the fundamentals of Adagio Ledger, you can also use it as a reference tool in your everyday work with this module. Since this training manual is focused on the day to day operation of Adagio Ledger, data files have been provided for you representing a company for which the accounting system has already been set up.

While this courseware is thorough, it is not encyclopedic and comprehensive. It does not describe the tasks that should only be performed by an authorized Adagio Accounting service provider. These services are usually provided by your regular accounting software consultant. For example, if you have an Adagio Consultant Reseller (ACR), your ACR will be able to provide the necessary services to setting up your Adagio Ledger system. While this manual does provide you with all of the information you need to become an efficient and successful user of Adagio Ledger, it cannot answer every potential question you might have. However, it will instruct you in the module's concepts and functions so that you can adapt to new challenges as they arise.

While using this courseware, you can press **F1** for context sensitive help in the function you are currently in. Full product manuals are available online at http://softrak.com/products/documentation.php.

The courseware includes references to ‘Show me how” videos provided by Softrak Sytems Inc. with references to videos indicated by the icon.

Training data that accompanies the **Using Adagio** series of training guides can be downloaded from www.lng.bc.ca/downloads.

Prerequisite Skills

This courseware assumes that you have a working knowledge of the Windows operating system and its conventions. This knowledge includes how to use the mouse, menus, dialog boxes and how to work with files. For assistance with questions pertaining to the operating system, you should refer to your Windows documentation.

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How to Submit Comments and Suggestions

At LNG Management Services Ltd., the primary purpose of our courseware is to increase your productivity in the workplace. In order to meet this goal, we constantly review our work to ensure that we produce the best coursewares possible.

If you have any comments or suggestions, please contact as by sending an email to comments@lng.bc.ca.

For additional information on our available training courseware and training sessions, please visit our website at www.lng.bc.ca.

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The Accounting Cycle

The following chart describes the various accounting procedures that are normally used when recording transactions and preparing financial statements.

- Analyze the transaction
- Journalize the transaction
- Post the transaction to general ledger
- Prepare the (unadjusted) trial balance
- Prepare necessary adjusting journal entries
- Prepare the (adjusted) trial balance
- Prepare financial statements
- Prepare closing journal entries for the year
- Prepare post-closing trial balance (optional)
- Prepare reversing entries (optional)

Each of the steps described above are accomplished using the Adagio Ledger and are described in detail in the subsequent sections of this training guide.

When using Adagio Ledger, keeping in mind the steps described above will help you in determining the steps that need to be taken when entering data and the timing of printing various reports.

Batch listings should only be used in reviewing the data entry of the transactions prior to posting. This report should ***not be retained as an audit trail***, as the batch listing will change if any entries are modified. It is the author's opinion that this report should only be *viewed* rather than printed.

Posting Journals are used as an audit trail for all the entries that have been posted. Printing these journals should ideally be printed to a file, rather than to hard copy. The advantage of this is to preserve the environment by not printing to paper, and the 'digital' print-outs can be stored on the computer and be accessible at any time to whoever has authorization to view these reports. In addition, these reports can be filed in an on-line storage location (e-file) that is accessible to authorized users from wherever there is internet access.

The **Trial Balance** is a good report to print as an electronic document that can then be stored for viewing at any time. When printing to a PDF (Portable Document Format), the search function within the Adobe PDF Reader can be used to find specific information within the report. This is more efficient than having to manually review a printed document to find the information required, especially if the print-out is many pages in size.

The **Detailed Listing** is a report that lists all the transactions with the accounts for specific periods. As this report can be lengthy, it should be printed to an electronic file (PDF).

To automate the electronic printing of documents from the Adagio products, the Adagio e-Print product should be implemented. This product integrates with most Adagio products adding the electronic printing function that allows reports to be filed in specific locations using parameters that are user-defined specifying the location and file names of specific reports.

