Adagio can save you money

In these times of fiscal restraint and belt-tightening, every penny counts. Accounting departments are facing increasing pressure to economize like never before. Have you ever thought of how you can use Adagio to save money?

Since Adagio first shipped in October 1999, the US first class letter rate has gone from $0.33 to $0.48. That's an increase of almost 50%. Canada's postal rates have also climbed significantly.

Send Items Electronically

No matter where in the world you are, if you mail customer statements, vendor checks or order confirmations, then it makes economic sense to move to electronic document transmission. With Adagio, you can send these items electronically:

- Payables – checks (using electronic payments; contact us to see if your preferred method is supported)
- Receivables – customer statements and letters
- OrderEntry – order confirmations, picking slips, credit notes, and invoices
- Invoices – credit notes and invoices
- BankRec – receipts
- Purchase Orders – purchase orders
- SalesCQ – quotes and letters
- Time&Billing – invoices and credit notes
- Crystal Reports – any reports
- GridView – views or workspaces (using ExcelDirect)

Not only will electronic transmission save the cost of postage, paper, envelopes, and labor, but the information has more immediacy. In fact, just speeding up your cash flow can have an impact on your bottom line.

Speed Up Cash Flow

With computerized accounting, particularly accounts receivable, it is much easier to get aging reports to help identify a pattern of slow- or no-payment by certain customers. By emailing or faxing overdue invoices, you quickly and easily get your overdue invoices the attention you want them to have. But just sending the invoices themselves does not give you a complete collections effort. You should also encourage the customer to communicate with you. You can do this quite easily by sending with the faxed or emailed invoices a cover letter indicating your eagerness to resolve the overdue receivable. Develop a series of at least four or five different collection letters, each building on what the earlier ones have said and each one more firm in your request for payment. The letters should also offer to work out a convenient repayment schedule to help ease the plight of those customers who are in short-term financial difficulties.

Clearly, a small investment in an Adagio product can produce a significant return on investment. Call us today if you need help making the most of your Adagio's penny-pinching powers. ♪

Buying preprinted forms?

If you are still buying expensive preprinted forms, you should consider using Softrak's inexpensive blank check stock to print checks. You don't need any preprinted forms for invoices or customer statements either. All those forms can be printed on blank paper with your Adagio modules.

Dump the preprinted forms and save your money!
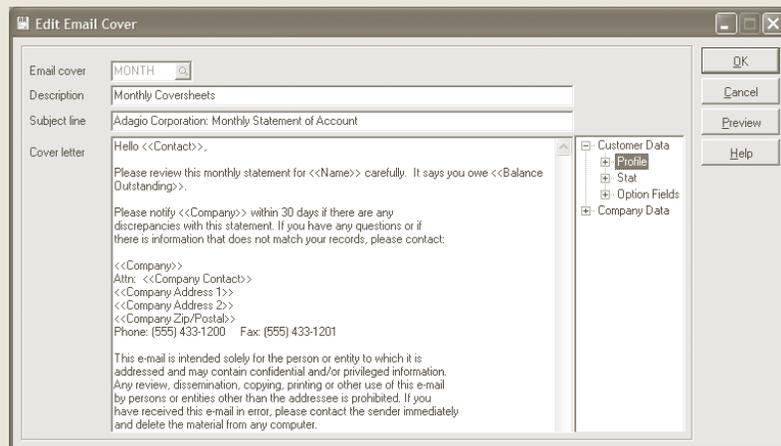
E-mail invoices and credit notes as PDF attachments with customizable cover letters like this.

Brought to you by...

BAMPH Consulting Services
73 Excel Road, Elizabeth Park
Christ Church BB15092 Barbados
Cell: (246) 230-5277
Tel: (246) 423-4509
Fax: (246) 423-3133
Email: PeterB@BAMPH.biz
Web: www.BAMPH.biz

Adagio Technical Tips

Physical Inventory Worksheets

Question: Can Physical Inventory Worksheets be printed for a location for only items with positive quantities on hand?

Answer: There is no option for selecting items based on quantity on hand, only if the item is allowed at the location or is active, or if the items belong to a particular Control Account Set.

However, there is way to do this. First, create a Physical Worksheet file — print the report to a file, just to freeze the inventory of IC for count purposes. Then create a Physical Inventory Worksheet using Gridview with filters to limit or sort the items exactly as you have requested, with enough fields to reimport the results back into Adagio. Then, export the Gridview to Excel, and enter your adjustments in the Excel spreadsheet. Then, reimport the spreadsheet into Adagio Inventory, automating the data entry of the entire counting process.

You could also make multiple copies of the Excel spreadsheet to multitask the data entry of the physical count, combine the spreadsheets, and import that result.

Note: if you are using the latest version of Adagio Inventory, you can export straight to Excel at the time you generate the worksheet report. If you include the quantity on hand as one of the export fields, then you can sort and filter the Excel file to leave only those items with positive quantities.

Also, be careful when importing that you don't import items that you haven't yet counted. If you do, they will import as zero counted.

Retrieving Subledger Batches into GL 9.0

Question: We just converted GL to 9.0A. Is there a way to retrieve subledger batches into "Next Year"?

Answer: Run the Create Next Fiscal Year function to activate the next fiscal year.

- You can retrieve, enter and post batches for this year before closing your current fiscal year.

- The Fiscal Calendar for the New Year will be created and is accessible from the Edit menu.

- Budget amounts may optionally be copied from the Current year to the Next fiscal year.

- The Close Current Fiscal Year function is now visible on the Maintenance menu.

- Posting to the Prior fiscal year is not accessible until you close your Current year.

- When retrieving transaction from subsidiary ledgers by date, the transactions will automatically be placed into the correct year.

Reprinting a Check

Question: We produced a check in AP and mailed it, but it got lost in the mail, so we put a stop payment on it and need to send another check. Is there a way to reprint the same check? What's the easiest way to handle this situation?

Answer: Reverse the check and re-issue a replacement with a new check number. That way you have a record of exactly what happened when you look at the Vendor account later.

Voiding Payables Checks

Question: In Payables, if a check has been printed and posted, if you void the check while in the Check Reconciliation function, does it leave the invoice as posted and paid?

Answer: Yes, if you **Void** the check in Check Reconciliation, the invoice will remain posted and paid.

However, if you **Reverse** the check in Check Reconciliation, the invoice will become un-paid, and all relevant GL transactions to back the payment out of the bank account will be performed. Using the Void button is not functionally different from using the Clear button. In other words, if you want to "void" a check, don't use the Void button, use the Reverse button. Unless there is a really good reason to Void the check, you really should use the Reverse function to cancel the check.

Note: There is an option in the AP company profile to remove the Void option from the Check Reconciliation function, so that nobody will choose this by accident instead of Reverse. ♪

You can find more tips like this and others at www.softrak.com under the Support>Technical Tips heading, the Support>Support Forum heading.