



The Score

A Quarterly Update on Adagio Accounting



Volume 1 Issue 4

Ledger and Reporter upgraded

Over the last few months, Softrak has been busy shipping Version 6.8B of Adagio Ledger. Don't be fooled by the small version number change. This is a major new release with many user requested enhancements to Ledger and the Financial Reporter.

For starters, you can now launch multiple "instances" of Ledger, so you can check several general ledgers at the same time. To help you recognize different companies, Adagio Ledger 6.8B allows you to choose a specific background color, making it easy to distinguish between data sets. You have been able to print your Smart Finder searches for many months. But now, you can transfer a search result to Excel with the click of a button, making exports a snap! If you are using Crystal Reports for Adagio, you can now create customized reports and place them directly on your Adagio Ledger Reports menu.

The biggest improvements in Ledger come in its industry-leading Financial Reporter. Firstly, the Financial Reporter now responds to the keyboard and mouse in a "more expected" manner. Clicking on a cell only selects it. You must double click in order to edit its contents. Right mouse click on a cell and you'll be presented with a much more complete pop-up menu with several new options. Select Details and see all the accounts summed into a cell. Double click to see the period net posted for a specific account. Double click on a period and see all the transactions posted to that account for that period—right from the Financial Statement! Tracking down unusual postings has never been simpler. Use ctrl-click to select any cells on your statement. Then right-mouse and see the total of all the selected cells.

Drag-and-drop has also been improved, allowing the creation of comprehensive, presentation-quality financial statements with only a few mouse clicks. Just describe your chart of accounts to the Financial Reporter in the Group View, then drop the account range on the financial statement. You'll be asked what columns you want, and presto!—your statement is created.

Using Softrak's SmartSheet™ technology, Adagio Ledger can now automatically adjust

Financial Statements when new accounts are added into your chart. This makes maintaining your chart of accounts much easier!

You can also mark rows and/or columns to be automatically hidden when the Financial Statement is printed. This new feature allows you to make comments and notes on the display copy of the statement to explain entries.

Adagio Ledger's integration with Excel has never been better. As well as allowing any Smart Finder result grid to be exported to the popular spreadsheet, the Financial Reporter can now export a Financial Statement to Excel at the click of a button—complete with all the formatting! Now you can use Excel to do further analysis on your statements.

If you use departments, even more power has been added to help make your work easier. As well as being able to add a department and all the necessary accounts, Adagio Ledger can now delete a department with the same ease. Departmental Print in the Financial Reporter allows you to print a complete set of Financial Statements for all your departments in a single pass, a real time saver. The Financial Reporter also reduces the options available to someone who is only printing statements, preventing them from making unintentional changes to a carefully designed document.

If you haven't installed this new version, now's the time! 🎵

Maintain Financial Reports - [GLDeptDemo.ssm]

File Edit Format Formulas View Window Help

Adagio Corporation, Inc.
Income Statement

		100		200	
		East Coast Division		West Coast Division	
		Jul-02	YTD	Jul-02	YTD
Revenue:					
Revenues - Consulting		23,153.25	186,268.35	27,901.30	83,387.99
Product Sales		15,782.47	34,119.96	4,152.55	8,118.12
		\$38,935.72	\$220,388.3	\$32,053.85	\$91,506.11
Less direct expenses:					
Subcontracted Consultants		1,036.84	27,345.19	335.79	16,637.95
COS - Software		3,211.95	19,496.81	3,854.73	10,653.84
		\$4,248.79	\$46,842.00	\$4,190.52	\$27,291.79
Gross Profit		\$34,686.93	\$173,546.3	\$27,863.33	\$64,214.32
Costs and expenses:					
Accounting fees		950.00	4,417.00	0.00	0.00
Advertising		450.00	6,158.32	0.00	1,590.60
Automobile expense		0.00	0.00	0.00	0.00
Bank fees		63.12	378.72	0.00	73.64
Communications		394.01	2,236.10	0.00	2,266.47
Computer expenses		650.00	4,668.65	0.00	1,156.76
Consultant Salaries		4,157.20	30,669.30	2,000.00	13,943.80
Contributions		500.00	605.20	0.00	0.00
Depreciation expense		0.00	0.00	0.00	0.00
Dealership Fees		0.00	300.00	0.00	0.00
Dues and subscriptions		1,865.72	5,523.03	0.00	55.85

