Many Adagio training options

Whether or not your company is new to Adagio, you have very likely found yourself in need of Adagio training at some point. Fortunately, there are several excellent options to bring you or your staff up to speed quickly.

Training from your Adagio consultant

The most flexible and tailored training option is one-on-one training from us, your Adagio consultant. We can train your staff on your own data, in your office or ours, using procedures that may be unique to your own company. You will have our undivided attention, and we can address areas pertinent to your situation as they arise. This level of customization will likely have you up and running the quickest. However, office interruptions occur, and these distractions can take their toll on the effectiveness of the training. Also, this is likely the most expensive training option up for consideration.

Adagio Academy, in person or online

Softrak Systems, the developer of Adagio, offers lecture-style training through its "Adagio Academy". Academy Online is a set of five web seminars; The Academy is for a full day; Academy Express is for half a day. Academies take place in various locales around North America throughout the year.

Topics covered at Adagio Academy include:

- Financial Reporter
- GridView
- Specification Designer
- The Daily Grind
- The Monthly & Yearly Grind

Cost for Adagio Academy starts at $395 for Academy and Academy Online, and the half day Academy Express starts at $295. Lots more information, including upcoming schedules and a detailed agenda can be found at www.softrak.com/academy/index.php.

> "Great for a power user to attend to take away tips and tricks for all staff."
>
> "Very beneficial. I definitely recommend it before starting with Adagio software, or in the early stages."
>
> "It was a pleasure to watch someone who knows his product inside and out deliver in a snappy manner, answering any and all questions factually. Andrew Bates puts on a high quality presentation!"

Occasionally, Adagio Academies are even offered in exotic locales. For example, Softrak held an Academy in Barbados this February. If this interests you (and who wouldn't be interested in that?), keep your eyes on the Academy website, read your Key-Notes e.newsletter from Softrak, or let us know, and we'll keep you posted.

Local Colleges and Schools

Some local colleges and schools have begun to offer training classes on Adagio. Check their local listings, and if they are not currently offering Adagio courses, give them a call. If they anticipate demand, they will consider offering such courses in future. ♫

Number changers are there when you need them

"What is a number changer, and why would I need one?"

Number Changers are handy utilities that allow you to easily change, combine, and copy account, customer, item or vendor numbers in Adagio.

Perhaps your company has merged with another, and you need to adopt their GL Account Codes. Maybe you need to combine multiple customers into one customer number. There are many situations that can result in the need for a number change utility. AIM Services' Number Changers maintain all transactions, notes, history, and all associated data, plus they generate an audit trail for future reference.

Find out more about AIM's Number Changers at www.aimadagio.com, or call us for details. ♫

Windows Vista Update

We are still receiving many inquiries regarding Adagio and its compatibility with Windows Vista. Current Adagio modules WILL NOT install under Vista. While it is possible to install the Adagio modules under Vista by completely disabling User Account Control, once the modules have been installed, the following known issues (amongst others) will be encountered:

• Faxing of documents will not work

• F1 Help will be unavailable

All modules require updating to Version 8.1A, which Softrak is currently working on.

Softrak is fully committed to compatibility with Windows Vista for all Adagio products. New versions of all currently shipping Adagio products will be released for compatibility with Vista. Compatibility upgrades for Adagio products will begin releasing in the second quarter of 2007. It may be several months before all compatibility releases have been completed for the entire product line. Expect the core Adagio modules to be released first.

The best and most economical way to prepare your Adagio for Vista is by making sure you are on the Adagio Upgrades Plan. This will ensure you are the first to receive the upgrades as soon as they become available. When these 8.1 versions are released, any client who is not on an Upgrades Plan must purchase at the Prior Version price, which is more expensive. Act now and save!

Changing Sales Tax Rates

Here is a brief summary of what must be done in some Adagio modules to change a sales tax rate. A complete, step-by-step procedure guide for all modules is available in the Technical Tips page of Softrak's website, at www.softrak.com, under the Support heading. You can also download a spreadsheet to calculate Tax Included distribution rates there as well.

Adagio OrderEntry
☐ Run dayend
☐ Print and purge the Tax Summary report
☐ Edit the tax groups
   • Select the tax group to be edited
   • Select the jurisdiction
   • Change the tax rate

Adagio Invoices
☐ Post or archive all invoice batches
☐ Print and purge the Tax Summary report
☐ Edit the tax table: Item & Customer rates
   • Select the tax group to be edited

   • Select the jurisdiction
   • Change the tax rate
☐ Update Archive Batches and select the item tax fields to update
☐ Restore the archive batches

Adagio Inventory
☐ Run dayend
☐ Print and purge the Tax Summary & Tax Tracking reports
☐ Edit the tax groups: Item and Purchase Tax Rates
   • Select the tax group to be edited
   • Select the jurisdiction
   • Change the tax rate

Adagio Payables
☐ Print and clear the tax tracking report (recommended but not required)
☐ Edit the Distributions to change the tax rate for Tax or Tax included Distributions
☐ After changing the tax rates
   • Restore all recurring batches
   • Edit all details that reference tax or tax included distributions
   • Archive the updated recurring batches
   • Edit all Distribution Sets to refresh all the tax rates for Tax or Tax included Distributions (re-select Distribution to refresh)

Adagio Receivables
☐ Print and clear the tax tracking report (recommended but not required)
☐ Edit the Distributions to change the tax rate for Tax or Tax included Distributions

Adagio Checks
☐ Edit the Distributions to change the tax rate for Tax or Tax included Distributions
☐ Edit the archive batches to refresh the tax rates that reference tax or tax included distributions
☐ Refresh the rate by removing and re-selecting the distribution code from the finder.

Visit the Technical Tips page of www. softrak.com, under the Support heading, for instructions for Purchase Orders, Time & Billing and Bank Rec.

Adagio KeyNotes

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