



ABORIGINAL STRATEGIES LIMITED PARTNERSHIP

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Advanced Adagio

August 28 & 29, 2018

Adagio Ledger

- Archived (Recurring) Batches
- Importing & Exporting
- Financial Reporter
- Filtering
- GL Settings & Options
- Adagio Tips & Tricks

Adagio Payables

- Manual Checks
- Reversing an AP check
- Reconciling AP to the GL
- Adagio EFT
- AP Settings & Options

Adagio DocStore

- Attaching pdf's to payables invoices
- Viewing pdf's in the ledger module
- Benefits of the electronic filing system

Advanced PayDirt Payroll

August 30, 2018

- Paycode Maintenance
- Mass Change
- Advances & Accruals
- Wages Clearing Accounts
- Importing Payroll

Registration
Deadline is
August 22

See website for the
cancellation policy

Who should attend?

This session is geared to finance staff of First Nation organizations who are experienced users of Adagio and/or PayDirt Payroll.

Location: ASI's Training Facility
7th Floor, 294 Portage Avenue, Winnipeg

Date: August 28 & 29, 2018
August 30, 2018

Time: 9:30 am to 4:00 pm

The cost of this workshop is:
\$895.00 – Adagio Ledger/Payables
\$495.00 – PayDirt Payroll

(\$100 Discount if attending both)

(Prices include GST)

Lunch and refreshments are included.

Register Today!

Please register early – these workshops tend to fill up fast. Space is limited to 30 persons

Payment required for registration. Please see website for registration policy. A separate registration form is required for each participant. If you have any questions about these workshops please give us a call.

Other courses

All workshops can be customized to your requirements.
(Please contact us for availability and pricing):

Adagio Ledger

Adagio Payables

PayDirt Payroll

Microsoft Office

Accounting Concepts

Audit Preparation

Computer Training

First Nation Governance

Human Resources

Office Procedures

See our website for more details

www.aboriginalstrategies.ca

Upcoming Training



T4 Processing

ASI will assist with processing T4's. Arrangements can be made to have this done in your community or in our offices. Please call for availability. The T4 deadline is February 28, 2019.

January & February, 2019

Adagio Ledger & Payables

Two day hands on workshop that will strengthen your knowledge in Adagio Ledger and Payables, providing you with many effective tools in managing your company's financial information.

- Introductory Level – **October 16 & 17, 2018**
- Intermediate Level - **December 5 & 6, 2018**
- Advanced Level - **January 30 & 31, 2019**

PayDirt Payroll

Single day hands on workshop that will enhance your knowledge of the payroll rules, how to set up and apply these rules, and process payroll efficiently in the PayDirt Payroll software.

- Introductory Level – **October 18, 2018**
- Intermediate Level – **December 7, 2018**
- Advanced Level – **February 1, 2019**

Accounting Concepts

Two day training session reviewing basic accounting principles, and an introduction to the accounting cycle. **September 18 & 19, 2018**



Microsoft
CERTIFIED
Trainer

Registration Form: *(one per person)*

I wish to attend the August 28 & 29, 2018 Advanced Adagio Ledger/Payables Workshop • \$895

I wish to attend the August 30, 2018 Advanced Paydirt Workshop • \$495

(\$100 Discount for attending both)

(price includes GST)

Your Name: _____

Job Title: _____

Community: _____

Department to be billed: _____

Email: _____ Phone: _____

Please send me emails with information about upcoming ASI workshops & events

Completed forms can be faxed or emailed:

Fax # 204-949-0564

Email: training@aboriginalstrategies.ca

Registration Deadline: August 22, 2018