Department Description

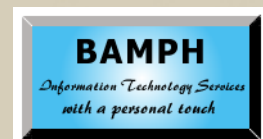
- 100 East Coast Division
- 200 West Coast Division
- 300 Central Division
- 200:300 Mississippi Region

Sheet 1 / Sheet 2 / Sheet 3

Adagio Fact

Adagio uses a graphical user interface — but the mouse is not needed for data entry. Adagio is designed to maximize head-down data entry speed. See over for details!

Brought to you by...



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Fast Data Entry for Adagio

A common misconception from inexperienced Windows users is that data entry in Adagio is slow. It's probably because they were never shown how they can use the keyboard to navigate. They don't need to use the mouse for Adagio data entry.

Do you know these key combinations?

- **Tab / Shift-Tab** Move to next/prior item, entry field or button or menu item
- **Alt-"character"** Move to item where "character" is underlined entry field or button or menu item or index tab
- **Enter**
Execute the selected button;
Edit highlighted entry in grid;
Create new entry in grid if last item in the grid is highlighted
- **Ctrl-Tab / Shift-Ctrl-Tab** Flip to next/prior index tab
- **Ctrl-PageDown / Shift-PageUp** Flip to next/prior index tab
- **Alt-Tab / Shift-Alt-Tab** Move to next/previous application
- **Ctrl-C** Copy selected data
- **Ctrl-X** Cut (copy & delete) selected data
- **Ctrl-V** Insert data that was Cut or Copied
- **RightArrow / LeftArrow**
Move right/left one character position;
Select next/prior radio button
- **Ctrl-RightArrow / Ctrl-LeftArrow** Move right/left one word
- **End / Home**
Move to end/beginning of entry field;
Move to end/beginning of line in memo field
- **Ctrl-End / Ctrl-Home** Move to end/beginning of last/first line in memo field
- **F1** Context sensitive help
- **F5**
Activate Finder in key field;
Activate Calculator in numeric field;
Activate Calendar in date field
- **F6** Activate Smart Finder in key field
- **F7** Activate Spell Checker in memo field
- **Spacebar**
Select item in selection list;
Special action in some grids (in Check Rec, spacebar clears selected checks);
Tick/Untick a checkbox;
Execute selected button
- **DownArrow / UpArrow**
Select next/prior item in selection list (drop-down field)
Select next/prior radio button
- **PageDown / PageUp** Move to next/prior screen in selection list
- **End / Home** Move to last/first character in entry field or item in selection list
- To select more than one item from a selection list, press **Shift-F8**, the use **arrows** and **spacebar** to choose and select each item, the press **Shift-F8** when done. 🎵

Worth Noting

Adagio Gridview —

Since its release last summer, Softrak has implemented significant new features in GridView to improve its ease of use. The creation of formula fields and filters has been completely re-worked, allowing you to use complicated if/then/else expressions and common functions to select records. New DateRanges were added to make it easy to create date sensitive views (month-to-date sales, or today's invoices for example). The filter and formula expressions are saved as simple text with the View, so common formulas can be kept in a Notepad document for re-use. The addition of an ExcelDirect™ button makes exporting your accounting data to Excel a snap! Filters can be applied to calculated columns, and columns can be marked "Hide when printed" to improve the formatting of GridView reports. 🎵

Adagio Fax Fact

Adagio lets you fax documents from your computer. Documents can be added to a queue for immediate faxing or scheduled to be faxed at a specific time from Adagio's built-in fax server. And Adagio's fax technology saves you postage and handling costs!