



# Softtrak beefs up Order Entry

Many Adagio users already know that Adagio OrderEntry automates sales order entry and invoicing, allowing easy management and tracking of backorders, future orders and standing orders, invoices and credit notes.

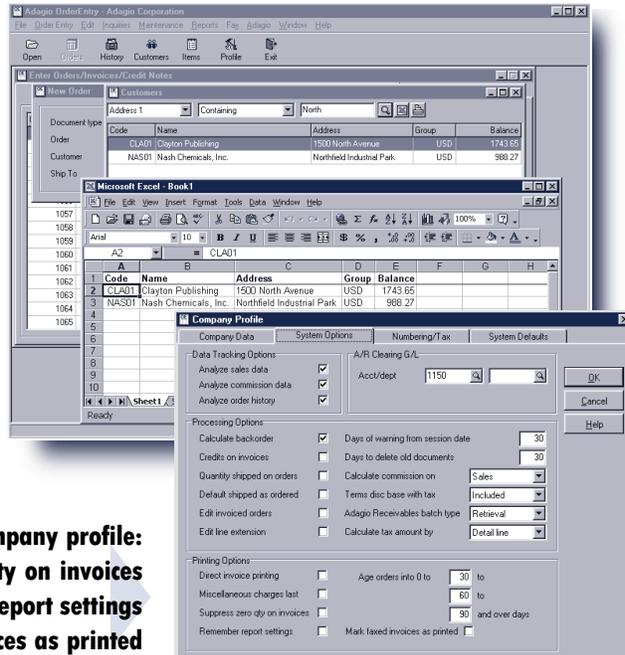
Now Softtrak has added more features, beefing up functionality and usability even further. Here are some of the new features they've added:

- Each workstation can now open Order Entry for multiple instances of the same company and/or for multiple companies. Lets a user work on multiple orders or enter orders for multiple companies at the same time.
- An option to suppress lines with zero quantity shipped on invoices has been added. This allows you to suppress lines for backordered items.

- An option has been added to allow faxing of documents to set the document status to printed so you do not also need to print the documents.
- Day End now copies documents to history as soon as they are complete rather than after a set number of days. This provides a single history file, for printing reports on completed documents.
- Custom reports, designed with Crystal Reports for Adagio (available separately), can be added directly to the Reports menu in OrderEntry. This allows users to print, preview and export custom reports specific to Adagio OrderEntry without needing to run the Crystal Reports designer to load and print.

- File | Options are now saved by workstation, so each workstation can select its own specific printer if local printers are used. Useful if local printers are used to print picking slips, order confirmations, invoices or credit notes. Workstations can set their own window size, position and appearance options, control field verification, and the auto-add and auto-edit features.
- All report options are saved by company and recalled when a report is reprinted. You don't need to re-select the options you want each time you use a report.
- SmartFinder search results can be exported to Excel at the click of a button, for quick "mini-reports". Excel is automatically launched and the results placed in a workbook. Use the Column Editor in the Smart Finder to select the fields and columns to export.
- You can now multi-select lines in documents for deletion. This allows you to easily delete inapplicable lines when creating a credit note from a large invoice. For example, you may only want to credit one line on an invoice.
- When printing reports to file, you can now choose from four different formats on the print dialog: Excel, HTML, Text, or Word. A default can be set in the Company Profile.

SmartFinder search results pop up in Excel, for quick "mini-reports"



New in the Company profile:

- Suppress zero qty on invoices
- Remember report settings
- Mark faxed invoices as printed

This new version not only benefits current Adagio users, but it will encourage current ACCPAC Plus™ users to make the switch to Adagio. ACCPAC Plus Order Entry will not let you suppress lines with zero quantity shipped, nor will it let you delete multiple selected lines. Printing different formats on exports is not available in Plus, either. This new release offers even more reasons to make the move to Adagio!



## Adagio Checks Conversion

**Question: After converting my Quik Check for DOS 6.1A data, I cannot retrieve my Quik Check batch to the GL. I keep getting the error, "Incorrect procedure. The home currency of Quik Check V6.1A does not match the home currency of General Ledger." What am I doing wrong, and how do I fix it?**

Answer: You must re-do the conversion of the Quik Check data set **after** you have set the currency of the data set.

- 1 Rename the Adagio Checks data.
- 2 Restore your Quik Check data.
- 3 Post a new check in Quik Check.
- 4 After you print the GL transactions report, choose this consolidation/purge option: **4 - convert for 2000 or 6.1A GL**. At this point, you will be able to enter in the currency code of the GL. Please note: the code field is case sensitive.
- 5 Retrieve the batch to the GL and delete it.
- 6 Then, print and purge the Check Register in Quik Check and convert the Quik Check data again.

## Financial Reporter Symbols

**Financial Reporter uses formulas that are similar in construction to Excel spreadsheet formulas. Here are some commonly used symbols:**

- \* multiply ( $2*3=6$ )
- \$ Format cell as currency (on the toolbar)
- & concatenate 2 strings ("A"&"B"="AB")
- " a string (text) constant ("Hello")
- ' Marks cell contents as a string
- ` A placeholder for the department selected from the toolbar
- , Used to separate accounts that you wish to sum (1000,2000), or on the toolbar to format selected cells as numbers.
- subtraction or the department separator (4-3=1 or "1000-200" means account 1000 department 200 depending on context
- ) Closes an opening parenthesis "("
- .. specifies a range of cells (=SUM(A1..C3))
- / divide operator ( $6/3=2$ )

To see an example of a departmental comparative statement, open GL!DeptDemo.sam (or AF!DeptDemo.sam if you are looking at

Adagio FX) in the sample data. Also, check out the web seminars on the Financial Reporter and Adagio FX at <http://www.softrak.com/webinars.html>.

You will also find a helpful description of how the formulas work in the online help (Press F1).

## Invoice & Credit Note Numbering

From PlusCommunity.com...

**Question: In Adagio Invoices, how do I get my invoices & credit notes to use the same sequence of numbers? My credits are repeating the invoice numbers.**

In the Adagio Invoices company profile (on the Invoice numbers screen), there is a place to set the next Invoice number and next Credit Note number. Thus you can set the next document number for invoices and credits to be very different, or even add different document prefixes (like 'C' for credits).

They are separately maintained sequences however—you cannot keep the same numbering sequence for both invoices and credit notes.

## Blank Check Stock

**Question: Where can I buy blank checks to use with our Adagio check specifications in Accounts Payable?**

There are many sources of blank checks, but a good place to start is Wellspring Software at [www.wellspringsoftware.com](http://www.wellspringsoftware.com), or at 1-800-600-6861. They are an Adagio Developer Partner, and are very familiar with Adagio. They have some great products that work with Adagio, too! 🎵

## Adagio Printing Fact

Since Adagio is designed to use the graphical power of Windows, you can print dynamite-looking invoices and customer statements on inexpensive plain paper.

## Key Notes

**Softrak wants to hear from you! Do you have some feature suggestions for Adagio? You can voice your idea by completing a feature request online. At [www.softrak.com](http://www.softrak.com), click on "products", then click on [Feature Request Form](#) at the very bottom.**