

Table of Contents

ABOUT ADAGIO ACCOUNTING	1
ABOUT ADAGIO BANKREC	1
ABOUT THIS MANUAL	1
PREREQUISITE SKILLS	1
HOW TO SUBMIT COMMENTS AND SUGGESTIONS	1
LESSON 1 - ADAGIO BANKREC OVERVIEW	3
LESSON 2 - GETTING STARTED	5
LESSON 3 - UNDERSTANDING ADAGIO BANKREC OPTIONS	7
Display and Printing Options.....	7
General Options.....	7
Print/Preview Options.....	7
LESSON 4 - COMPANY PROFILE	9
Profile.....	9
Interfaces	10
Options.....	11
Reports	12
LESSON 5 - PREPARING TO USE BANKREC	13
LESSON 6 - ENTERING TRANSACTIONS	17
Entering Transactions	18
Entering Receipts.....	19
Entering payments	21
Transferring Funds.....	23
Retrieving Transactions	25
LESSON 7 - BANK RECONCILIATION	27
Manual Reconciliation	27
Electronic Reconciliation	29
Reversing Checks.....	35
NSF Checks.....	36
LESSON 8 - REPORTS	39
LESSON 9 - PERIOD END	43