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Adagio Ledger Overview

The Adagio Ledger provides complete General Ledger account management for users of Adagio Ledger. Adagio Ledger account inquiry allows you to check current account balances, current and historical net posted transactions by period, and budget amounts. When using the Adagio Receivables and Payables (refer to the *Using Adagio Payables* and *Using Adagio Receivables* Companion training guides), transactions affecting the payables and receivables accounts in the ledger are entered in the respective *sub-ledgers*, namely Adagio Payables and Adagio Receivables. The general ledger transactions that are generated in these sub-ledgers are then *retrieved* into the Ledger on a periodic basis to up-date the *control accounts* in the Ledger. Direct entry of transactions to the control accounts should be avoided to prevent the balances of the control accounts to not match the balances of the sub-ledgers. This can be accomplished by restricting posting to the sub-ledger accounts.

You can group your accounts by type for year-end control and set up *automatic re-allocations* of account balances to other accounts or departments. Transactions can be *posted* in summary or detail format. Date sensitivity makes sure that transactions are posted to the applicable period, or force transactions to a specific period in your fiscal calendar.

Provisionally post transactions to verify their impact on your financial statements prior to committing them. Retrieve transactions from your subsidiary ledgers. The year-end close function automatically creates the correct entries to your Retained Earnings accounts.

The Adagio Ledger has a built-in Financial Reporter that provides financial statements that report on the transactions that have been entered into the Ledger. The Financial Reporter is a robust and flexible reporting tool that provides the user the capability to prepare financial reports on the whole organization or for specific departments. Creating financial reports is beyond the scope of this training guide. However, printing financial statements based on predefined financial statement specifications is briefly discussed later in this training guide.

Batches contain entries that are comprised of various details. Before a batch can be completed and posted, each entry within a batch must balance. Each of the entries or transactions is made up of two or more details. The details of each entry may be made up of various debit and credit details and the total of debits and credits must be the same. If the batch is out of balance, the entries must be corrected before posting of the entire batch can be completed (refer to the Accounting Equation previously discussed on page 3).

The following table describes the functions performed in Adagio Ledger (also refer to the *Accounting Cycle* discussed on page 4 that relate to the functions listed in the following table):

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Creating Batches

A variety of different types of batches can be used in the Ledger, including batches that have been:

- Created by entering batches of transactions directly in the Ledger.
- Created from Adagio sub-ledgers such as Receivables, Payables, OrderEntry and Inventory. Sub-ledger batches can also be created by Adagio Third-party products.
- Created automatically in the Ledger to allocate balances to other accounts.
- Imported from non-Adagio programs.
- Created by un-posting previously posted batches.
- Restored from archived batches.
- Recovering posted and deleted batches.

Posting Batches

This process enables the Ledger to add transaction amounts to the accounts that make up the Ledger. Adagio Ledger allows you to review, print and edit batches prior to posting. Once you have posted a batch, the program assigns a posting sequence number to the batch(es) being posted, allowing you to maintain an audit trail. Batches can also be set Ready to Post to prevent accidental posting of batches that are not ready to post if a range of batches is selected for posting.

Provisionally Posting Batches

This function allows you to post batches temporarily to the Ledger to see what effects the transactions will have in the company's financial position. The provisionally posted transactions can be listed in the detailed account listing and be reflected in the financial statements.

Year End Processing

This function is normally performed when you are ready to close Adagio Ledger. After the year end process, the program will change the calendar dates to reflect your new year, and reset the batch numbers to prepare entry for the new year.

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What's New in Adagio Ledger 9.2 - New Features in Adagio Ledger 9.2 - *https://www.youtube.com/watch?v=j1RdjvA3v4M*

Introduction to Adagio - *https://www.youtube.com/watch?v=IF_M9k1kONs*

Planning to Use Adagio Ledger

One of the most attractive features of the Adagio Ledger is its flexibility. Here are a few planning tips to achieve maximum benefit of the software:

Use departments even if you don't think you will need them. Departments provide an excellent way to distinguish between funds, programs, product-lines, cost centers, salesmen, vehicles, etc.

Departments may also be used to separate the accounting of different corporations such as accounting for parent companies and subsidiaries. Consolidations are much easier to achieve with departments than with separate sets of general ledger data files.

