AccSys Solutions

The Score
A Quarterly Update on Adagio Accounting

Adagio Time&Billing ships

Adagio Time&Billing provides comprehensive management of time and disbursement accounting, WIP management and transaction billing, all using the power of Windows.

With this powerful tool, you'll be able to easily:

- Maintain an unlimited number of customers, files, disbursement codes, work codes and staff members

- Maintain files, including work performed, staff involved, staff in charge, type of work, disbursements and budgets

- Track and account for Work in Progress

- Use the pop-up TimeKeeper to help staff track and submit time and disbursements

- Design bills with the WYSIWYG bill designer, including graphics and logo

- Drill-down to customer information, as you enter invoices
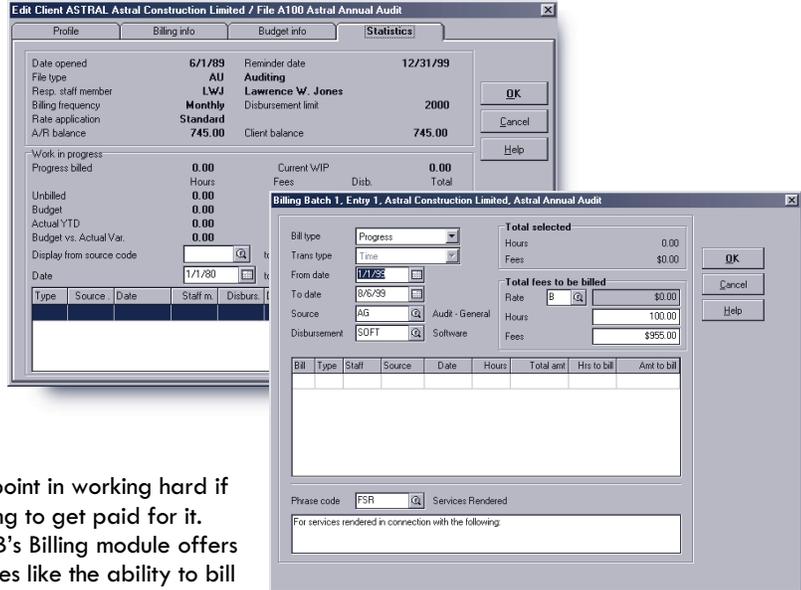
- …and much more!

The task of tracking and billing for professional services can be daunting. Different staff members perform a suite of tasks, using different charge out rates, work codes, activity codes, and file numbers, all the while incurring expenses on behalf of clients. Fortunately, Adagio Time&Billing with Adagio Receivables simplifies and streamlines this task.

T&B maintains complete information on clients, staff members and files. Through simple drill-down, you can oversee who's doing what, for whom, for how long, at what cost, and for how much longer. T&B also makes it easy to track how your staff are performing. Billable and non-billable statistics, rates and overtime are tracked, and can be fed to Payroll systems like ACCPAC Plus Payroll and Paymate.
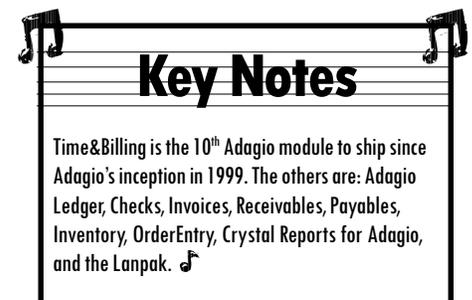
There's no point in working hard if you're not going to get paid for it. That's why T&B's Billing module offers flexible features like the ability to bill multiple files on one client bill. At any time, the Billing module can automatically generate a billing batch for all unbilled time and disbursements for selected clients and files across a range of dates with a variety of filters. Progress or final bills can be generated with write-offs or write-ups, at the file type or work code level. Optionally, disbursements can be retrieved and marked up from Adagio Payables, ACCPAC Plus Accounts Payable, or Adagio Checks.

T&B lets you bill "smarter" too, so you can spend less time printing bills and more time billing time. Add new clients and dockets on the fly while entering batches, thereby saving time. The WYSIWYG bill designer lets you drag and drop fields into place. Print your bills on blank paper, with graphics and logos, so you can print bills for without changing forms in your printer. Uses predefined bill specs for several popular invoice form suppliers. Adagio Time&Billing also lets you print multi-part bills: "client copy" and "accounting copy", for example. And better yet, T&B lets you fax out your bills to save on paper and postage.

For more information on Adagio T&B, and details on how to upgrade from TBR DOS, call us today! ♪

Key Notes

Time&Billing is the 10th Adagio module to ship since Adagio's inception in 1999. The others are: Adagio Ledger, Checks, Invoices, Receivables, Payables, Inventory, OrderEntry, Crystal Reports for Adagio, and the Lanpak. ♪

Adagio Technical Tips

Using the Date Field

Did you know that you can use the + and - keys to change the date in the date field of most Adagio modules?

Specifically, this works in Inventory, Invoices, Checks, Ledger, OrderEntry, Payables, Receivables and the new Time&Billing. You do not have to have the Date field highlighted, but the cursor does have to be somewhere in the date field to activate the feature.

Also, if you have the Adagio Calendar up, just press the Home key on your keyboard to get back to today's date.

Adagio Checks

Problem: A 7-inch check spec prints 11 inches on a dot matrix printer.

Solution: The printer must be set up, either through dip switches or menu options, to form feed 7 inches. Otherwise, Adagio Checks will not be able to page break after this custom length. You should also consider using a laser printer for Adagio and any other MS-Windows programs.

Problem: When I print a check for One time vendors, the Vendor name and address do not print.

Solution: Make sure that your specification does not use Vendor information fields for the address information. Instead, use the Check information fields.

Adagio Receivables

Problem: I am working on a faxable statement. Sections of it are completely blacked out although I have used yellow as the foreground color.

Solution: Reformat the statement to remove the foreground color: it reproduces poorly on faxes. You can use boxes, bold text and any fonts to highlight areas.

Adagio Invoices

Problem: I have installed Adagio Invoices on a network and I have installed a Lanpak but I cannot get more than two stations into the system at once

OR I cannot do the workstation install.

Solution: All users must point to the same currency and EZTASKS path to function properly on a network. The Adagio drive letter and path must be identical for all workstations.

That is, when the full install of Adagio Invoices is done, then whatever drive letter is selected as the Adagio drive (for example, "G:"), must be seen as "G:" by all workstations. This must be so, not just for the install, but for the actual running of the programs themselves.

The drive (& path) where I install Adagio Invoices (for example, "H:\softrak\qiwin") must also be the same drive letter (& path) across all workstations.

Adagio Ledger

Making Global Changes

Have you ever needed to make wholesale changes to formulas on a sheet, but discovered that you needed to make 2 or 3 global changes before the formula changes would be complete, and between the stages the formulas are "badly formed" so you can't use Edit | Replace?

Here's a trick—change all the formulas into text strings first, by globally replacing the = at the beginning of the formula with '= (single quote, equal). Than make all the changes you need in as many steps as necessary. Finally, change all the '= back to just = to make the cell contents formulas again.

Note: Adagio Ledger v6.5B is about to ship. Check out www.softrak.com to see all the great improvements. ♪

Adagio Fact #2

Adagio comes with its own easy to use Statement, Letter and Check Designer. It is a GUI report designer and it even works with ACCPAC Plus specifications too!