



Free Support

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Solutions

Consulting

Events

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

Do you have a Disaster Recovery Plan?

Earthquake – Fire – Flood – Storm – Theft – even Software Problems or Operator Error

You've been following the news; you know it can happen to you. What have you done to prepare for a disaster?

Here is a list of functions for a good backup system. Backing up your data correctly is the backbone of any disaster recovery plan.

- Maintain at least one month of daily backups and one year of monthly backups
- Maintain both on-site and off-site copies
- Make full system backups that can be quickly restored to a different computer, even an empty computer
- Actively monitor to insure your backups are running and uploading properly

The last item is extremely important. Every technician has a story about a computer user who thought they were backing up their data on a daily basis and storing it off site. Then a disaster happened that destroyed their computer and all paper files. When they tried to restore from backup, they found that all of their backup tapes were empty.

If you're not certain you have a good disaster recovery plan, contact Customer Service to discuss your options.

Adagio BankRec – Very Versatile

If you attended an Adagio Boot Camp this year, you saw Andrew's great demonstration of Adagio BankRec. You can understand why BankRec has reduced a three day job for one user to just 20 minutes a month!

- The greatest time-saver is automatic matching from the electronic list of what the bank has cleared with outstanding items in Adagio.
- You can also set up BankRec to evaluate the description of unmatched items, such as interest charges, and make a batch of transactions to be posted.
- Sometimes the bank has broken down one outstanding item into several items in the electronic bank file. You can match one entry to many, many entries to one, and many entries to many.
- You can even "clear with error" if the difference is not material.

Here are other major features of Adagio BankRec.

- A Cash Flow report which brings in data from AR and AP.
- Print receipts for payments on account or donations.
- Set up credit card accounts as if they were bank accounts and make "statement rules" to evaluate descriptions to create transaction batches.

Today's Tip – Quick Date Entry

For quick data entry when you're in the date field:

- Enter two digits to change the day; four digits for both day and month
- Press +/- to increase/decrease by a day

To open the calendar, press the F5 key or C.

- Home selects the current date
- End selects the last day of the month
- Right Arrow / Left Arrow moves to next/previous day
- Down Arrow / Up Arrow moves to next/previous week
- Page Down / Page Up moves to the next/previous month

