Quiz yourself: Is your Adagio working hard enough for you?

Congratulations, if you are using Adagio, you are obviously no longer doing your accounting manually. However, are you really taking advantage of all of Adagio's functionality? Take this short quiz to learn if Adagio can work harder for you.

1. Do you either stay after work or have to get everyone out of the accounting system during the day to run the data integrity check?

❑ a) Like clockwork and it's always a hassle

❑ b) On the rare occasion that it is convenient

❑ c) I don't do a regular data integrity check because it's too much trouble.

❑ d) DataCare does it on its own

Softrak's DataCare can be scheduled to run the integrity check and back up your data after business hours. It can check and resolve integrity problems before they become major.

2. How much time do you spend each month reconciling your bank(s)?

❑ a) 2-5 hours

❑ b) 5-10 hours

❑ c) more than 10 hours

❑ d) under an hour, I use BankRec.

BankRec lets you reconcile payable checks, payroll checks, deposits, and interest charges in just minutes.

3. Your Sales Manager asks you for a report that tells them "Which Customers have purchased "item A" but have yet to buy their first companion "item B". You:

❑ a) Panic. You have no idea how to do this.

❑ b) Call home and tell them you won't be home for dinner tonight.

❑ c) Tell them it can't be done and hope they believe you.

❑ d) Pull the data out of SalesAnalysis, or better yet, hand them a GridView Report and go home early.

It's hard to analyze your sales from Invoices, OrderEntry, and/or your POS system.

SalesAnalysis tracks and organizes sales transactions in an easy-to-use format and **GridView** reports on them quickly and easily.

4. Your staff are still printing journals and documents to paper and then filing the paper copies. Which best describes how you feel about this?

❑ a) Happy. They are doing exactly what I told them to do. I don't know why they keep rolling their eyes at me.

❑ b) Guilty. All that printing is a waste of paper. And who likes filing?

❑ c) Impatient. Whenever I need to see that report it takes me forever to go find it.

❑ d) Neither guilty nor impatient. We use PDFdocuments for Adagio.

Use AccSys Software's **PDFdocuments for Adagio** to print electronically — save paper, filing time, and retrieval time.

5. You have recently taken over your department and realize that you have duplicate or out of sequence customer or vendor numbers, GL accounts, or part numbers. You:

❑ a) Quit on the spot. They don't pay you enough.

❑ b) Resign yourself to a lifetime of frustration.

❑ c) Hire a summer student to redo all the codes so it will be fixed moving forward. You can live without the history.

❑ d) Use Toolkit for Adagio to redefine or combine the codes. Problem solved.

Use Dakota Software's **Toolkit for Adagio** to transfer or combine codes to make the sequence more logical and eliminate inconsistencies.

How did you do?

If you answered a, b or c, you can make Adagio work harder for you. Contact us today to learn more about implementing these solutions. If your answer was d, congratulations, you obviously know how to use Adagio to maximize your own time and energy! ♪

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Adagio Technical Tips

Compact Data Files for Speed

Did you know that DataCare can compact data files to increase the speed of searches, reports, backups, and integrity checks?

When records are deleted, they are only marked as deleted; they are not removed from the data file, only emptied so they can be reused for new records. Selecting "Compact indexed files" in DataCare removes all of the emptied records so the actual file size is reduced.

Reprinting Posting Journals

Question: How does one reprint an Invoice or Cash Entry Journal that has already been printed and purged in the system?

Answer: Posting journals that have been printed and purged can no longer be re-printed. To get this particular information, you would need to get an older backup of your data that contains the posting journal information.

Posting journals really should not be purged until year end. In order to prevent doing this by accident, most Adagio programs have an option in the company profile to disallow purging the posting journal after it is printed. Purging instead happens as part of the year end process.

Note too that if you were using PDFdocuments for Adagio, that journal would have been printed to PDF and filed electronically, so it would be much easier to retrieve that file and reprint it than to go digging through filing

cabinets, assuming the report had not been recycled in the first place.

Data Integrity Check

Question: Is there a way the data integrity check can be performed for all modules of Adagio, the same way the Backup can be performed on the complete dataset.

Answer: There is no option within the accounting modules; however, you can do that using the Adagio DataCare module. It is designed to check whichever modules you specify in an automated process, usually overnight. It also performs a backup and compresses the data tables. It will send an email to you indicating the results of the Data Integrity process. Learn more at www.softrak.com.

Default Locations in AR

Question: Is there a way to assign default locations to customers (in the same way allowable locations are assigned to part numbers)?

This way when we type in a new order or credit note for example, typing in the customer code would default to a certain location.

Answer: In Receivables 9.0, set the location on the invoicing tab of the customer file, and when you create an order in OE it will automatically set the location to match the AR customer file. ♪

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

Customer ABL01 Ables Cables dialog — Invoicing tab