



Sharpen your focus with GridView

Some great new efficiency features have recently been added to GridView, making a great management tool even greater. Read on for some examples.

- Hints have been added to make your work easier. They pop up when the mouse cursor hovers over column titles. For example, the field name and link are shown for data fields; formula text appears for calculated columns.
- GridView now remembers the most recently selected modules and tables. This will make it faster to define Views against commonly referenced tables such as your Customer master and SalesAnalysis tables.
- Linked Views may now be "joined". Joining two Views into a third table allows you to quickly look up a specific customer's purchase of one or two items, for example.
- Multiple, named sequences can be defined and associated with a filter.

This lets you select a filter to automatically change the sort sequence of the information presented in any View.

- Named Item files can now "include" another file. This lets you maintain centralized translation tables and filter values which may be referenced in multiple Views.
- A "Not" option has been added to linked Views. You may have a linked view display all rows that do "NOT contain" a value selected in the primary table.
- Adagio GridView Server is now supported. To speed up your data inquiries, GridView Server software processes the GridView Filters right on the server where your data resides, so that only the resulting record set, not the full database, is transmitted over the local area network.

If you are not already a GridView user (or a GridView Report recipient!), you are miss-

ing a great opportunity to view your data in a whole new, much better way. Call today for a free demo, or download a trial version at www.softtrak.com.

Never Used GridView?

You are missing out on one of the best reporting tools ever. You can use Adagio GridView in different ways:

Design your own Adagio inquiry screens, such as a list of customers with overdue balances, with the ability to drilldown to the underlying transactions.

Get data out of Adagio and into Microsoft Excel, for example, to make a spreadsheet of customers who have bought certain products within the last two years so you can mailmerge a letter or an email with Word.

Allow an inexperienced user to get limited access to your accounting data, for lookup purposes only. Let the company president view item sales by month.

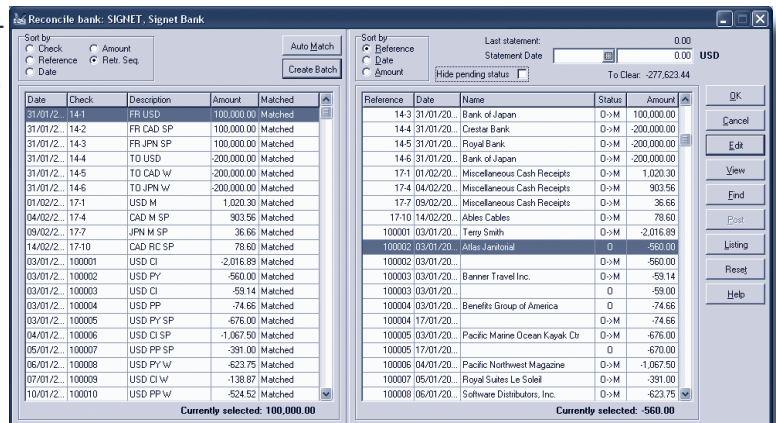
Reconcile automatically with BankRec

Are you reconciling your bank statements automatically, or are you still wasting your time with a manual reconciliation?

In Adagio BankRec, it's easy to import your bank statements and reconcile your bank accounts electronically. Once you have imported your statement, you can very quickly match most of your transactions automatically, by clicking the Auto Match button. For transactions that were not successfully auto-matched, you then begin to manually match them by drag and drop. Remaining unmatched transactions on the electronic statement list (see left pane below) can be moved to a batch. These are often things like service or interest charges. When you move

unmatched transactions to a batch in the reconciliation function, they are assigned to certain GL accounts by default. You can now either save or post your reconciliation.

Adagio BankRec supports multiple import formats including Open Financial Exchange (OFX) and user-definable CSV layouts. Call today and we'll walk you through your first Auto Reconciliation!



Date	Check	Description	Amount	Matched
31/01/12	141	FR USD	100,000.00	Matched
31/01/12	142	FR CAD SP	100,000.00	Matched
31/01/12	143	FR JPN SP	100,000.00	Matched
31/01/12	144	TO USD	-200,000.00	Matched
31/01/12	145	TO CAD w	-200,000.00	Matched
31/01/12	146	TO JPN w	-200,000.00	Matched
01/02/12	171	USD M	1,020.30	Matched
04/02/12	174	CAD M SP	303.56	Matched
09/02/12	177	JPN M SP	36.66	Matched
14/02/12	1710	CAD RC SP	78.60	Matched
03/01/12	100001	USD CI	-2,016.89	Matched
03/01/12	100002	USD PY	560.00	Matched
03/01/12	100003	USD CI	59.14	Matched
03/01/12	100004	USD PP	-74.66	Matched
03/01/12	100005	USD PY SP	676.00	Matched
04/01/12	100006	USD CI SP	-1,667.50	Matched
05/01/12	100007	USD PP SP	-391.00	Matched
06/01/12	100008	USD PY w	-623.75	Matched
07/01/12	100009	USD CI w	-138.87	Matched
10/01/12	100010	USD PP w	-524.52	Matched