Adagio allows every department to have its own retained earnings account.

- If you need more segments than the "account" and "department" segments offered by Adagio's Ledger, keep in mind that the Adagio Financial Reporter can produce reports based on any character(s) in the 6 character department numbering scheme. In other words, your "virtual" account number can have up to 12 segments of one character each for the purpose of producing financial reports. This will be covered in a separate training session, ***Adagio Financial Reporter***.
- **Do** follow traditional chart of account sequencing patterns, keeping balance sheet accounts and income statement accounts separate with balance sheet accounts appearing before the income statement accounts. This can be accomplished by using the Account Group function.
- **Do** plan to use Source Codes to identify the source of your entries (at least one Source Code is required).
- **Do** use Account Groups under the *Edit* menu. The Account Groups is the foundation of building financial reports. When creating new accounts, the type of account within specific ranges can be validated.
- **Do** plan a numbering system for reference numbers ahead of time so that accounting reports will sort properly. (e.g. Monthly general journal entries should make sense yet be unique. GJE-JAN-0001 uses all twelve positions and can easily be identified as the *first General Journal Entry in the month of January*.)

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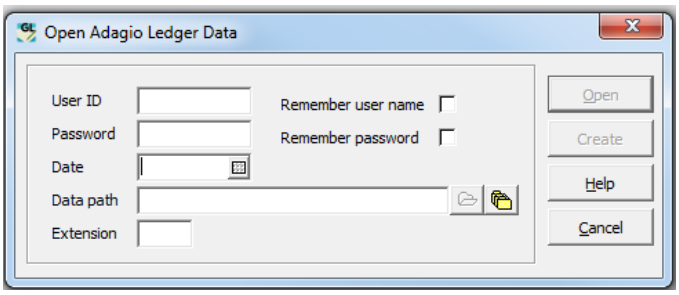
Getting Started

The Adagio Accounting system is a modular accounting system. This means that each of the modules, including the Ledger, need to be started individually. It is also possible to run several companies using each module. For example, you may have Company A and Company B in your organization where each Company has its own dataset.

Once you have launched (started) Adagio, the following window appears:

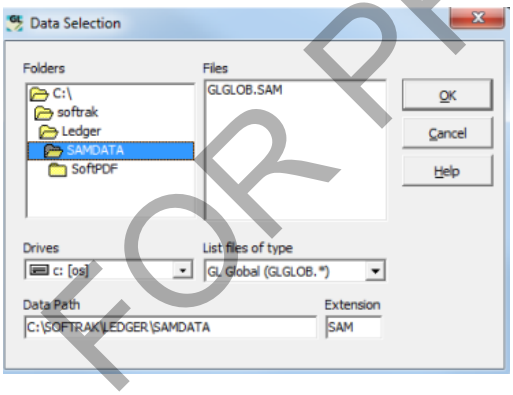


Enter the User ID and Password provided to you by the system administrator.

Select the date that you want to use as a default for journal entries. The month of this date will determine the current period that you want to work in.

If you want the program to 'remember your user name and / or password, select the appropriate boxes shown in the above illustration. Should you not wish to have these options, you will need to contact your Adagio Consultant who will be able to remove these options from this window (preferred if security is an important issue in your organization). If these options are de-selected or removed from this window, you will need to enter your User ID and Password each time you open the Ledger.

The data path and extension will default to the last opened dataset. To open a dataset in a different location, you can either use the **File** finder or the **Previously Opened** dataset finder. The most recent file finder will list all of the datasets that have previously been opened. When using the file finder, the following window will appear:



Using your mouse pointer, navigate to the location of the dataset that you want to open. Then click on the GLGLOB file that appears under the **Files** section.

