Purchase Orders for Adagio

Purchase Orders for Adagio presents a compelling reason to purchase Adagio's full Operational Suite (OrderEntry, Inventory, SalesAnalysis, GridView, and Purchase Orders for Adagio) for your distribution solution.

Purchase Orders for Adagio is a Purchase Order/ Inventory Receipts system that integrates with Adagio and is fully compatible with Inventory Receipts for ACCPAC Plus™.

Purple Solutions of South Africa has created this new Windows module based upon the strong feature-set of Inventory Receipts for ACCPAC Plus and the integration opportunities within Adagio.

Within Adagio, there has been a need for purchase order processing relating to Inventory Control, Payables, Job Costing, Order Entry, and Sundry Purchases. Purchase Orders for Adagio fills that void completely.

The software was released into live sites about 10 months ago. With user and dealer input, Purple Solutions has added more design changes that have resulted in a powerful and practical purchasing system solution.

Feature Highlights Include:

- **Print, fax, or email a full graphics Purchase Order** to your vendor.

- **Seamless integration into Adagio.**

- **No conversion** of data, from Inventory Receipts for ACCPAC.

- **Summary Orders are color-coded** to tell order status at a glance.

- **Filtered Order Views.** Sort by partial receipts, by vendor, by date. Your filter, your choice.

- **Intuitive Linked Document Drill Downs.** Access historical data to check on cost details.

- **Add Items and Vendors on the Fly.**

- **Proper accounting and tracking of Inventory item landed costs**

Quite simply, Purchase Orders for Adagio deals with most timing nuances of real purchasing, receiving, and vendor invoicing.

Purchase Orders for Adagio significantly strengthens the already feature-rich accounting software solution provided by Softrak's Adagio, by completing the transaction loop from purchases to sales.

Call us today for more information, a demonstration, or a trial version. ♪

Receivables 6.8B

Softrak has shipped a new version of Receivables that boasts these new features...

- If you have negotiated a new due date with a client, you can now change the due date of a current posted transaction using the Edit Customer function, giving a more accurate reflection of your cash position.

- If a customer is "On Hold" during cash entry, a message is displayed and you can take them off hold, if appropriate.

- Posting journals can now be printed automatically after posting. If you do not purge posting journals, this saves you from having to manually select the last posting sequence when printing posting journals.

- When entering batches, fields from the previous entry (including date) are now remembered. This speeds data entry and helps you keep track of the current entry.

- Adagio Receivables will now automatically convert an ACCPAC Plus Accounts Receivable 7.0A database to an Adagio-compatible format.
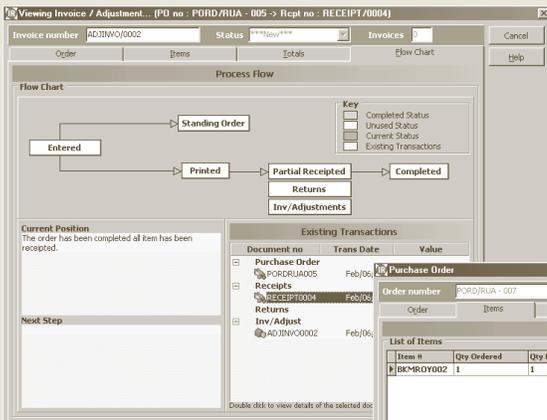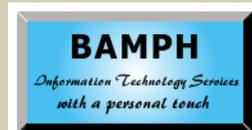

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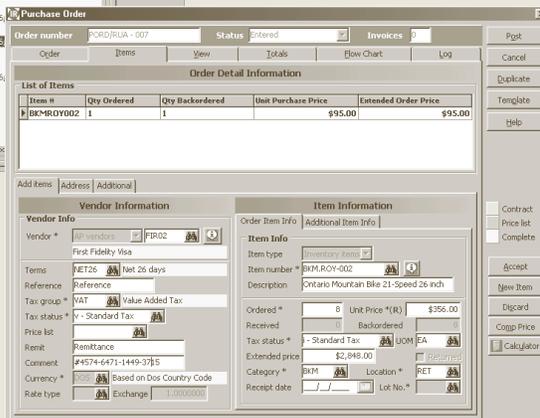
Entering a Purchase Order

General Adagio Tips

Use the **search function** when print-previewing a management report to find information in the report. Enter the search item in the entry field next to the binoculars and click the binocular button; the next occurrence of the string you entered will show in the print-preview window. Use this tip to find misplaced transactions in a GL Detail Listing or Transaction report.

Use the **Column Editor** to choose fields to display in the grid. First double-click on a column title to bring up the Column Editor; then select the field you want from the data table. In Receivables or Payables, you could show the outstanding balance; in Order Entry, show the total order value.

Hold down the **Alt key** and press the **short-cut key** to activate a short-cut to choose a menu item, move to an entry field, select a tab, or push a button. The short-cut key is any underlined character on a button or form.

Module-Specific Tips

Adagio Ledger:

You can quickly create new departments using the **Copy** function in Edit | Departments. In fact the Copy button is available on most Adagio forms to help minimize repetitive data entry.

Adagio Receivables:

When receiving cash from a customer, you can apply cash to the highlighted invoice by pressing the **SPACEBAR**.

Adagio Payables:

When reconciling checks, you can use **shift-click** to highlight the total range of checks that cleared, then **ctrl-click** to deselect any checks within that range that have not cleared.

Adagio Inventory:

If you have received goods to the wrong part number, use stock transfers between item codes.

Adagio OrderEntry:

To automatically skip fields you never enter on an order, set up the **order entry template**.

Adagio GridView:

To let each salesperson quickly view the status of all their orders, set up a **view** in GridView.

Power Trick: Quotes in OrderEntry

Want to print, fax or email quotes in Adagio OrderEntry? Use this trick! Please note, however, that this is a "Power Trick", for experienced users only. Please call for assistance if this tip appears at all complicated to you.

To use this Quote Feature, we assume you will not be using Standing Orders in your regular processing. Standing Orders do not commit or affect item availability.

Create a specification called Quote using the Confirmation codes from an existing Confirmation sample, with the your logo and quotation terms.

To create a quote, use a standing order to create the quotation for the customer. Use your detail line items and comments like any regular order. Consider adding a "Quote" non-stock item for new items that are not stocked.

If you want to quote for new customers, create a dummy quote customer number. Overtype the Bill to Address and name with the new customer details.

Save the quote prefixed with a Q and assign your reference when the AUTO number pops up, so that you override the AUTO with your quotation number.

To print the quote, print the Confirmation document with the Quote Specification, or you could fax it using the Adagio Fax Driver. To email, print to a PDF Printer Driver like CutePDF (www.cutepdf.com). Save the PDF file, and email the file as an attachment to the customer.

When the customer accepts the Quote, recall the Quote (at the bottom of the view). Change the Standing Order to Active Order, and check the order details to ensure the products are stock items. Post and save the active order.

If this is a quote for a new customer using the dummy quote customer, use the order copy feature to copy to the new customer number, or simply change the customer number. Also, you can copy from a standard quote to another standing quote to eliminate retyping of details.

The Quote can either be retained for reference or deleted as a standing order. Order Action reports are unaffected.

The Quote function is made possible by the graphics specifications in Adagio Order Entry, by the Adagio Fax on demand feature, and by the third party PDF Printer. ♪