



# The Score

A Quarterly Update on Adagio Accounting



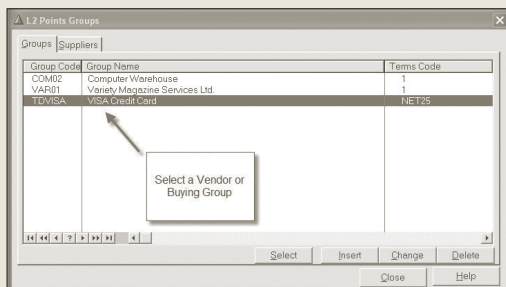
## Link2 Points racks up loyalty points

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Do you use your credit card to settle your vendor accounts? Do you earn points at the same time? Now you can maximize your loyalty points programs using this practical solution to simplify credit card and buying group payments in Adagio.

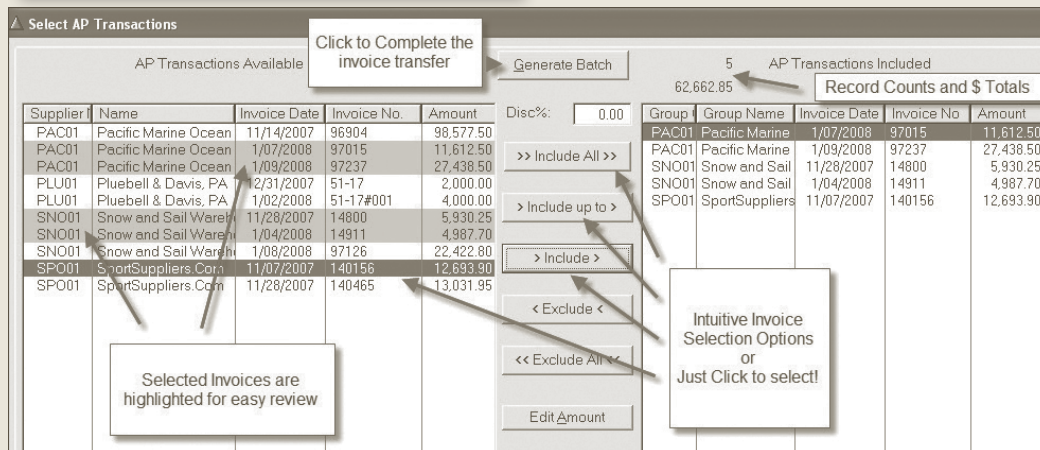
### 7 Easy Steps to Earning your Points

1. Set up your Buyer Groups (first time only)
2. Receipt Invoices into Purchase Orders or Payables.
3. Open Link2 Points, and select Buyers Group or Credit Card.
4. Unpaid invoices for vendors linked to each selected buying group appear on screen. Flexible selection options let you pick your invoices.
5. Click Generate batch to complete the invoice transfer.
6. Pay with Adagio Payables Check Processing.
7. Collect and spend your loyalty points!



### Purchase Orders 8.1B

Softrak released a major upgrade to its popular Purchase Order module this spring. You can view a recorded webinar online for an overview of all the new features at [www.softrak.com](http://www.softrak.com) under the Training tab. However, if you are not on an upgrade plan, you will need a 24 hour Trial Account (button in bottom left corner) to access the webinars.



With Link2 Points, you can...

- Associate multiple credit cards with multiple vendors.
- Have unlimited Buying Groups. Link2 Points makes Buying Group payment processing easy. Use single check payments for consolidated invoice/vendor payments.
- Transfer invoices and/or credits from vendor purchases to another vendor account for your regular Payables payment. Link2 Points even calculates vendor discounts on transfers.
- Get a complete audit trail showing invoice references and source vendor names, including to/from details for both the payment vendor and the source vendor.
- Improve traceability through both General Ledger transaction reporting and segregated source Vendor statistics.
- Integrate easily with Adagio® Payables. Link2 Points is compatible with Multi-Currency and Payables 8.1 and higher.

**Link2 Points is a compelling reason to start paying all vendors by credit card, because your Payables payment processing is now totally simplified. Contact us today and start earning those points before your next payment batch!** 🎵

*Brought to you by...*



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## Adagio's Right Mouse Button

**Have you used Adagio's Right Mouse Button? Softrak designed useful shortcuts for Adagio into the pop-up menus that appear when you click the right mouse button, or hit Shift-F10. The mix of shortcuts in the menu changes based upon where you are in Adagio.**

Normally, you'll see options like Cut, Copy and Paste text; but, when you have selected records in a grid, Softrak has added all the appropriate "form actions". This means you can mark checks as cleared in the Payables Check Reconciliation function, Edit a customer or Print a batch listing.

The right mouse button is even more extensively used in the Adagio Financial Reporter. The pop-up menu changes to offer useful functions at every opportunity. You can cover a selection of cells, remove the cover or clear the cell contents. Apply cell formatting. Add a ".Range", ".Verify" or ".RangeDept" command to column A in a SmartSheet. In fact, place the cursor over cell A1 and make a statement a ".SmartSheet" with a single click. The right mouse button makes creating financial statements a snap!

## Fast Data Entry for Adagio

A common misconception from inexperienced Windows users is that data entry in Adagio is slow. It's probably because they were never shown how they can use the keyboard to navigate. They don't need to use the mouse for Adagio data entry.

### Do you know these key combinations?

- **Tab / Shift-Tab** Move to next/previous item, entry field or button or menu item
- **Alt-"character"** Move to item where "character" is underlined entry field or button or menu item or index tab
- **Enter**  
Execute the selected button;  
Edit highlighted entry in grid;  
Create new entry in grid if last item in the grid is highlighted
- **Ctrl-Tab / Shift-Ctrl-Tab** Flip to next/prior index tab
- **Ctrl-PageDown / Shift-PageUp** Flip to next/prior index tab
- **Alt-Tab / Shift-Alt-Tab** Move to next/previous application
- **Ctrl-C** Copy selected data
- **Ctrl-X** Cut (copy & delete) selected data

- **Ctrl-V** Insert data that was Cut or Copied
- **RightArrow / LeftArrow**  
Move right/left one character position;  
Select next/prior radio button
- **Ctrl-RightArrow / Ctrl-LeftArrow** Move right/left one word
- **End / Home**  
Move to end/beginning of entry field;  
Move to end/beginning of line in memo field
- **Ctrl-End / Ctrl-Home** Move to end/beginning of last/first line in memo field
- **F1** Context sensitive help
- **F5** Activate Finder in key field;  
Activate Calculator in numeric field;  
Activate Calendar in date field
- **F6** Activate Smart Finder in key field
- **F7** Activate Spell Checker in memo field
- **Spacebar**  
Select item in selection list;  
Special action in some grids (in Check Rec, spacebar clears selected checks);  
Tick/Untick a checkbox;  
Execute selected button
- **DownArrow / UpArrow**  
Select next/prior item in selection list (drop-down field)  
Select next/prior radio button
- **PageDown / PageUp** Move to next/prior screen in selection list
- **End / Home** Move to last/first character in entry field or item in selection list
- To select more than one item from a selection list, press **Shift-F8**, the use **arrows** and **spacebar** to choose and select each item, the press **Shift-F8** when done.

## "Remembering" Report Settings

**Did you know that the print options you select on report dialogs can be saved and used as the defaults the next time you print the report?**

To have your report settings saved, you must turn the Remember report settings option on. Note that the options are saved by company, so if you set different options for different datasets, they will be saved accordingly.

Additionally, report settings will only be saved if you print or preview the report. You cannot simply open a report dialog, change the settings without printing or previewing, and have those settings remembered for the future. 🎵