

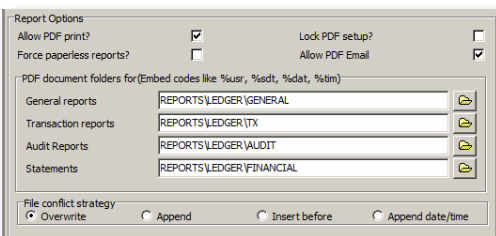
## ePrint saves trees and filing

New from Softrak, Adagio ePrint enables printout management and filing within all Adagio modules. When Adagio ePrint is installed, all reports and forms in Adagio can be automatically “printed” to PDF and saved with unique, meaningful, auto-generated names in a filing system of your choosing. No more wasted paper and burgeoning filing cabinets!

- Force all reports to PDF prior to printing – only print on paper when necessary.
- Protect your audit trail, making certain that critical audit reports are safely saved digitally.
- Save PDF output in separate Folders for Audit, Transaction, General, Financial Statement and Forms “printouts”.
- Decide whether a specific report is an “audit” or “transaction” report, and make sure it is filed in the correct Folder.
- Browse and scan generated printouts to quickly locate a specific report.
- Quickly pays for itself in paper and staff time saved from manual filing.

Adagio ePrint provides a simple interface to scan, search and print reports generated from Adagio. Folder paths may be relative to either the company data Folder or to a specific Folder, to make data relocation simple, and provide easy management of storage.

In Adagio Ledger, the following section is added to the Company Profile | Posting/ Reports tab:



Report Options

Allow PDF print?  Lock PDF setup?

Force paperless reports?  Allow PDF Email

PDF document folders for (Embedded codes like %usr%, %sdat%, %dat%, %tmt%)

General reports: REPORTS\LEDGER\GENERAL

Transaction reports: REPORTS\LEDGER\TX

Audit Reports: REPORTS\LEDGER\AUDIT

Statements: REPORTS\LEDGER\FINANCIAL

File conflict strategy:  Overwrite  Append  Insert before  Append date/time

A Preview window shows a thumbnail of each report as it is selected. File properties automatically set by each Adagio module allow quick searching of hundreds of files to locate the information you need.

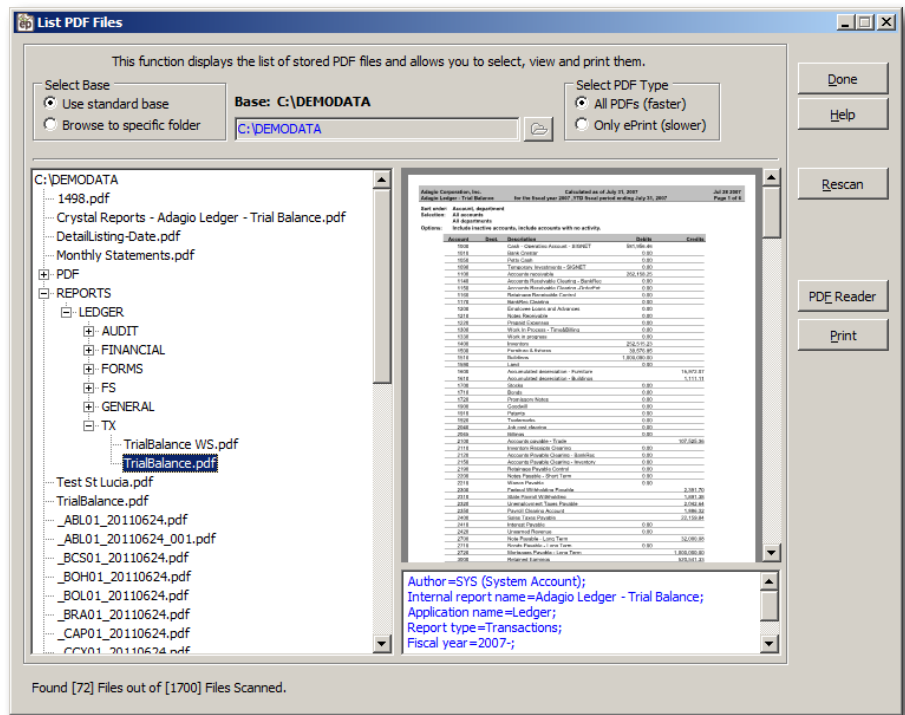
Adagio ePrint adds options to each module’s Company profile to control Report management. These options can be set once per company, or on an individual basis if desired.

Separate Folders are available to save each type of output. The setup can be locked, to enforce the filing method company wide, or Users may make their own individual choices. As organizations move away from paper, tighter control of audit reports may be required. File conflict strategies can be designed to prevent the over-writing of important reports.

