

## Table of Contents

<b>Preface .....</b>	<b>1</b>
<b>Course Objective .....</b>	<b>3</b>
<b>Adagio Financial Reporter Overview.....</b>	<b>7</b>
<b>Preparing for the course.....</b>	<b>9</b>
Using Adagio Ledger .....	10
Using Adagio FX.....	10
<b>Lesson 1 - Working With SmartSheets .....</b>	<b>13</b>
<b>Lesson 2 - Account Groups.....</b>	<b>19</b>
<b>Lesson 3 - Colspec Reports.....</b>	<b>27</b>
<b>Lesson 4 - Account Data .....</b>	<b>29</b>
<b>Lesson 5 - Adding Formulas.....</b>	<b>35</b>
<b>Lesson 6 - Row Formatting .....</b>	<b>41</b>
<b>Lesson 7 - Working with Styles.....</b>	<b>47</b>
<b>Lesson 8 - Common Functions .....</b>	<b>53</b>
<b>Lesson 9 - Creating a Statement .....</b>	<b>57</b>
<b>Lesson 10 - Departments.....</b>	<b>65</b>
<b>Lesson 11 - Importing Financial Statements .....</b>	<b>73</b>
<b>Case Study - Creating a Comparative Income Statement.....</b>	<b>77</b>
<b>Appendices .....</b>	<b>i</b>
Appendix A - Drop down menus.....	i
Appendix B - The Toolbar .....	vi
Appendix C - Worksheet Drop-down menus .....	viii
Appendix D - Display Settings.....	xi