



# The Score

A Quarterly Update on Adagio Accounting



Volume 3 Issue 2

## Adagio BankRec Ships

**Softrak's newest module, Adagio BankRec, integrates with Receivables, Payables and Ledger to provide an on-line view of a company's cash position. Adagio BankRec is designed to speed the monthly bank reconciliation, ease the accounting for NSF checks and make it easy to apply payments to high volume accounts.**

Adagio BankRec provides a single point of entry for cash receipts into Adagio. An on-line inquiry instantly shows your current cash position, and allows you to recalculate the position "as at" any date in the past. The reconciliation process is simple and straightforward, easing month end processing chores. Unlike bank based reconciliation services, Adagio BankRec does not require you to tell your bank what checks have been issued. The deposit slip report saves you the trouble of manually listing each check on your bank's deposit slip.

- Automatically reverse NSF checks, accounting for bank fees and client charges
- Automatic creation of a cash batch for Adagio Receivables
- Automatic retrieval of all checks written in Adagio Payables
- Automatically mark cleared items in Adagio Payables
- Import checks written by other systems
- Reconcile your bank statement with a few mouse clicks
- Automatically convert your Peresoft Cash-book data for a smooth transition
- Print a bank deposit slip

Download a trial version of Adagio BankRec by visiting <http://www.softrak.com> and clicking on "Products", or simply call us today! 🎵

### BankRec's top features include:

- Up-to-date cash balances maintained to monitor cash position
- Auto-apply cash to outstanding invoices in Receivables
- Drill-down from a deposit to see the individual checks making up the deposit

**Transaction info SDP20010406**

Bank reference: SDP20010406  
 Date: 4/6/2001  
 Batch: 3 Cash Receipts to 04/06/2001  
 Description: Cash Receipts to 04/06/2001

Total payable	\$115,733.30	Cleared amount	\$114,831.01
Discount amount	\$902.29	Error amount	\$0.00
Total tax	\$0.00		
Total receipt	\$114,831.01		

Cust#	Name	Date	Amount
ABL01	Ables Cables	4/6/2001	115.00
BCS01	BCS Engineering	4/6/2001	85.00
BOH01	Bohr Drilling, Inc.		
CAP01	Cape May Inn		
CCX01	CCX Express		
CHE01	Cheng, Cheng, Chi		
DAW01	Dawson Marine Ad		
DOU01	Double D Rentals L		

**Process NSF Check - 3000**

NSF Check Document number: 3000 NSF  
 Check amount: \$1,349.80

Customer Charges  
 NSF Reference: 3000 FEE  
 Customer Fee: \$25.00  
 Acct/Dept: 6200 200

Bank Charges  
 Bank NSF Reference: 3000 FEE  
 Bank Fee: \$20.00  
 Acct/Dept: 6200 100

Drill down to transaction details from each bank's transaction list.

Handle NSF checks quickly and easily

## Adagio Opportunity Conference 2004

**Softrak Systems hosted its 11th annual dealer conference in Vancouver, BC in mid-May. Here are a few highlights...**

- **Adagio Academy**  
Although the AOC is a dealer conference, Softrak kicked it off with a day of end-user training, called "Adagio Academy". Over 40 end-users attended, and gave Adagio Academy rave reviews, like: "There was so much information that was useful. It was SO worth it. I would highly recommend it to other users." Now Adagio Academy is starting to tour North America! See [www.softrak.com](http://www.softrak.com), or call us to find out when Adagio Academy is coming to town.
- **Adagio BankRec**  
Softrak's biggest announcement — see the article to the left.
- **Purchase Orders for Adagio**  
Presented by Stief Group, Purple's North American distributor, PO for Adagio presents a compelling reason to purchase Adagio's full Operational Suite for your distribution solution.
- **Adagio Symposium**  
Adagio Symposium is a forum in which seasoned Adagio resellers share unique power tips and tricks. We've added these new tips and tricks to our kit bag! 🎵

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## Adagio's Right Mouse Button

**Have you used Adagio's Right Mouse Button? Softrak designed useful shortcuts for Adagio into the pop-up menus that appear when you click the right mouse button. The mix of shortcuts in the menu changes based upon where you are in Adagio.**

Normally, you'll see options like Cut, Copy and Paste text; but, when you have selected records in a grid, Softrak has added all the appropriate "form actions". This means you can mark checks as cleared in the Payables Check Reconciliation function, Edit a customer or Print a batch listing.

The right mouse button is even more extensively used in the Adagio Financial Reporter. The pop-up menu changes to offer useful functions at every opportunity. You can cover a selection of cells, remove the cover or clear the cell contents. Apply cell formatting. Add a ".Range", ".Verify" or ".RangeDept" command to column 1 in a SmartSheet. In fact, place the cursor over cell A1 and make a statement a ".SmartSheet" with a single click. The right mouse button makes creating financial statements a snap!

## 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/previous 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.

## "Remembering" Report Settings

**Did you know that the print options you select on report dialogs can be saved and used as the defaults the next time you print the report?**

To have your report settings saved, you must turn the **Remember report settings** option on. Note that the options are saved by company, so if you set different options for different datasets, they will be saved accordingly.

Additionally, report settings will only be saved if you print or preview the report. You cannot simply open a report dialog, change the settings without printing or previewing, and have those settings remembered for the future. 🎵