



How to save money with Adagio

We all know how accounting departments face constant pressure to economize. Have you ever thought of how you can use Adagio to save money? Here are a number of ways...

Since Adagio first shipped in October 1999, the first class letter rates have climbed significantly. And those window envelopes don't come for free. So why are we still using "snail mail"? Cell phone companies, cable companies, utilities and banks are all moving rapidly towards e-billing. Why? Because it saves them a lot of money.

Send Items Electronically

No matter where in the world you are, if you mail customer statements, vendor checks or order confirmations, then it makes economic sense to move to electronic document transmission. With Adagio, you can send these items electronically:

- Receivables – customer statements and letters
- OrderEntry – order confirmations, picking slips, credit notes, and invoice
- Payables – checks (using electronic payments; contact us to see if your preferred method is supported)
- Invoices – credit notes and invoices
- BankRec – receipts
- Purchase Orders – purchase orders
- SalesCQ – quotes and letters
- Time&Billing – invoices and credit notes
- Crystal Reports – any reports
- GridView – views or workspaces (using ExcelDirect)

Not only will electronic transmission save the cost of postage, paper, envelopes, and labor, but the information has more immediacy. In fact, just speeding up your cash flow can have an impact on your bottom line.

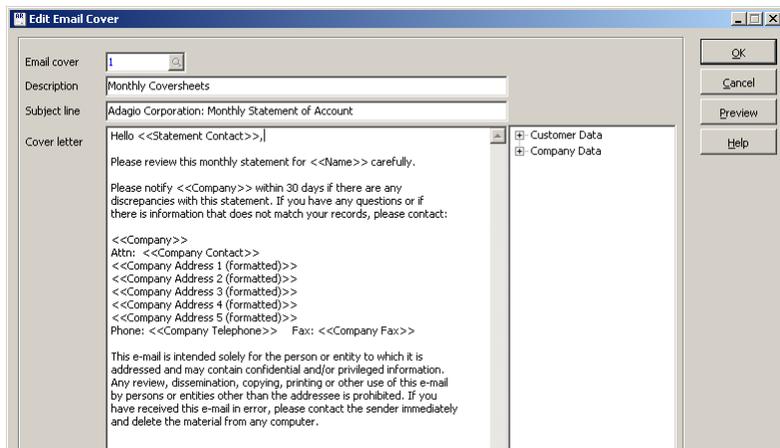
Speed Up Cash Flow

With computerized accounting, particularly accounts receivable, it is much easier to get aging reports to help identify a pattern of slow- or no-payment by certain customers. By emailing or faxing overdue invoices, you

quickly and easily get your overdue invoices the attention you want them to have. But just sending the invoices themselves does not give you a complete collections effort. You should also encourage the customer to communicate with you. You can do this quite easily by sending with the faxed or emailed invoices a cover letter indicating your eagerness to resolve the overdue receivable. Develop a series of at least four or five different collection letters, each building on what the earlier ones have said and each one more firm in your request for payment. The letters should also offer to work out a convenient repayment schedule to help ease the plight of those customers who are in short-term financial difficulties.

Do You DataCare?

Adagio DataCare automatically checks all your Adagio data, unattended, and Softrak has just released a major upgrade. DataCare provides both a File Integrity Check for all Adagio modules, and Application Integrity Check for all core modules the day it's installed. It's like having an insurance policy on your data.



You can customize your e-mail invoices and credit notes as PDF attachments with personalized cover letters like this.

Ditch those preprinted forms

If you are still buying expensive preprinted forms, you should consider using Softrak's inexpensive blank check stock to print checks. You don't need any preprinted forms for invoices or customer statements either. All those forms can be printed on blank paper.

Clearly, a small investment in an Adagio product can produce a significant return on investment. Call us today if you need help making the most of your Adagio's penny-pinching powers. 🎵

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Financial Reporter Soft Close

Question: I used the soft close to open my new year, but now when I open Financial Reporter to print statements, it is retrieving data from the new year. Is there a way to specify the year from which I want data?

Answer: You can select both the fiscal year and the fiscal period for a financial statement, to print it as of the end of any existing period in any year.

First, do you have the fiscal year drop-down visible from the toolbar? If not, go to the View / Customize menu and the Toolbars tab. Click the View toolbar and then the Reset button to all toolbar buttons/fields, which includes the fiscal year.

Now you can choose your 'current' fiscal year for printing statements as of any period. You can also choose the 'next' fiscal year for printing also, when desired.

Consolidated Statements

Question: Is there a way in Adagio to pull financial statements from different Adagio databases into one statement? We have 5 different companies but need to create one financial statement.

Answer: Yes! Adagio FX does this beautifully.

Transferring Batches by Year

Question: I have unposted a batch I entered into the current fiscal year (ending March 31, 2011). It should be posted into the next fiscal year (April 2011). How would I do this?

I also have a paycheck that was posted in the wrong year that needs to be corrected.

Answer: If you have created your Next Fiscal Year, then just highlight the batch, select Copy, tick Move batch, and choose the Next Year option.

If you have not yet created your Next year, then the batch can be moved to the Archive in the same way.

Blank Check Stock

Question: We have a specification for blank check stock in AP. Is there any way for that specification to be selected automatically

when we go to AP/Reports/Blank Check Stock? Or do we have to search through the list and select the correct one every time?

Answer: The current version of Adagio Payables should remember the last spec you used for printing blank check stock. There is no place to set a default spec code, but the second time you print a blank check it should remember from the first time. But remember you need to have Remember Report Settings turned on in your User Preferences.

Opening Trial Balance

Question: What's the easiest way to print out the opening trial balance of all my accounts for the fiscal year?

Answer: Use the Financial Reporter. In fact, look in Ledger sample data for the GLISTRIAL.SAM statement. You'll have to copy it to your data folder and change the extension but it should provide a good example for you to work with. Of course, you'll also want to edit the account ranges to better match your own.

Modifying Check Specs

Question: I would like to know how to do check specs. In manual checks, I do both cash and payments and when I enter an invoice number it does not appear on the portion that the vendor gets. I would like to change this. My bottom portion of the check does show my account numbers used which is okay.

You modify check specs under Maintenance | Maintain Specifications. You then open up the check spec you want to modify, and make the changes.

You can view a list of all of the spec codes by selecting View | Spec List. Then click on the plus key to the left of Company Information, which expands those codes, and drag "M18 Cash Invoice Number" to where you want it to print.

You can drag other fields around if you need to reposition them on the check. Whatever you do, don't adjust the heights of each section! That's asking for trouble.

Modifying check specs requires more than an elementary knowledge of Adagio. If this explanation is over your head, either watch the recorded webinar on Adagio Payables, or contact us for help (or read the manual!). Chapter 9 in the Adagio Fundamentals Manual covers this. 🎵