



The Score

A Quarterly Update on Adagio Accounting



Volume 8 Issue 2

AOC brings more new products

This June Softrak Systems held their annual Adagio Opportunity Conference for resellers, in their hometown of Vancouver BC. There, we were introduced to a great new line-up of Adagio add-ons, some of which we have featured below.

Adagio Print2.pdf — Save the planet while you save your posting journals

Automatically print all transaction posting journals in .pdf format instead of on paper, saving trees, money, filing time and filing space.



- All Adagio posting journals triggered by the Company Profile setting "Auto print posting journals after post" will be output to a .pdf file instead of to paper.

- .PDF files are very compact. The typical posting journal size is 10 to 20 KB. Therefore, a typical company will require under 0.5MB of storage per month. Today's big, inexpensive hard drives make this an economical storage alternative.
- Include any and all Adagio Specifications. No more printing invoice copies to paper for filing. Print2.PDF instead!

Another Green Product: SmartRecords

SmartRecords is a suite of centralized data management applications that generates efficiency and improved control of your office data. With SmartRecords, your electronic filing system can regain order of your information to ensure consistency and improve customer service.

SmartRecords data management will track, store and retrieve any document, file, scanned document, Word document, Adagio Print2.pdf file, Excel spreadsheet, PowerPoint file or computer generated report.

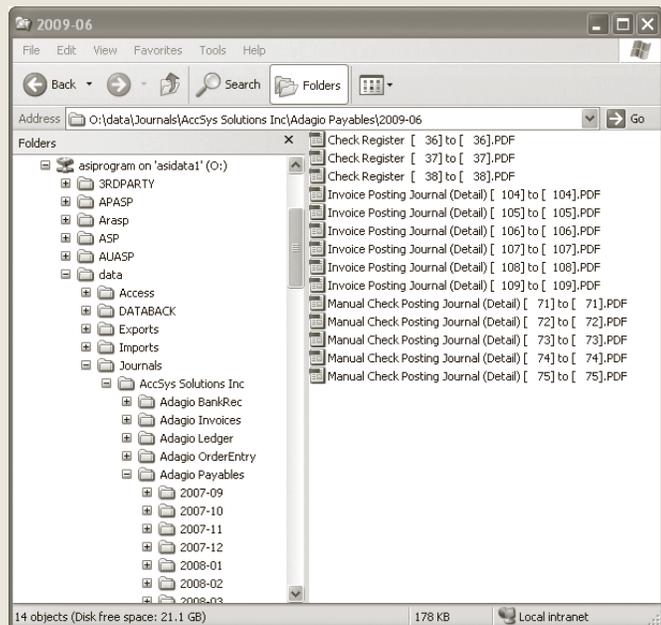
The "Smart System" organizes your data with a powerful record-keeping structure. The software keeps track of who checks in or out any and all documents, when, and for how long. Once you are set up and working with SmartRecords, your office will run leaner with the potential to do more with fewer staff. This will transform and unify your data administration. SmartRecords is easy to implement, integrate and use.

X-Company for Adagio

X-Company for Adagio allocates and distributes intercompany transactions across Adagio entities. If you are using Adagio across multiple companies, this

product will improve your posting efficiency and save you time reconciling intercompany accounts.

You can find out more about any of these products by calling us today! 🎵



- Reports are filed electronically by company, module, and then by month, or using a different structure and locations that you can design yourself.

New Adagio Upgrades

Adagio GridView 9.0A, Adagio Ledger 9.0B and Adagio BankRec 8.1B have all been released since the last issue of The Score. Clients on upgrade plans will receive these automatically.

Before installing any upgrades, be certain you also have the upgrade version of every other Adagio module and Third Party module you have installed. See the compatibility page at www.softrak.com for details, under Support > Compatibility.

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

Self Service – Any Time

Are you interrupted by managers or staff wanting a “quick little report”? Do they even ask you for financial reports that compare their own department’s expenses with budget?

Adagio lets you create templates for these lists and financial reports with password protection so authorized staff and managers can get their own information, when they need it, without bothering you, and without having to give them access to any of your accounting programs. Adagio GridView (for lists) and Adagio FX (for financial reports) are strictly read-only, so nobody can mess up your accounting data.

Default AP Check Specifications

Question: We’re using AP 8.1A (070919) We have several different bank accounts with unique check specifications. Is there a way to make one of these the default specification that appears when you print/post checks?

Answer: Yes. If you edit the Bank, there is a ‘Specifications’ tab from which you can assign a particular check specification for printing checks. You also have the choice of choosing different specifications if you print checks from a manual check batch versus generating checks from the Print/Post Checks and Advices section (‘system checks’).

Mass Salesman Change

Question: Recently I had to lay off a Salesman at the business due to the decline in our economy. I have thousands of accounts in the system with his Salesman Code. I need to change them. What are the steps involved in changing one Salesman Code in bulk into another Salesman Code?

Answer: Press F6 to bring up the SmartFinder. Edit the columns to select Customer number, name and salesman code. Create a filter to select only the records with the old code. Send the resulting Grid to Excel. Change the salesman code in Excel and save the sheet. Define an import template naming the Excel sheet and containing the fields Customer number, name and salesperson. Turn off the “Add records” option. Import the new salesperson. Run the SmartFinder again to make sure all the records have been changed.

Analyze Sales & Inventory Data

The all-time best way to report on sales is with Adagio SalesAnalysis. See which products or categories are selling best. Compare

salespeople or territories. Find your 20 best customers. Check average margins. This and a lot more can be done with sales data captured from Adagio OrderEntry or Adagio Invoices.

Pre-Authorized Payments

Question: Some of our vendors are paid by pre-authorized debit whereby they automatically pull the funds from our bank account. The invoices are recorded in AP so we need to be able to record the payments through AP, even though we are not actually issuing checks. How would we do this? We have tried recording the payments by way of a Manual Check entry in AP but this forces a check number and also requires that we print an actual check (which we could just print to blank paper). Is there a way to record the payment without the system recording/printing a check? The Bank Rec module is not used in this case.

Answer: Turn off the option on the manual check screen to print the check (it’s a check box). Then you’ll be able to record a number that makes sense to you as the check number. You can also change the setting of this option under Edit | Banks if this is your normal usage of the manual check entry.

Deleting Invoices

Question: Is there a facility to delete invoices? I know I can delete orders, but due to special circumstances, I need to delete some invoices.

We merged three databases into one a while back, and the old invoices are not leaving the current listing of invoices. I looked in history, and the invoices are listed there too, and it looks like when we do our month end procedure of purging history, they are definitely getting purged out of there. The problem is with the current listing of invoices. We actually have some invoices in there from 2003, which tells me they are not going to leave. This is just for older invoices (pre-merge). Since the data merge, invoices older than three months are sent to history each month, as they should be. So basically if I can just delete the pre-merge invoices, things should then work fine each month. Is it possible to delete them?

Answer: You cannot delete individual invoices, these are part of your audit trail. The likely reason for invoices to stay in the current file is that the print status needs to be updated from not printed to printed. Printing the invoices to file will update the status and save paper. When you next run Day End they should be gone.

You can find more tips like this in the Softrak Support Forum at www.softrak.com under the Support>Support Forum heading. 🎵