



# The Score

A Quarterly Update on Adagio Accounting



Volume 4 Issue 1

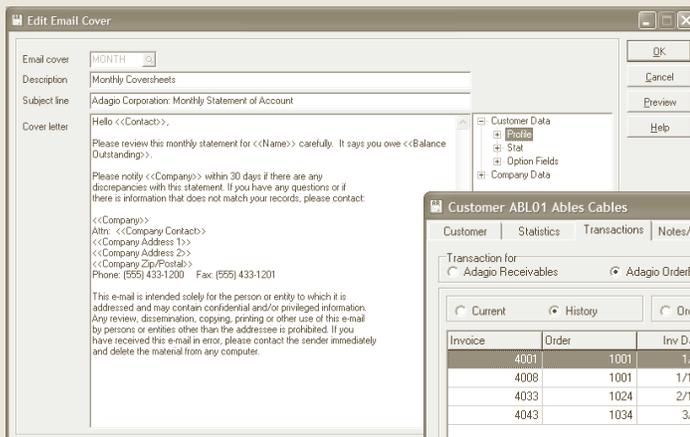
## AR significantly enhanced

Early this year, Softrak released version 8.0 of Receivables, and they have added some new features that are sure to make every AR clerk's job easier! Read on to discover just how many will work for you...

- Customer statements can be emailed as PDF attachments, with an email cover letter that can include fields from the customer. Emailed statements are logged in a queue from which statements can be viewed or resent.
- You can send emails to customers without including a customer statement
- New customer fields have been added: email addresses, web site URL, credit cards (encrypted), alternate contacts, and selected document specifications (email, fax, printout for statements, orders, invoices, and credit notes).
- Optional user defined fields: 3 x string (character), 2 x date, 2 x amount, 2 x units, so you can track data unique to your business.
- In the Customer Edit / View, you can now view current and historical orders, invoices and credit notes in Adagio OrderEntry, and invoices and credit notes in Adagio Invoices history.
- Customer Alerts pop up when the customer is viewed, edited, or referenced during batch entry.
- Users of Adagio GridView can add views in the Inquiry menu. To use this feature, create a Workspace in GridView containing one or more Views, copy the Workspace (.gvs) and Views (.gv) it uses to \softrak\crwin\views. Note: GridView must be version 8.0B or higher.
- Adagio Receivables now supports multi-currency when the Adagio MultiCurrency module is installed.
- Customized Crystal Reports can now be kept in a separate folder so they are not overwritten when installing future versions of Adagio Receivables.
- The Active Users function, in the Help menu, lists the users and applications they have open for the company you have open.
- Calculate Customer Aging, in the Maintenance menu, calculates aging buckets in customer records for use when creating custom reports in Crystal Reports or custom views in GridView.

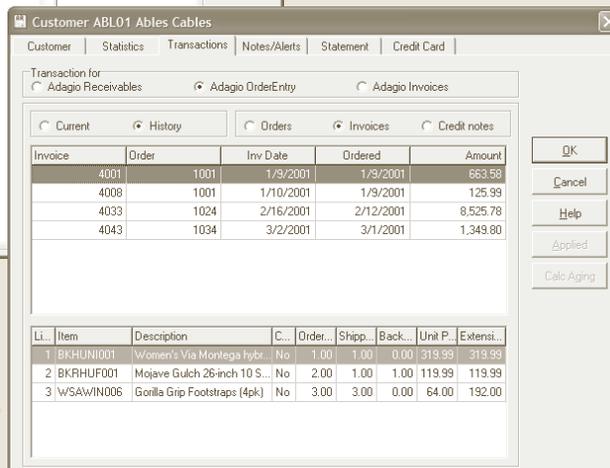
### Blank Checks

Did you know you can save money and increase security by using blank check forms available from us? Adagio Payables and Adagio Checks can print checks on blank check forms, including the MICR font at the bottom of the checks. Break free from pre-printed forms!



Editing email cover letters is easy.

View current and historical orders in Customer Edit / View.



Call us today for more details!

Brought to you by...



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## Adagio Ledger Unposting Function

The Adagio Ledger unposting function can be used in a number of circumstances:

- Remove a batch that was incorrect or a duplicate
- Reverse a batch that was posted backwards
- Copy or move a batch, changing the date or fiscal period
- Copy or move a batch, without changing the date or fiscal period

### Getting Ready

**Enabling the Unposting Function:** In order to unpost batches, the Allow unpost/reverse batch option must be selected under the Edit/Company Profile menu item, on the Options tab. Once this is done, Batch Unpost from Current Year and Print Unpost Journal will be available under the Post menu.

**Choosing a Combination:** Using the finder, select which batch to unpost, and then choose your options according to the circumstances.

**Original Batch used with these examples:**  
NOTE: These examples only show one entry in the batch. The Unpost batch function operates on the entire batch.

Original batch: November 15, 2005

	Debit	Credit
1000 Bank	\$50.00	
6100 Bank charges		\$50.00

### Bring Back a Posted Batch – without changing the date or fiscal period

This is the most common reason to Unpost and is the default setting.

**Set Reverse batch entries – OFF; Delete entries – ON.** This will remove the original entry from posting journal, as if it had never been posted. This will create an unpost journal with the record of transactions removed from posted. It will create a new batch that is an exact copy of what was originally posted. This essentially brings back a batch that was posted before it should have been.

### Copy or Move a Posted Batch – changing the date or fiscal period

**Set Reverse batch entries – ON; Delete entries – OFF.** This will leave the original batch as posted and create a new batch with the opposite entries than what was originally posted.

Created batch: November 30, 2005

		Debit	Credit
1000	Bank	\$50.00	
6100	Bank charges		\$50.00

If the original entry should not have been posted, but you want to keep the posting history and reversal, post the batch. The transaction listing for the bank account will show:

			Debit	Credit
1000	11/30/05	Original entry	\$50.00	
	11/30/05	Reversing entry		\$50.00

If the original entry was correct but you wanted to have a copy of the batch to reverse in a subsequent period, you can use the copy/move function to change the date and fiscal period, then post the batch.

The transaction listing for the bank account will show:

			Debit	Credit
1000	11/30/05	Original entry	\$50.00	
	12/31/05	Reversing entry		\$50.00

If the batch that was created by the unpost function is deleted, no changes will have to be made to the transactions.

### Remove a Posted Batch that was incorrect or a duplicate

**Set Delete entries – ON; Reverse batch entries – can be ON or OFF since the unposted batch will be deleted.** This will:

- Remove the original batch from the posting journal, as if it had never been posted
- Create an unpost journal of transactions removed from posted
- Create a new batch with the opposite entries than what was originally posted.

Created batch – November 30, 2005

		Debit	Credit
1000	Bank		\$50.00
6100	Bank charges	\$50.00	

Delete the batch which was created by the unpost function. The transaction listing will show as if the entry had never been made.

### Copy a Posted Batch, without changing the date or fiscal period

**Set Reverse batch entries – OFF; Delete entries – OFF.** This will leave the original batch as posted. It will create a new batch that is an exact copy of what was originally posted. This essentially copies a posted batch to a new, open batch. 🎵