



Know your cash position

Here's the easy way to track your bank account balances in Adagio — BankRec. Adagio BankRec provides a centralized module to manage your cash position. Find out your current bank balances with a single mouse click. Pick up transactions from Adagio Payables and send cash receipts to Adagio Receivables. Account for NSF checks in a single step. Reconcile all your accounts to your bank statement and Adagio Ledger in minutes instead of hours.

BankRec, which integrates with Receivables, Payables and Ledger, provides a single point of entry for cash receipts into Adagio. An on-line inquiry instantly shows your current cash position, and allows you to recalculate the position "as at" any date in the past. The reconciliation process is simple and straightforward, easing month end processing chores. Unlike bank-based reconciliation services, Adagio BankRec does not require you to tell your bank what checks have been issued. The deposit slip report saves you the trouble of manually listing each check on your bank's deposit slip.

- Automatic retrieval of all checks written in Adagio Payables
- Automatically mark cleared items in Adagio Payables
- Import checks and check batches written by other systems such as payroll
- Determine your expected cash position with the Cash Flow Report — forecast cash shortages and surpluses by aging Receivables, Payables and estimated payroll amounts on a single report.
- Print donation receipts and maintain an audit file of donations
- Print a bank deposit slip
- Supports Multi-currency

Every Adagio user can benefit from BankRec. Download a trial version of BankRec or any other Softrak product by visiting <http://www.softrak.com> and clicking on "Products | Evaluation Software". Or just call us today! 🎵

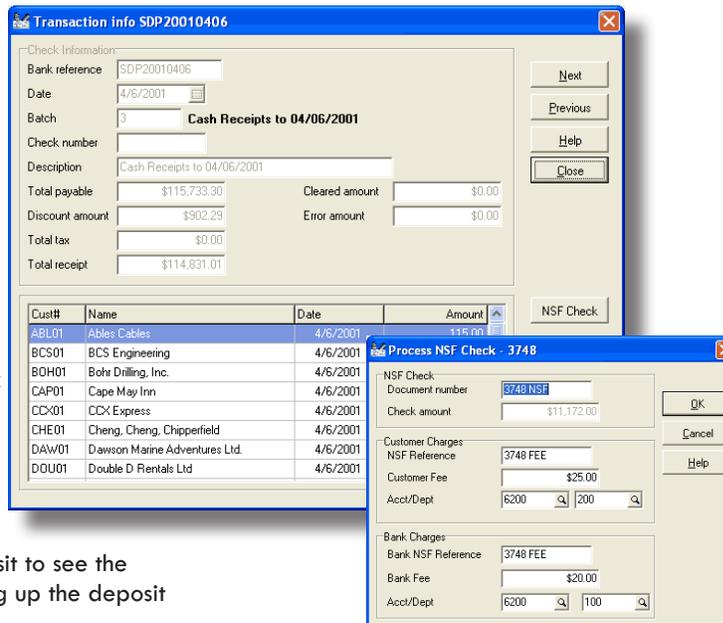
Let Softrak Show You How

Want to know how to use the Column Editor in Adagio? Or how to create Write-Off batches? Can't remember how to open a New Year at Year End? Visit the "Show Me How" section of Softrak's award-winning technical support website, and you can see a variety of three minute videos which demonstrate various Adagio procedures. Three minutes spent there could save you hours trying to figure it out on your own!

Find them under the Training tab at www.softrak.com.

BankRec's top features include:

- Monitor your cash position with up-to-date cash balances
- Reconcile your bank statement with a few mouse clicks, or import your bank statements and reconcile your bank account electronically
- Auto-apply cash to outstanding invoices in Receivables
- Drill-down from a deposit to see the individual checks making up the deposit
- Automatically reverse NSF checks, accounting for bank fees and charges to the client
- Automatic creation of a cash batch for Adagio Receivables



From within each bank's transaction list, you can further drill-down to transaction details, and even quickly and easily handle NSF checks.

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Pay Invoices By Age

Question: Is there a way I can have Adagio Payables automatically pay all invoices I have that are 45 days old, and not just invoices that are due or overdue?

Answer: The 'On or before' date on the Register tab of the check run can select invoices based on the Due Date. There is no setting to select invoices based on the Invoice date.

Having said that, if all invoices have the same Terms (ie Net30 or Net0) then using the 'On or before' can essentially work for the invoice date. For example, if all invoices are due 30 days after the invoice date, then an invoice 45 days old will always be 15 days past due.

New Bank Code In Payables

Question: We are in the process of changing banks. My old bank is code 1 and my new bank is code 2. I need to cut checks from the new bank but it is defaulting to code 1. How do I change the bank code to code 2 moving forward?

Answer: In the Company Profile on the 'Batch/Vendor' tab there is a field called 'Default bank for manual checks'. Select bank code '2' here.

Decimal Places in BOMs

Question: The BOM feature in Adagio Inventory will accept only two decimal places for component items. I need three. Is this a limitation of the program or is there a switch I need to set that I can't find?

Answer: Adagio Inventory does not store unit costs for items, except in fields like "Most recent cost" that are displayed. It stores the total quantity and total costs for each inventory item.

If you make your stocking units appropriate, (for example "feet" instead of "100 Board Feet"), all the costing will work properly on the assembly, UNLESS you need to add a fractional penny amount to each item assembled. (For example, the assembly of 30,000 items where there is an incremental need for .0023 cents to be added to the value of the master item on assembly.)

If you need the fractional "Additional costs" on the "Assemble Items" screen, then this functionality is provided by the Adagio BillofMaterials add-on. It also provides auto-assembly and some other features related to BOM processing.

Clearing Budget Amounts

Question: We have to update the budget from all our accounts. Is there a way to clear all the budgets from the accounts for a fiscal year?

Answer: You can clear the budgets for the most recent fiscal year by opening the Edit Budgets screen, multi-selecting the accounts, then clicking the Clear button. This also works for the Forecast amounts in Ledger.

Note that this works only for the Current fiscal year (if Next Year hasn't been created yet), or the next fiscal year if it has been created. You cannot clear budgets for an older year.

Also, make sure you have a good data backup before running this.

Consolidated Transaction Reports

Question: When printing the General Ledger Posting Journal, the end of the report gives a listing of Consolidated Transaction Reports and then gives a listing of all accounts that are consolidated in that entry, but it does not list any of the accounts that are not consolidated. Since it is only listing consolidated accounts instead of all accounts, it does not balance. Is there a way that we can change this to list all the accounts, not just consolidated ones?

Answer: The purpose of the listing at the bottom of the GL Posting Journal is not to summarize the posting journal, but simply to show what makes up the consolidated transactions, since you may want to know sometime in the future where a consolidated figure comes from.

If you would like a posting journal that lists a total by account, and balances, print it sorted by Account instead of by Posting Sequence.

Consolidating transactions is strongly frowned upon in today's age of cheap disk space and printing to PDF. Not only do you lose important details, but by consolidating you are unable to take advantage of some of the advanced features of Ledger, such as the ability to unpost a batch. You should seriously consider changing the status of your consolidated accounts to detail.

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