*If the GLGLOB file does not appear in the **Files** section, you have either pointed to an incorrect location, or the Ledger has not been created.*

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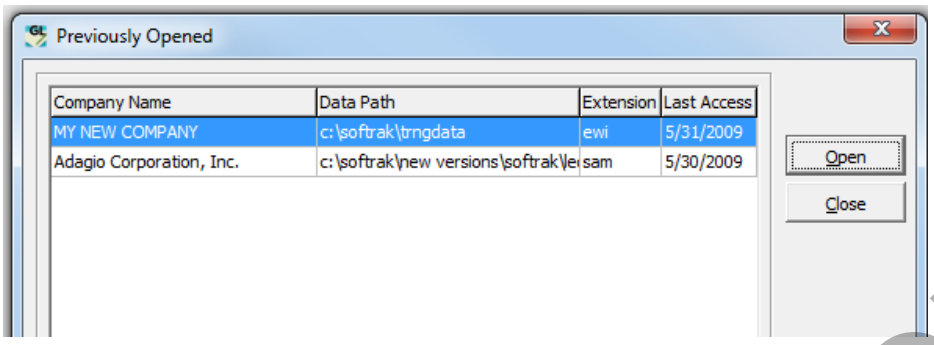
You can also open datasets that have been previously opened using the **Previously Opened** finder. From the login window, select the **Previously Opened** icon located next to the **Open File** icon. A window similar to the following will appear:



Select the desired Company Name, press the **Open** button.

To remove an entry from this window, select the Company Name you want removed, click the Right mouse button and select Remove. This simply removes the entry from the Previously Opened window – it does not remove the dataset from your computer.

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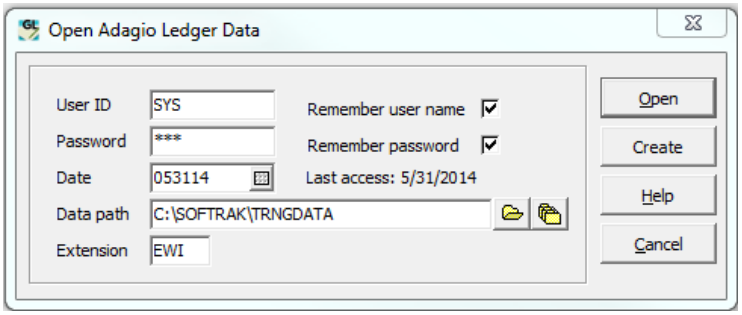
Preparing for the course

Electronics World Inc. is an expanding chain of retail computer stores and is in the process of implementing Adagio. The installation and implementation of Adagio has been completed by the company's Adagio consultant who has created the dataset and entered basic information to get the company started. The current date is May 31, 2014 and the company's year end is December 31, 2014.

Start the Adagio Ledger by clicking on the shortcut. If there is no shortcut, you can open the Adagio Ledger from **Start, Programs, Adagio,** and **Adagio Ledger**.

Once the Adagio Ledger has started, enter your user ID as ***SYS*** and password as ***SYS***.

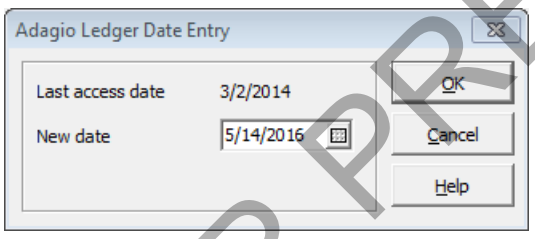


Enter **May 31, 2014** as the session date. Enter the date in the format used by your Windows operating system. You can also use the Calendar button to select the date from the calendar.

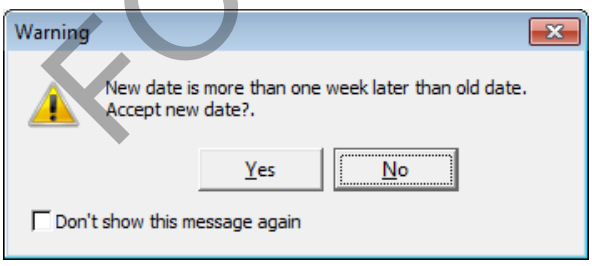
Enter the path to your dataset as **C:\Softrak\Trngdata** and the data extension as **EWI**.

When the information has been entered in the login window, click on the **OPEN** button.

