Knowledge is Power

Your Adagio Accounting system is an investment, and the best way to maximize your investment is through learning its many features and functions. However, we know that the daily grind in the accounting office hardly leaves time for reading manuals and exploring new features. The best way to get to know your Adagio is through training!

Fortunately, there are a variety of ways to bone up on your Adagio skills besides trial and error. Adagio Academy and Adagio Academy Express are two such options. In-house training with your consultant is another.

Adagio Academy is lecture training for users of Adagio Accounting, provided by Softrak Systems in various North American cities. Its full day agenda covers the following:

- **Adagio Ledger and Financial Reporter**—how to make use of all the powerful features

- **The Daily Grind: Daily, Monthly and Year-End Procedures**—starting with invoice creation, follow an entire day of activity in Accounts Receivable, Accounts Payable and General Ledger.

- **GridView: exploring your accounting data**—discover what kind of information is lurking in your accounting data. Discover how management can look at accounting figures, without having to be trained on the accounting modules.

- **Adagio's Specification editor**—one day you'll want to change the layout of an invoice, check, or statement, and Adagio's specification editor makes that easy.

- **Adagio Tips and Tricks**—learn the small things in Adagio that can make your job easier and data entry faster

- **Open Forum**—Q&A and your chance to make suggestions for further product enhancement.

Adagio Academy *Express* is a half-day of concentrated lecture training on topics of interest to both experienced and novice users alike:

- **Adagio Ledger and Financial Reporter**—how to make use of all the powerful features

- **Data In and Data Out**—find out how fast your data entry can be by exploring features available in all Adagio modules. Create basic reports using SmartFinder. Use GridView to quickly generate reports off the accounting data. See how Adagio information can be sent to Excel for distribution or further analysis

- **Adagio Tips and Tricks**—learn the small things in Adagio that can make your job easier and data entry faster

- **Open Forum**—Q&A and your chance to make suggestions for further product enhancement.

Adagio Academy and Academy Express are being held at various locations throughout North America, and Softrak will offer it anywhere that they can fill a small classroom. If you are interested, please contact us as soon as possible.
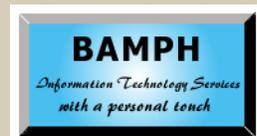
However, if you prefer customized one-on-one training in your office, that's OUR specialty. We'll tailor your training to your specific accounting system, and teach you on your own data, using your own report specifications and your own procedures, on your time schedule. We'll even train a group of staff in your own classroom, if you have one.

Regardless of what type of training you prefer, we guarantee you will learn something new about Adagio that you didn't already know, which will make your daily routine much easier and more productive. ♪

Adagio User Group Online Meetings

Softrak is pleased to invite all Adagio users to attend Adagio User Group Online Meetings, where you can learn tips and tricks, see products by Adagio Developer Partners, and submit questions and product suggestions in advance for review at the meeting. Learn more at www.softrak.com/usergroups.

Column Grid Editor

Did you know that almost all grids in Adagio may be customized to display the information that is most important to you? This includes the grids found on the record listing screens, the Finder screen, and the Smart Finder screen.

Double-click on the grid header to gain access to the Column Editor.

- Access to the Column Editor is specified on the user record. You may prevent some users from changing the appearance of the grids.

- Each grid may be changed and saved for all users, or individually for each user; the Adagio System Administrator determines this. Each grid is handled separately.

- You may resize column widths, add or remove fields, or re-arrange the order of the columns.

Finders and Smart Finders

- Whenever you perform a Smart Finder inquiry, the results are saved until you close the program. You can do a search from a field, close the search, and access the same results when you press F6 in that field, anywhere in the program. This saves time if you have to do the same search repeatedly.

- You may perform a search on any single field that appears in the Smart Finder grid. Should the field you want to search on not be listed, you can use the Column Editor to include it.

- There is a printer button that allows you to print the results of the Smart Finder inquiry. You may also export the Smart Finder results to Excel in Adagio programs version 6.8B or later.

Market Trend Analysis Reporting

Problem: For market trend analysis reporting, the reports with Inventory or SalesAnalysis contain too much information. How can I trim down the report and just base it on the quantities?

Solution: With Crystal Reports, you can pare down the report and just base it on the quantities, to track how individual product units are selling. For example, to:

- use Inventory with the focus on the units and cost, not on the selling prices

- have a sales report that gives a better idea of what products people are buying

- have a sales report that shows the products that people like at a particular time and the trend they are going with

- enable purchases based on trends

- show introduction of new products and how they sell.

With Crystal Reports, you can easily achieve the following reports:

- **Category Sold Summary**
  Description
  Units MTD, Amt MTD, Units YTD, Amt YTD

- **Customer/Item MTD/YTD Sales...sorted by Category**
  Categories, Item #, Description
  Units MTD, Amt MTD, Units YTD, Amt YTD

- **Item Customer MTD/YTD Sales**
  Item #, Description, Customer
  Units MTD, Amt MTD, Units YTD, Amt YTD

- **Item MTD/YTD Sales...sorted by Category**
  Item #, Description
  Units MTD, Units YTD

- **Product Sales Summary**
  Item #, Description
  Qty Invoiced MTD, QTY Invoiced YTD

If you are unable to create these reports on your own, we'd be happy to set them up for you. Then you can generate them whenever you want.

Financial Reporter 8.0 Tricks

Financial Reporter 8.0 has some handy new features. Did you know...?

- You can choose 'Departmental Comparison' when creating a new SmartSheet, thereby having the Financial Reporter create columns by department automatically.

- You can now insert picture files into a cell in order to print a company logo or other picture. The cell must be an appropriate size and dimension; otherwise the picture will be resized to fit.

- You can choose how SmartSheets expands the details when dragging and dropping a new spec. 'Summarize to Account' creates one Expanded row for each account, summing all departments within. 'Show Details' creates one Expanded row for each unique account/department.

- You can freeze the top N rows or left M columns, and these will print on every page.♪