

Busy Autumn at Softrak Systems

Softrak has had a busy time since the AOC in late spring, and has released some new products. We have summarized the highlights for you here.

New Adagio PurchaseOrders 8.1C

Adagio PurchaseOrders V8.1C is available for download to all clients on Upgrade Plans. This is a complete re-write of the module and boasts a host of new features too numerous to itemize here. A few of the highlights are:

- Common Adagio module “look and feel”, with Filters, Styles, SmartFinder and ExcelDirect available throughout the application
- Standard Adagio Forms Designer for Purchase Orders and Requisition Forms
- Printed Invoice and Adjustment documents
- Full support for Adagio ePrint, Report Favorites and Report Sets

...and more! Visit Softrak’s website for full release notes and a What’s New Video, or just contact us for details and/or download assistance.

- View PO document PDFs (Invoices and POs) if Adagio ePrint is installed
- Print Report Sets directly from the Toolbar
- Relaxed locking while printing checks, allowing users into other functions
- Supports Auto-fill GL account/department in Ledger 9.1A.
- Consultant tab on Help | About shows contact information for your Adagio consultant.

Visit www.softrak.com or contact us for more information.

Adagio ChartView

Adagio ChartView enables charting in Adagio GridView to create pie, bar and line charts from your accounting data. It requires GridView 9.1A. Use Adagio ChartView to easily create an Executive Information System or Dashboard display summarizing Key Performance Indicators for your management team. 🎵

AOC 2014 Save The Date

Mark your calendar now for May 17-20, 2014. To celebrate the 20th Annual Conference, and Softrak’s 30th Corporate Anniversary, it will most definitely be in a different city! Stay tuned for details...

Improved PDF Viewing for ePrint Clients

In OrderEntry, Adagio ePrint users can now view a PDF of invoices and credit notes from the document entry, inquiry and history functions. They can also view PDFs of invoices and credit notes from the Item Inquiry in the View Items function and on the Load History grid on the Pricing grid. The documents open in the new Adagio PDF viewer.

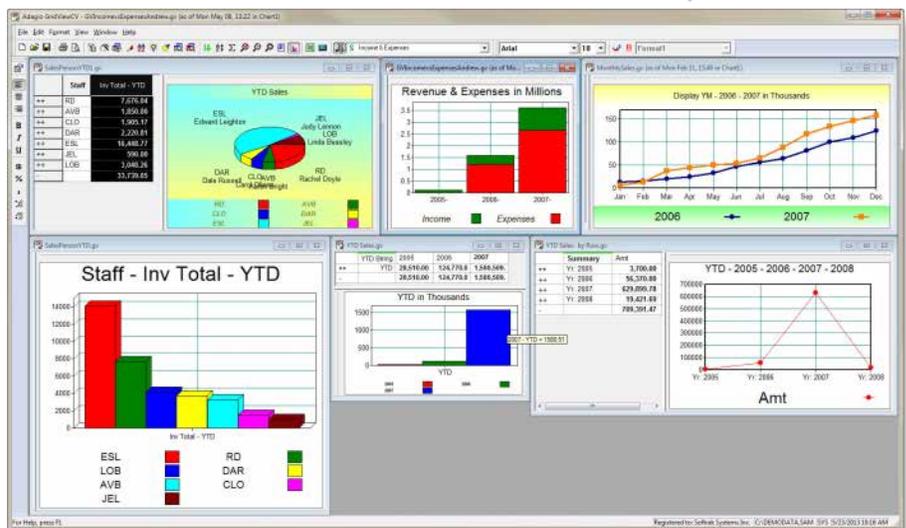
In Adagio Receivables, Adagio ePrint users can now view a PDF of invoices and credit notes from the transactions grid in the Edit/View Customer function. The PDF can be sized and zoomed. Clicking the next transaction in the grid opens it in the same viewer window.

Adagio Payables 8.1F

Payables 8.1F incorporates several significant new features.

- Support for Automation when Adagio Console is released and installed

Use ChartView to create pie, bar and line charts from your accounting data.



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“No Charge” on Quote

Question: I am using the Invoices module to make estimates. I currently put in the quantity and rate but I do not want the total column to calculate this, so I override the calculation to 0.00. However, on the specification this prints out as NO CHARGE instead of just blank. Is there any way that I can turn off the default of NO CHARGE when the extended price is 0.00?

Answer: Yes. Go to the Print/Post tab of Company Profile. You will see under the Printing section an option called “Text for zero amount”. It probably says NO CHARGE right now. Change it to whatever you want to say.

ePrint Destination Folders

Question: I was wondering how to change the ePrint destination folder for various modules. I need different modules to print to different locations (AR, GL & AP need to print to a local drive rather than network drive). Is this easy to do?

Answer: The ePrint destination folder is first globally set in ePrint (relative to data or relative to some specific drive\folder) and second the subsequent subfolders can be set uniquely in each module.

You cannot have some modules pointed at local drives and others at the network. However, I would also not recommend this as you lose control of the PDF files, and if user A prints a report that user B then needs, it’s on user A’s local drive.

Printing Budget Information

Question: We would like to print the budget for each department along with the actuals to date. Is there a report available for this?

Answer: To get the budgets and the actuals on a single report, this is a fairly easy thing to do with the Financial Reporter, either consolidated for all accounts (within a range if desired) for

each department, or showing detailed accounts within the departments. Or you can have both, toggling back and forth between the consolidated and detailed views. This is your best bet, especially since you can customize the layout of which accounts and departments to include and how the information is organized.

If you just wanted a quick output for a single specified account-department, this can be done using the Excel Direct button on the View Budgets/Forecasts screen within the View Transactions/Budgets area of Ledger.

The standard budget listing report within Adagio Ledger does not also print the actuals to date on the same report.

Post Dated Checks

Question: How do I handle a post dated check when it is issued in the current fiscal period but dated in the next fiscal year? An error message appears in the Ledger because the next fiscal year is not open yet. Do I leave the batch unposted until the next fiscal year is open?

Answer: Yes, if the entries belong in the next fiscal period, you can copy the batch to the Next Year, when the Next Year is opened.

Cash Batch Posting Reversal

Question: I have posted a batch in Accounts Receivable and I now need to reverse the batch. Can I do this, and how?

Answer: There is no “unpost” function in AR. You should re-enter the cash batch, with all of the amounts in the negative, and using almost the same check numbers (put an “A” or some other suffix to make them unique). Then “apply” the negative amounts to the same transactions, which will bring the unapplied balance of each transaction up to its original amount.

After you post, you will be at square one, ready to re-enter the cash batch properly. 🎵

Softrak now on YouTube

Softrak now has a YouTube Channel, at www.youtube.com/user/SoftrakSystems. This great community resource is where you can find over 75 short videos outlining common procedures. For example, “Adagio Receivables: Sending Cash to BankRec”, or “Adagio Invoices: Archiving Batches”. You can also get quick overviews of new product features here. It is definitely worth a visit! 🎵

