



# AOC 2012 Highlights

Every year, new and/or newly upgraded add-on products for Adagio Accounting are showcased at Softrak's annual conference, the Adagio Opportunity Conference. This year was no exception. We have chosen three products in particular to highlight from this year:

## Rentals for Adagio

Ideally suited to the construction industry, Rentals for Adagio is designed for companies that rent, sell or service equipment, **where recurring billing and rental inventory management are crucial.** For example:

- construction equipment
- machinery
- tools
- scaffolding
- fencing
- forms

Rentals for Adagio integrates seamlessly with Adagio Receivables, Inventory, Sales Analysis and Ledger. Invoices are automatically generated, printed and transferred to Receivables. The rental contract and invoice forms are user-defined.

Rental contracts can be open-ended with periodic billing of rented items, consumables or miscellaneous charges. The billing methods are versatile and capable of billing in advance or arrears, on different cycles and rates.

Service records can be applied to rented items. When these are combined with original cost and rental revenue, you can get a clear picture of your return on investment.

Several summarized rental reports are provided, as well as management reports, to help you identify booking conflicts and delinquent items.

Adagio users will appreciate the common 'look & feel' and shared functionality. For example, customer and item maintenance, contract filters and styles, data entry, reporting and backup functions are all similar to Adagio. Adagio DataCare and the Toolkit for Adagio are both supported. Visit [www.dakotasoftware.com](http://www.dakotasoftware.com) for more details.

## ShadowSafe Backup and Disaster Recovery

A sound backup / disaster recovery / business continuity plan is essential to protect the well being of an organization. This cannot really be over emphasized, yet many enterprises still side step the issue or hold plans which are clearly out of date or inadequate. ShadowSafe allows you to make a complete "image copy" backup of a laptop, desktop, or server and store that copy, plus incremental changes (at the block level) in your vitalEsafe account. The image copy backup includes databases, registry entries, users, printers, rights, application programs, etc. – everything needed to completely restore a system back to full working order. Find out more at [www.vitalesafe.com](http://www.vitalesafe.com).

## SmartRecords for Adagio

The SmartRecords for Adagio electronic filing system helps you regain order and control of your information, to ensure consistency while improving the way you serve your clients. Use SmartRecords to store, track and retrieve any document, data file, report, listing, specification file, or record within your company's data.

- SmartRecords' powerful search function quickly locates any information or document.
- Automatic document versioning retains history as users modify documents.
- Compliance management ensures office policies are enforced by reporting on missing documents or incomplete information.
- Workflow and diary functions efficiently distribute work within your office.
- Powerful security and access controls.
- SmartRecords is highly user-configurable, to capture different types of information for different types of companies.

Visit [www.srsoft.co](http://www.srsoft.co) to learn more. 🎵



**Label Printing and More**

Want to learn how to print labels for your customers, vendors, inventory items, and other groups of records from Adagio? Let Softrak teach you!

You can view a short video on how to do this, plus much more, on the Softrak website under "Show Me How". These three minute videos will show you a brief overview of various processes or features in Adagio. They provide a quick way to investigate how a specific function works, and useful tips on how best to use it.

Find them under the Training tab at [www.softrak.com](http://www.softrak.com).



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## Printing Checks

**Question:** I am trying to print checks using the system processing method because I have a fairly lengthy list. I entered in the pre-check register screen to give me all checks dated before a certain date and it generated the list quite nicely for me. Now, there are some checks in this list that I do not want to pay at this time. How can I only select some of the checks? I highlighted them on the Payments tab but all the checks still show on the pre-check register.

**Answer:** If you don't want to pay a specific invoice chosen for payment, highlight it and press the space bar. If you want to partially pay it, double click on it and enter the amount you want to pay. After making all the changes, you can reprint the pre-check register with your choices reflected.

You can see this process by watching this "Show me how..." video from the Softrak website here:

[www.softrak.com/resources/adagiotips.php](http://www.softrak.com/resources/adagiotips.php)

## Printing Duplicate Printing Slips

**Question:** Is it possible to print duplicate picking slips to different drawers in a printer? We'd like to do one pink copy and one white from the same printer without having to manually layer the paper or purchase more expensive paper. Our techs are unable to specify this within the machine.

**Answer:** Yes, with PrintBoss by Wellspring Software. PrintBoss will allow you to print multiple copies of forms to different printers, or, in your case, different printer drawers of the same printer.

## Viewing Last Year's Statements

**Question:** We are running Financial Reporter 9.0A. Last year, when we rolled forward at year end we were unable to view/print the previous year's financial statements. This is needed in our company. Is there a way around this or are we missing a step?

**Answer:** Make sure that you have clicked View | Customize | Settings and reset each toolbar in the Financial Reporter. There should be a drop down for both Fiscal Year and Fiscal Period. You can print the statement for any period for which there is data. Closing a year does not purge any data from Ledger.

## Greyed Out Decimal Place Option

**Question:** I need to increase the decimal places in Adagio Purchase Orders to three in an existing company. How do I do this? It is greyed out in Purchase Orders.

**Answer:** Run PO day-end processing, then it won't be greyed out.

## Deleting a Statement Group

**Question:** I am unable to delete a Financial Reporter statement group that I have duplicated by mistake. When I right-click on the group, I don't have an option to delete, only to duplicate, rename, print or open. How can I delete it?

**Answer:** Only the Adagio system administrator (user SYS) can delete statement groups. This is to prevent their accidental deletion by other users. Ask them to remove the unwanted group for you.

## Batch Retrieval Prompt

**Question:** Since the latest Time and Billing update, I no longer get the "Do you wish to retrieve batches from Accounts Payable?" prompt when I sign in to Time and Billing. Is there a setting I need to change?

**Answer:** Yes, that has changed. Look on the "File" menu then "User Preferences" and put a checkmark on any of the options that you want to see auto-run on "Start-up". This same technique is now used in all Adagio modules.

**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! 🎵