If you enter a date that is *earlier* or *later* than the Last access date, you will receive the following Warning:



Press the **Yes** button and the following window will then appear:



This window will display the **Last access date** and allow you to change the entry date as desired. This date will default to the date that was used to Open the Adagio Ledger (see window above). If the date shown above is the same as your display, press the **OK** button.

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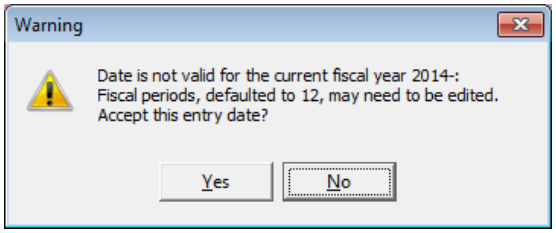
Select **Yes** to continue, or **No** to change the date in the previous window.

You may decide to not have this message displayed the next time you log in with a date that is more than one week later than the previous login date. In this case, select **Don't show this message again** to suppress this message in future logins.

Once you have opened the Ledger, the login information will be saved and display the next time you launch the Ledger.

If you are opening the Ledger using a date that is not within the current fiscal period, the following warning message will appear:



To accept the date that was originally entered, select **Yes**. In this case, the default period when entering transactions will default to period 12 or 13, depending on the number of periods in the fiscal calendar. As the warning indicates, the period can be modified during the entry of the transactions.

If you want to access the Ledger in the current fiscal year, select **No** and you will be returned to the date entry window where you can select the login date that is within the current fiscal year.

You are now ready to proceed with the exercises included in this course.

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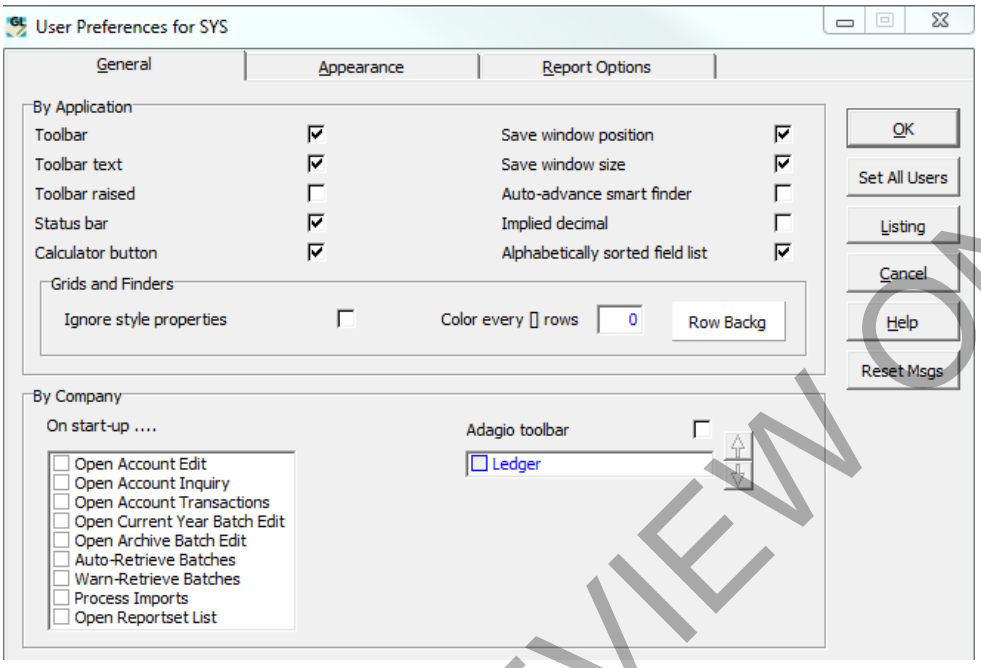
Lesson 1 - Reviewing User Preferences

From the *File* menu, select **User Preferences**.

General

By Application



The first panel provides options that control the appearance of Adagio Ledger Menu, Toolbar and Status bar. For example, you can select the options that control the appearance of the Toolbar.

