



## Are You ePrinting Yet?

**Did you know that paper is over 120,000 more expensive than electronic storage? And did you know that 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? If you aren’t using ePrint yet, it’s time to stop wasting paper and filing space!**

### ePrint lets you...

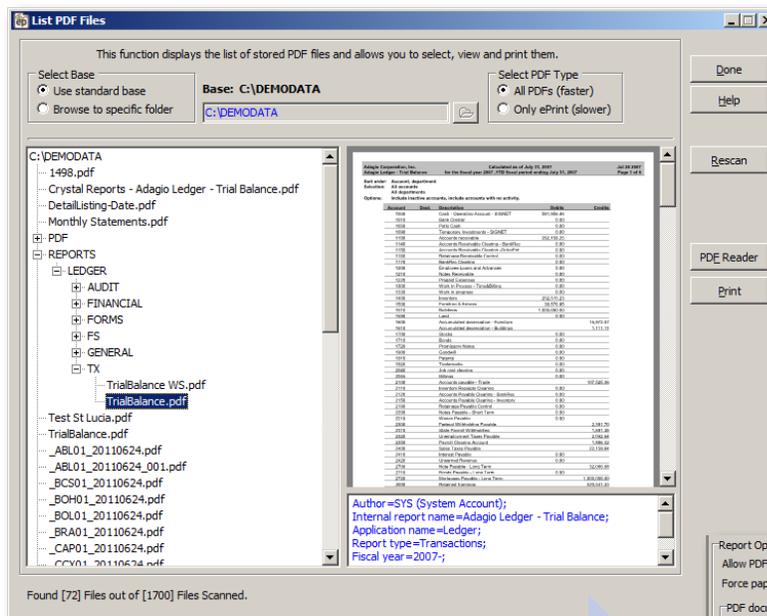
- Force all reports to PDF prior to printing – only print on paper when necessary.
- Protect your audit trail, making certain that critical audit reports are safely saved digitally.
- Save PDF output in separate Folders for Audit, Transaction, General, Financial Statement and Forms “printouts”.
- Decide 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 report.
- Quickly pay for itself in paper and staff time saved from manual filing.

quick searching of hundreds of files to locate the information you need.

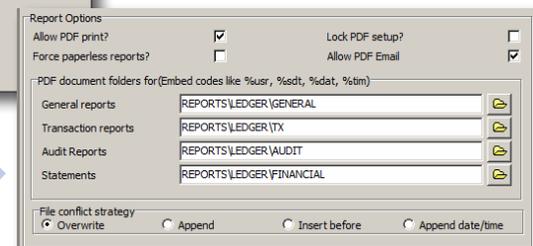
Adagio ePrint adds options to each module’s Company profile to control Report management. These options can be set once per company, or on an individual basis if desired.

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. 🎵



**In Adagio Ledger, this dialogue box is added to the Company Profile | Posting/Reports tab:**



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 requirements.

A Preview window shows a thumbnail of each report as it is selected. File properties automatically set by each Adagio module allow

### AOC 2014 in Las Vegas

It's official! Softrak will be celebrating their 30th Corporate Anniversary by holding this year's Adagio Opportunity Conference in Las Vegas, NV. Mark your calendar now for May 17-20, 2014.

Amongst this year's highlights will be Keynote Speaker, Ward Blatch of K2 Enterprises Canada. Ward writes and delivers professional development courses for CA, CMA, CGA and CPA associations. Ward helps professionals at all levels understand major trends as he explains how to utilize technology to meet organizational objectives both efficiently and effectively.

Ward will demystify the latest software, hardware and mobility platforms used in small and medium sized businesses.

Visit [www.softrak.com/aoc2014/](http://www.softrak.com/aoc2014/) to book your spot, including your room at the JW Marriott Las Vegas Resort and Spa! 🎵

**AccSys Solutions Inc.**  
401 - 19292 60 Ave.  
Surrey, BC V3S 3M2  
1.888.534.4344  
[www.accsysolutions.com](http://www.accsysolutions.com)

**Surrey**  
604.534.4344

**Kelowna**  
250.763.1732

**Regina**  
306.586.4344

**Winnipeg**  
204.944.0302

**Technical Support**  
1.888.534.4344 x1

**Calgary**  
403.663.6212

**All offices**  
Fax: 1.888.534.4385

## Unapplied Payments in A/R

**Question:** I entered some payments but mistakenly didn't apply them to a specific invoice. What's the best way to fix this? I would prefer that these adjustments don't show up on the customer statement.

**Answer:** The solution for low-volume corrections is to create a \$0.00 cash entry for the customer, and apply it first to the payment and then to the invoice. Everything will net to zero and no accounting transactions will be generated. The customer statement will not display this correcting entry if you choose to print statements and only show outstanding transactions - this would also suppress the payment and invoice that were matched together. If the desire is to print the invoice and payment on the statement after they are matched, the correction will also appear, and there is no way around that.

If there are too many of these to do manually, you can use the write-off function in AR to do the matching in a slightly different way. Write off all customer balances with a range of 0.00 to 0.00. That will create an adjustment batch automatically only for customers that have transactions that all net to 0.00. The same considerations for printing statements and outstanding transactions only apply here the same as above.

## Order Entry Designer

**Question:** My customer service people have requested that our pick tickets and pack slips print in sequence of line item number. Currently they are printing in order of picking sequence. How can I change this?

**Answer:** When a picking list or other form is printed in Order Entry, there is a field called 'Sort Lines by' that has 3 choices: Location/Pick sequence, Location/Item number, and Line number. One of the latter two choices should work for you. Also, if File | User preferences | Report option | Remember report settings is enabled, the last choice will always be remembered (and therefore will become the default).

**You can find more tips like this in the Softrak Support Forum at [www.softrak.com](http://www.softrak.com) under the Support>Support Forum heading.**

## Clearing a Check with Status=P

**Question:** The following has happened using AP...

I paid an invoice & printed a check, but the batch is not posted. I created a new batch & inadvertently paid the same invoice. Then I printed a second check. When the second batch was subsequently posted, the second check ended up in an AP error batch. I deleted the error batch and physically voided the check. Now the check appears in the Check Reconciliation list with a status of "P" (for Printed or Pending) since the check was never actually posted. A check with that status can neither be cleared nor voided.

I'd like to remove the check, preferably by "voiding" it. What is the best approach?

**Answer:** To remove any check status from the Check Reconciliation function in Adagio Payables (with the exception of Outstanding), you need to print the Check Reconciliation Listing report with the appropriate status(es) selected, to either paper or a file. You will then receive a message asking if you want to purge. Only those checks printed on the report will be purged, so if you want to narrow this down to a specific check number, ensure that the report ranges are set to only select that check.

'P' is Posting error.

## Adding a Department Code

**Question:** I am looking to add a new Department code for a new project that I will be handling (simple task I am sure but my system was already set up when I took over the job & I have never had to add one until now). I followed the steps in the help drill down on this topic but I do not think that it added the Dept code to each of the GL Accounts as I need it to do. How can I best do this?

**Answer:** If you simply create a new department, there is no option to additionally create the matching accounts. If instead you Copy an existing department, you have the opportunity to create the GL Accounts at the same time. The list of accounts associated with the original department is available to pick and choose what you want to create for the new department — you can do all of them or some sub-selection.

You cannot select new accounts not associated with the original department during copying — this can be done manually after the copy — so pick a department to copy that has the most accounts, as it's easier to delete than create. 🎵