Spring forward into Adagio 8.0

By the time you are reading this article, Softrak will have upgraded its full suite of Adagio modules to Version 8.0. What does this mean?

Firstly, it means more usability for all Adagio clients. 8.0 introduces some great new features "across the board", which will have a positive effect on how Adagio works for you and others in your company on a day to day basis.

For example, the **ability to e-mail** statements, credit notes, invoices and order confirmations not only cuts down on the amount of paper the accounting department churns out and files, it also improves customer service, speeds up the sales cycle, and accelerates cash flow.

Adagio 8.0 is **more customizable**. For instance, you can now add custom-designed reports directly to your Reports menu, so you can print your custom reports (designed in Crystal Reports for Adagio) straight from Adagio. Before 8.0, you had to switch from Adagio to Crystal Reports to do so. Also, PrintTool lets others without any knowledge of Adagio launch a report from a shortcut on their desktop.

Your **Adagio menu is now customizable**, too. You can add links to any program (.exe) installed on your computer so you can launch Excel, Word or Internet Explorer directly from the Adagio menu. This lets each user further tailor their whole system to their specific tasks in the organization.

Powerful **optional fields** (3 string, 2 dates, 2 numbers, 2 amounts) were added to customers, vendors, inventory items, orders and invoices. You can use these fields to contain whatever data pertains to your company specifically, and report on that data as you would any other field.

GridView "Views" can be added to the Inquiries menu. This allows you to set up secure, customized, real-time, read-only views of your accounting data, for instant access by management and other staff members. For example, they can view item and order status in real time!
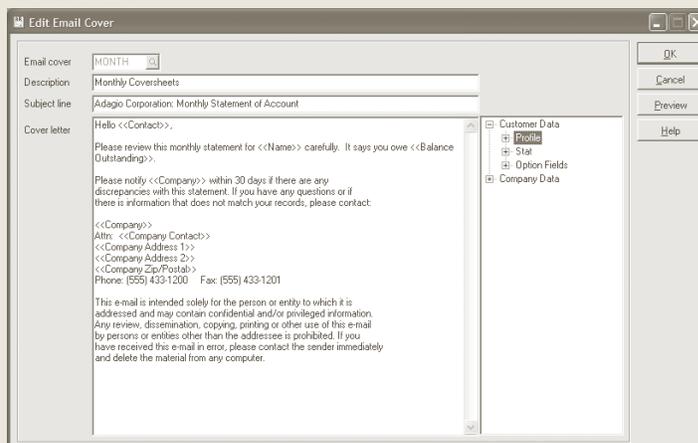
Pop-up alerts for customers, vendors, inventory items and ship-to's help improve communication among staff and departments. Share critical information about Customers, Vendors, Inventory, or practically anything! Pop-up alerts reduce costly mistakes by giving convenient reminders and sharing helpful information.
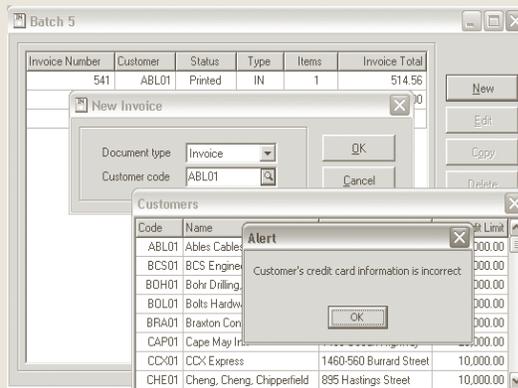
Multicurrency is available in all modules except Time&Billing, JobCost and Checks, so companies transacting in more than one currency are now able to use Adagio more effectively.

Reporting is way faster, and **import has been improved**, with user definable import/export templates, and flexible data definition in import.

This article is merely a sample of enhancements across modules. See your back issues of The Score for module specific improvements, or go to softrak.com for details. Version 8.0 is definitely worth the price of admission. Call today if you haven't yet made your move! ♪

> You can set up Pop-up Alerts for customers, inventory items or ship-to locations.

Adagio Resource Live!

Adagio Resource Live! are online user group meetings. They highlight features in Adagio and provide tips and tricks for users. Softrak encourages you to submit suggestions and questions by email in advance, or bring them up at the end of the online meeting. Meetings are free (except the cost of long distance), and they are no more than an hour long. Find out more at www.softrak.com.

> E-mail invoices and credit notes as PDF attachments with customizable cover letters like this.

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Adagio Technical Tips

Posted to incorrect period?

Question: I have just realized that some February Payables entries were posted to January by mistake in G/L. Short of reversing the entries and reentering them, is there something else that I can do to edit the period they were posted to?

Answer: If GL batches have been posted, you cannot edit the posted transactions directly. You will either have to enter/post reversing transactions and re-post under the correct period, or you may be able to 'Unpost' that batch and re-post with the correct amounts and periods.

To Unpost, you first have to enable the option in the Ledger Company Profile. Then from the Unpost function menu choice, choose the batch to remove posting. A new batch will be created, which you can edit to correct the period. This will save you from having to re-key a number of entries.

If you need to keep the originally posted amounts to the wrong period and the reversing entries to net to zero (for audit purposes), then Unpost the batch with the option to reverse debits/credits and do not delete the posted transactions. In the created batch, delete the entries that were OK in the original batch, and copy the batch with "Reverse entries" and "Revise period" selected. Post both batches.

If you don't need the audit trail, Unpost the batch and delete the posted transactions, but do not reverse the debits and credits. Then in the created batch, change the entries that need it and post the entire batch. This will put back the entries that were originally posted OK and correct those entries with the wrong period.

Whichever methods you choose for unposting, a journal report will be created to show all the unpostings that occured.

Unposting Invoices?

Question: Is it possible to unpost an invoice batch in Receivables?

Answer: No, it's not possible, and will probably never be. There are too many issues around tax liabilities and so on in Payables and Receivables to be able to do this with any degree of confidence.

One approach to your problem would be to create an Adjustment batch with an entry for each Invoice that was posted in the Invoice batch. Each Adjustment entry would be for the full amount of the Invoice and would reduce it to zero.

If the Invoice batch is so large that this is a lengthy process, it may be faster (and cleaner) to restore your data backup. Before doing so, consider how recent your backup is, how reliable it is and what other work has been done since. Make a copy of your current data first.

Editing Statement Specifications

I've chosen a statement from Receivables Specifications but the company information is not included. How can I add our address, etc. to the statement I've chosen?

Right mouse button on the cell where you want the data and select Insert formula | Company information and the data you want from the pop-up menu. It's that easy!

Grayed Out Menu

I am trying to set up Adagio to email invoices and statements. I have that option "checked off", and on the tool bar it gives me the email/fax button, but when I go to that button it is light gray and I can't set it up. Why?

This is a security issue. You need to give yourself the rights to that menu choice. Log in as SYS (with the correct password), and you will see that the menu option is now available.

Also, have you set up the e-mail under Fax/Email | Email setup? Do the clients you are trying to e-mail to have addresses set up in their files?

Check all these things, and you should be good to go.

Please note: This issue's Tips and Techniques come from Softrak's Technical Support Discussion Forum. This is a great resource open to all Adagio users, simply by registering online at www.softrak.com/cgi-bin/ultimatebb.cgi. We encourage you to check it out!

Looking for Purchase Orders?

Adagio users looking to add Purchase Orders to their Adagio accounting need look no further than Purple Solutions' PO for Adagio, sold and supported in North America by Stief Group. See www.adagiosa.com for more information.