If you are resizing and repositioning various windows, e.g. batch entry form and account listing, you can select the options to **Save window position** and **Save window size**. When these options are selected, the size and position of these windows will be saved. Next time Ledger is opened, the window position and size will open as to how they were set in the previous session.

You can also select the option to **Auto-advance smart finder** that will advance to the next item displayed in the Smart Finder listing after the first item has been selected for viewing or editing. This is useful if you are reviewing or editing accounts that meet a certain criteria where you do not have to redo the Smart Finder each time you have finished reviewing or editing a particular account.

Select **Implied decimal** if you want the program to automatically place the decimal tp the left of the entered amount, depending on the currency's number of decimal places. When this option is selected, it will affect *all modules company-wide.*

When editing Grid Filters and Column Editor, you can sort the field list alphabetically by selecting the **Alphabetically sorted field list.** This will allow you to find the required field more quickly.

Within the **Grids and Finders** section you can

- **Ignore style properties** to override the styles applied by default to Ledger records by filters with your own style

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- **Color ever [ ] rows** will apply your style to the number of rows that you enter. For example, if 3 is entered, your style background will be applied to records 1 – 3, 7 – 9, 13 -15, etc. In this example, records 4 -6, 10 – 12, 16 – 18, etc. will not have a style applied to them. This field is only active if the **Ignore style properties** is enabled.
- **Row Backg** is used to select the color you want to apply as the **Row Background** for records affected by your **Color every [ ] rows** selection. You can select an existing color in the palette of **Define a Custom Color** and **Add** it to the Custom Color palette.

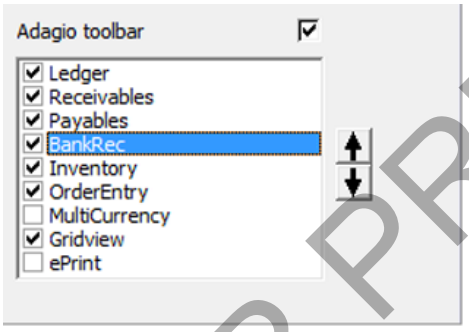
*If you don't want to display any style on these records, simply enable **Ignore style properties** and set **Color every [ ] rows** to '0'.*

By Company

The **On start-up** section provides you with the options as to which window(s) you want opened automatically when launching the program. You can select as many as you require. When opening multiple windows, it is a good idea to resize and reposition each of the windows to make your desktop manageable. Otherwise, the windows will be stacked on top of each other.

When **Adagio toolbar** is selected, an extra toolbar to the main Ledger window is added. The Adagio Toolbar contains shortcut icons for each module that has data in the data set opened when the user logs in.

You may enable or disable which modules display in the Adagio Toolbar. You can also use the Up/Down arrows to reorder the positions program icons appear in the Adagio Toolbar.



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Exercise 1.1

1. Select the correct options to keep the size and location of various windows the same on your desktop each time you open Adagio Ledger.
2. Select the correct options to open the Transactions and Budgets window and the year's batch listing window when opening Adagio Ledger. Size the Transactions and Budgets window to fit approximately ¼ of the top left-hand screen, while the current transactions window fits directly below.
3. Select the correct option to cause the program to automatically advance from one item to the next when editing a transaction.
4. Select the correct option to have the program automatically place the decimal in the number that is consistent with the currency code, e.g., two decimal places to the left.

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	• Activate Calculator in numeric field; • Activate Calendar in date field; • Select next/prior value in type field
PageDown / PageUp	Move to the next/prior page in grid
End / Home	Move to the end/beginning of line in entry field; Move to the end/beginning of line in memo field
Ctrl-End / Ctrl-Home	Move to end/beginning of last/first line in memo file
Spacebar	• Select item in selection list; • Special action I some grid (in Check Rec, spacebar clears selected checks); • Tick/Untick a checkbox; • Execute selected button
End / Home	• Move to last/first character in entry field; • Move to last/first item in grid
Alt-Tab / Shift-Alt-Tab	Move to next/previous windows application

Source: Adagio Fundamentals pages 6-144 to 145.

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