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Get the most from your Adagio accounting with these solutions. To unsubscribe, put "Remove" in the Subject line.

## Annual System Review

Every year, during your company's quiet time, you should review the status of your accounting system and consider plans for the following year. Here's a checklist for you.

If you want help, you can always call on the AccSys Solutions' Customer Service Team to chat: 1-888-534-4344.

**Best Practices:** this is a good starting point. Do you follow these [best practices for Adagio users](#) on the web?

### Training:

- Have you taken advantage of these free training and support resources:
  - [Show Me How](#) five minute videos
  - 45-50 minute [Webinars](#)
  - downloadable electronic Adagio [Products | Manuals](#)
  - [Tech Support Forum](#)
- Do you have new staff; shouldn't they have step-by-step, self-paced training with Adagio [User Guides](#)?
- Plan to have at least one person from your company attend an [Adagio Boot Camp](#) each year – it's a great way to pick up tips and tricks and network with other Adagio users.
- Networking – the [Adagio Opportunity Conference](#) is the premier event for training and networking. If you've never attended an AOC before, come to the next one in late spring. If you use four or more Adagio modules, you're practically guaranteed to make back your investment with new ideas and contacts.
- **Personalized** training on how to use Adagio for your own company will give you a tremendous return on your investment. Are you taking advantage of all the features in each module? **General** training has its place, but won't make the impact of **personalized** training.

### Software:

- Are all of your modules up-to-date? Run [Client Support | System Status](#) to see if your installed Adagio modules are the most current versions. If upgrades are missing, check [Historical enhancements by version](#) (in the fourth column) for the features you'll get when they current versions are implemented.
- Are you missing modules? – [Adagio modules by Softrak](#) and [Third Party modules](#) from other developers. Do you have the right mix of software for your industry and the size of your company? Email [service@accsysolutions.com](mailto:service@accsysolutions.com) or call 1-888-534-4344 to arrange a short review with the Customer Service Team – no charge or obligation.

### Look around the office: are some procedures inefficient?

- Does anyone re-enter data instead of transferring it electronically? That's inaccurate and wastes time.
- Are you frequently interrupted to provide ad hoc information for managers or staff? Consider using Adagio FX or GridView to them to self-serve with these password-protected, read-only tools. I'll bet some requests can be handled simply by setting up their SmartFinder correctly.

## Too Busy to Review?

Call the AccSys Solutions' Customer Service Team at 1-888-534-4344 to discuss these items and show you around the web. Use a buddy from Customer Service to speed your review.



Accounting & Systems Solutions

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