Be sure to visit [www.softrak.com](http://www.softrak.com) to view a pre-recorded Webinar on ePrint, and to download a time-limited demo version.

### Free Adagio Webinars

Did you know that Adagio upgrade plan members get to attend free Adagio Webinars? Webinars are a great way to ensure you make informed decisions regarding your accounting system. You can watch from the comfort of your desk, and even pose questions online. This is just one of many perks available to upgrade plan members.



List PDF Files

This function displays the list of stored PDF files and allows you to select, view and print them.

Select Base:  Use standard base  Browse to specific folder

Base: C:\DEMOMDATA

Select PDF Type:  All PDFs (faster)  Only ePrint (slower)

C:\DEMOMDATA

- 1498.pdf
- Crystal Reports - Adagio Ledger - Trial Balance.pdf
- DetailListing-Date.pdf
- Monthly Statements.pdf
- PDF
- REPORTS
- LEDGER
- AUDIT
- FINANCIAL
- FORMS
- FS
- GENERAL
- TX
- TrialBalance WS.pdf
- TrialBalance.pdf
- Test St Lucia.pdf
- ABL01\_20110624.pdf
- ABL01\_20110624\_001.pdf
- BCS01\_20110624.pdf
- BOH01\_20110624.pdf
- BOL01\_20110624.pdf
- BRA01\_20110624.pdf
- CAP01\_20110624.pdf
- CCY01\_20110624.pdf

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## Emailing Invoices Directly

**Question: We are trying to set up direct emailing of invoices, as opposed to emailing them with MAPI through Outlook, and can't seem to get it to work. We are using Adagio Invoices 9.0. We have entered our mail server name, etc., but when we send a test email we receive an error message saying that there is an error and the email was not sent. That is the only message we receive. Can you help?**

Answer: Carefully check the spelling of the name of your mail server. Find out from your IT/ISP whether the server requires authentication in order to send e-mail. If so, then enter your userid on your mail server and password. Confirm with your IT/ISP the port number the mail server uses to communicate with. Click on the Test email button. A plain text e-mail is sent using the settings you have entered to the "reply to" email address at the top of the dialog. If there is anything wrong with the settings entered, then the e-mail will fail. It fails because there is something wrong with the settings.

You can usually get all the information you need by looking at the Account configuration in Outlook:

- "Mail Server" = Outlook "Outgoing mail server (SMTP)"
- "Display Name" = The name you want to show on the email (ie. Jane Doe - ABC Company)
- "Account Name" = Your email address
- "Password" = Your password to gain access to email
- "Port" = Outlook - click on "More settings" button then on the "Advanced" tab - Look for "Outgoing server (SMTP)"

The tough part is usually the password since many users no longer remember their password! The Outlook references here are based on Outlook 2010. All of the same information is there in earlier versions; the fieldnames may be slightly different.

## Fixing a Credit Note Error

**Question: I created a credit note and forgot to put in the original invoice number before posting. How do I correct this so the credit note I created can be applied to invoice I want?**

Answer: Assuming you are talking about Payables, create a manual check batch, dated today, check number 999999 ("Print check" box

unchecked), and select the invoice and the credit note so that the total amount paid is zero. Once you post the manual check batch, the transactions will be matched. This has no effect on the vendor's balance or on Ledger.

In Receivables, do it as a zero dollar cash receipt, same basic concept as in Payables. When you select the transactions, select the credit one first, it will make everything easier. Then select the debit one and you know you are done when the unapplied amount goes back to zero.

## Copying AR and Vendor Lists

**Question: We are in the process of splitting a company into two separate entities. We are looking to copy all the AR to the new company and copy the Vendor list to the new company. I have created the tables for GL, AR, AP. What files would I copy into the new books and do I simply change all the extensions to reflect this?**

Answer: Both Ledger and Receivables have File | Export | Clone company functions that create another dataset with the options you want. For Payables, Export and Import the Vendor List via Excel and a template.

## Changing Check Numbers

**Question: We have a situation where the check number in Adagio did not match the check number on the pre-printed check form on a few checks. These checks have already been posted in AP. Is there a way to change the check number on those checks in AP and BankRec?**

Answer: Sorry, there's no way to change the check numbers once everything has been posted. It would break the audit trail. That's why there are all those questions about whether everything printed "OK"!

This very situation is a good reason to print your checks on blank check stock and let Adagio Payables add the MICR at the bottom of the form. That would have avoided this situation entirely.

Place a note in either Ledger or Payables about the differing numbers if they've already gone out the door. You'll have to match the checks manually in BankRec. 🎵

**Note: These Technical Tips are all taken from the Technical Support Forum on Softrak's website, at [www.softrak.com](http://www.softrak.com). Access is free for Adagio Upgrade Plan members. Be sure to check it out!**