



# Easily create your own accounting reports

**Softrak is pleased to announce that Crystal Reports® 8.5 is now available to report on your Adagio® Accounting or ACCPAC® Plus™ data. With this powerful tool, you'll be able to easily:**

- Chart your sales by customer or item to visualize your data
- Chart your sales on a map, to see geographic hot-spots
- Prompt for run-time values just before a report is printed
- E-mail reports to anyone in your address book, and create HTML reports for your web site
- Export your data to Excel, HTML, Word or another database (including XML) for further reporting
- Create custom alerts, that bring specific conditions (unusual pricing or discounting, overdue invoices) to your attention as a report is printed

**If you are running Adagio Accounting, you can:**

- Change the layout of any management report in any Adagio module
- Remove unwanted fields and rearrange information
- Add graphs and logos
- Create simple exception reports to ease data management
- Crystal Reports 8.5 is a must for Operational Suite (O/E, I/C and Invoicing) users

- Export to XML
- ...and much more!

**If you are running Quik Reports for Windows, this amazing upgrade to Crystal Reports implements many features that you've been asking for:**

- Print out the selection formula on your report
- Give your reports long file names—Crystal 8.5 is fully 32-bit
- Multi-page header and detail sections
- Running totals on reports
- Much faster printing
- No limits on the amount of reported data
- ...and much more!

**If you are running Quik Reports for DOS, you already know how useful it is to be able to create your own reports using your own accounting data. Here's what you can add, without changing anything else in your accounting department!**

- Easy graphing of sales or expenses
- E-mailing or faxing of reports from your desktop

## Adagio Fact #1

Adagio's Backup feature allows you to easily backup a single application's data, all data related to the application (example: backup from Order Entry also backs up Inventory and Receivables) or all company data to standard zip format files. Backing up has never been so easy!

- Drill down from single page summaries to see the underlying details
- Full font control, color and line drawing
- Simple cross tabulations and laser printed mailing labels
- Print preview
- ...and much more!

Crystal Reports for Adagio also adds crucial reporting functionality to ACCPAC Plus Order Entry, Inventory, Sales Analysis or other Operational Suite modules. Call us today for more information on Crystal Reports 8.5, or visit [www.softrak.com](http://www.softrak.com). 🎵

## Key Notes

Adagio modules are specifically written to work in the Microsoft Windows environment yet they integrate fully with your accounting data if you are using ACCPAC Plus. Each Adagio module has been written for Microsoft Windows to exacting standards; Adagio Accounting is not just a "front end". This means that the ACCPAC Plus DOS modules can still work when the new Adagio Windows modules are installed. For example, one Accounts Receivable clerk can continue to use ACCPAC Plus A/R while another is learning how to use Adagio Receivables.

There is **NO** data conversion from ACCPAC Plus when you install Adagio; all changes are incremental and you can proceed at your own pace, when you're ready. 🎵



## Adagio Payables

**Issue: Adagio Payables Checks are not printing all the address information on the check, but the reports print correctly, and the vendor file contains all the information.**

If you have any data in the "Payee Information" area of the main Vendor file, the check will print THAT information, rather than what is contained in the main address fields for that Vendor. If, for example, you do not have anything in the Zip/Postal field of the Payee Information area, then the checks do not print the zip/postal codes!

**Resolution:** If you want all address information to print on your checks, then you must enter all the information into the Payee area, or remove it and have nothing in there, so the AP Spec will default to the main Vendor screen address information.

**Note:** This also applies to data that was/is being used from ACCPAC Plus Accounts Payable as well, since ACCPAC Plus has Payee Information on the third screen in the Vendor area.

If your checks still do not print all information for all Vendors, there may be an error in your specifications. If you are comfortable editing specifications, try the following. Otherwise, call us and we'd be happy to help.

On the problem Spec code field(s), right-click to bring up:

- a) Properties: check for
  - Suppress if duplicated
  - Auto size field - if enabled, disable and try again.
  - Offset, there shouldn't be any
  - Length & Maximum
- b) Align Text:
  - Right, left or center? Change if necessary
- c) Move to front.

## Macros for Adagio

**Adagio does not currently use WSM macros.**

There are a number of generic Windows macro products that work with Adagio. Some of these solutions are shareware, and therefore very economical. Their web sites are as follows:

- <http://www.macros.com/>
- <http://www.windowware.com/>
- <http://tu cows.wau.nl/macros95.html>

- <http://softwareutilities.com/toolsworks.htm>
- <http://www.zdnet.com/pcmag/issues/1418/pcm00086.htm>

Also, MS Windows has a recorder accessory that may be useful.

**For Windows 2000 users:**

There are several programs that will do Adagio macros on Windows 2000. All of these have free 30 day evaluation downloads available.

- Macro Express <http://www.macros.com> works for basic stuff and is inexpensive
- Macro Magic <http://iolo.com> works similarly and is priced similarly
- Wintask and Wintask Lite <http://www.wintaks.com> have a lot more capability, but cost about \$99-249 US.

## Printing MICR encoded checks

If you intend to print your MICR encoded check number and account transit information on each check (rather than having this information pre-printed on your check stock), you may need to use a special magnetic toner in your laser printer.

Most banks state that magnetic toner must be used, but many banks can now clear checks without magnetic toner because they are switching to OCR (Optical Character Recognition). Banks will almost always say magnetic toner is required, but try running a test batch without, first. This may save you both time and money. 🎵

## Adagio Fact #2

Data entry and information lookup in Adagio is exceptionally fast. Mouse and tabbing may slow down data entry time at first, but drill down ability is so convenient. For example, when I create a batch, I can quickly drill to a customer record and bring up all of my sales statistics and transaction history.

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