

Contact Name, Firm Name

**What doesn't work? We can solve it! Call Customer Service at 1-888-534-4344**

View or start your own topic on the [Solutions discussion group](#) ([How to use LinkedIn](#))



# Solutions

Free  
Support

Free  
Training

Solutions

Consulting

Events

2012 – Issue #8

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

## Could This Be You?

**Are you drowning in paper?** Do you have stacks of documents waiting to be filed? Is it tough to find the piece of paper you need? Use [Adagio ePrint](#) and your documents and reports are stored for you automatically. Electronic documents are much easier to find and retrieve. Save on paper, filing cabinets, office space, and the clerical time needed to file and retrieve.

**Are you constantly interrupted?** Does everyone come to you for special reports, lists, or balances? Are you cautious about letting anyone access your accounting modules until they are trained and you never get enough time to train them? Wouldn't it be great if you could let others get their own information when they need it without bothering you – and without being able to change anything or access confidential information? For financials and budgets, use [Adagio FX](#); for all other information, use [Adagio GridView](#). Managers and staff will only get information that is password protected and read only – they can't mess up the accounting. You'll be happier and so will they.

**Is your chart of accounts, item list, customer list, or vendor list ancient?** Many Adagio clients actually started with Accpac Plus back in the 1980's or 1990's. In the intervening decades, accounts have been added, company names have changed and items have been discontinued. To change the accounts and item numbers back into a reasonable structure, combine duplicates, or merge obsolete records, use [Toolkit for Adagio](#). At the Adagio Opportunity Conference last May, the Adagio Consultant Resellers recognized it as the most valuable Third Party module for Adagio.

## Do You Recognize a Co-Worker?

**Do you have staff who complain about slow data entry?** There are two likely culprits.

- One possibility is using the mouse to move from field to field or form to form. Use the keyboard instead. Adagio has been designed especially to use the hot keys and alt keys for fast data entry. View the [Keyboard Shortcuts for Adagio](#) and then ask AccSys Solutions for **Short Cut Key Cards** for all of your Adagio users.
- A second reason for slow data entry is to always type in everything from scratch. Many times an invoice can be copied from a similar invoice and simply change the customer and re-price. You can also make a credit note from an invoice, copy orders, etc. Give us a call.

**Are you being asked to explain the same procedures over and over again?** It's very easy to document procedures by using a word processor such as Microsoft Word to create the text and an inexpensive screen capture utility such as [Snagit](#) to capture and annotate the screens. For a sample document, click [Client Support](#) | [System Status](#) on the AccSys web site. Look how simple it is when you can include the screen shots with notes right on them. Imagine trying to document this procedure simply using text.

## For Additional Information

Email [service@accsysolutions.com](mailto:service@accsysolutions.com) or phone 1-888-534-4344 and ask for the Customer Service Team. We're always happy to help.



Accounting & Systems Solutions

Offices throughout Western Canada • 1.888.534.4344  
[www.accsysolutions.com](http://www.accsysolutions.com) • [service@accsysolutions.com](mailto:service@accsysolutions.com)