Reference	Date	Name	Status	Amount
143	31/01/12	Bank of Japan	O-M	100,000.00
144	31/01/12	Central Bank	O-M	-200,000.00
145	31/01/12	Royal Bank	O-M	-200,000.00
146	31/01/12	Bank of Japan	O-M	-200,000.00
171	01/02/12	Miscellaneous Cash Receipts	O-M	1,020.30
174	04/02/12	Miscellaneous Cash Receipts	O-M	303.56
177	09/02/12	Miscellaneous Cash Receipts	O-M	36.66
1710	14/02/12	Ables Cables	O-M	78.60
100001	03/01/12	Tony Smith	O-M	-2,016.89
100002	03/01/12	Atlas Janitorial	O	560.00
100003	03/01/12	Banner Travel Inc.	O-M	59.14
100004	03/01/12	Benefit Group of America	O	-74.66
100005	11/01/12	Pacific Northwest Magazine	O-M	-74.66
100006	11/01/12	Pacific Northwest Magazine	O-M	-676.00
100007	05/01/12	Royal States Le Solel	O-M	-391.00
100008	06/01/12	Software Distributors, Inc.	O-M	-623.75



Year End Check List

You may find the following checklist handy at year end for Receivables, Payables and Ledger.

Adagio Receivables

Prior to running the Year End function:

- Retrieve batches from OrderEntry, Time&Billing and/or import batches from other programs.
- Post all open batches.
- Print and clear all posting journals.
- Print statements/letters.
- In Ledger, retrieve the Receivables sub-ledger batch.
- Print required reports, including the batch status report.
- Make a backup of your Receivables data and run a Data Integrity Check.

What happens when running Year End:

- Year-to-date statistics are copied to the Last Year statistics.
- Year-to-date and Period-to-date statistics are reset to zero.
- Batch numbers are reset to one.
- The batch status information is cleared.
- Completed transactions are moved to Customer Historical Transactions.
- Completed retainage invoices are cleared.
- Optionally, you may clear the Customer history up to a specified date.

Adagio Payables

Prior to running the Year End function:

- Retrieve batches from Inventory.
- Post all open batches. Run System Check processing if required.
- Archive batches to be posted in next year.
- Print and clear all posting journals (including reconciliation) and the check register.
- In Ledger, retrieve the Payables sub-ledger batch.
- Print required reports.
- Make a backup of your Payables data and run a Data Integrity Check.

What happens when running Year End:

- Year-to-date statistics are copied to the Last Year statistics.
- Year-to-date and Period-to-date statistics are reset to zero.
- Batch numbers are reset to one.
- The batch status information is cleared.

Adagio Ledger

Prior to running the Close Year function:

- Complete year-end procedures in other

Adagio modules.

- Retrieve sub-ledger batches.
- Post the required batches.
- Any batches that are to be posted in the following year should be archived rather than posted.
- Delete the original batch after archiving.
- Print reports and financial statements.
- Ensure that a valid Retained Earnings account is defined in the Company Profile. If this is tracked by Dept., also ensure a valid account is defined on each Dept. code.
- Make a backup of your Ledger data and run a Data Integrity Check.
- Save the data in a separate directory so you may make corrections or inquire on transactions next year.

What happens when running Close Year:

- A batch is created for all Income Statement accounts, effectively transferring all posted amounts to the Retained Earnings account.
- The batch status report is updated by this created batch.
- As required, run Close Year for the entire Ledger database or for particular departments only. All departments must be closed before Change Fiscal Year can be run.

Prior to running the Change Fiscal Year function:

- Print and post the batch(es) created by running the Close Year function.
- Print the Trial Balance report to ensure the accounts have been updated correctly.
- Print and clear the posting journal, the batch status report, and the Unposting journal.
- Make a backup of your Ledger data and run a Data Integrity Check.

What happens when running Change Fiscal Year:

- Current Year amounts are transferred to Prior Year.
- The posted detail transactions file is cleared.
- The Dates on the Fiscal Calendar within the Company Profile are incremented one year.
- You need to manually update the fiscal period descriptions.

What to do after completing Year End:

- Restore the Archived batch(es) in order to begin processing for the next year.
- You may have to post corrections to the Prior Year. If so, use the Post to Prior Year function in order to make those changes. Retained Earnings updates are automatically performed.
- You should also make the same corrections to the separately maintained copy of last year's data.
- Naturally the posting will be done as 'current year', not Prior Year, in this database. 🎵