



Better to Receive with Adagio

Whoever said it was better to give than to receive was not using Adagio Receivables 8.0B. This release has some great new features!

- **Recurring charges are now supported.** Set up recurring charges for membership dues, tuition, rent, lease payments and have them automatically added to your customer account when recurring charge processing is run. (see screen shot)
- **Delete inactive customers.** Automatically remove customers with no activity over some period of time. Of course, you can preview the customers to be deleted in a report, prior to running the function.
- **Automatically place customers on credit hold.** Have your customers placed "On hold" if they are over their credit limit or have invoices outstanding for longer than you allow. (see screen shot)

- **Let users add or edit notes,** without letting them make any other changes to your customer data. If your staff are able to View your customer information, you can allow them to add or edit the customer notes only, without worrying about them changing credit limits or other important data. **Now everyone can record notes about your customers.**
- Send billings to **Adagio JobCost** at the Phase and Category level.
- **Import invoices and cash receipts directly from Excel.** New import templates make it easy to import these important documents from other systems.

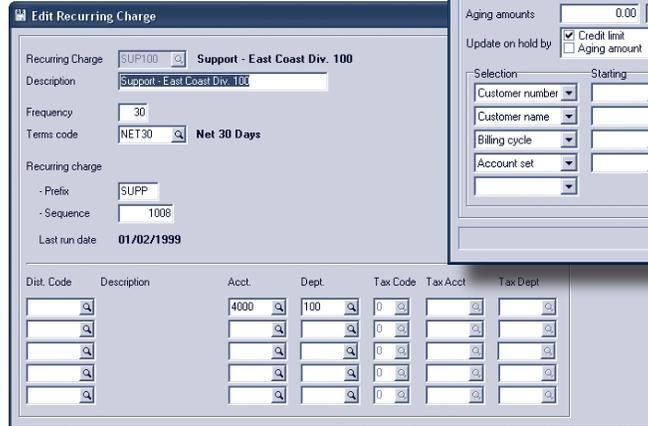
If you haven't opened the box and installed this update, you have yet to receive your best gift of the season! Call today if you need help installing your upgrade. 🎵

Windows Vista?

We have received many inquiries regarding Adagio and its compatibility with Windows Vista. Current Adagio modules WILL NOT install under Vista. All modules require updating to Version 8.1A, which Softrak is currently working on.

The best and most economical way to prepare your Adagio for Vista is by making sure you are on the Adagio Upgrades Plan. This will ensure you are one of the first to receive the upgrades as soon as they become available. When these 8.1 versions are released, any client who is not on an Upgrades Plan must purchase at the Prior Version price, which is more expensive. Act now and save!

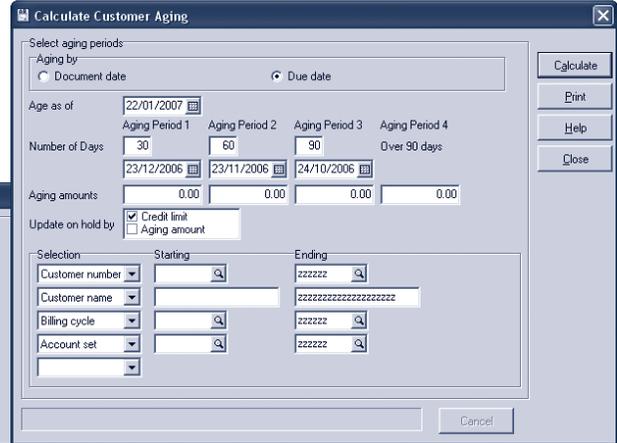
Set up recurring charges.



Edit Recurring Charge

Recurring Charge: SUP100 Support - East Coast Div. 100
 Description: Support - East Coast Div. 100
 Frequency: 30
 Terms code: NET30 Net 30 Days
 Recurring charge:
 - Prefix: SUPP
 - Sequence: 1008
 Last run date: 01/02/1999

Dist. Code	Description	Acct.	Dept.	Tax Code	Tax Acct.	Tax Dept.
		4000	100	0		
				0		
				0		
				0		
				0		



Calculate Customer Aging

Select aging periods:
 Document date Due date

Age as of: 22/01/2007

Aging Period 1	Aging Period 2	Aging Period 3	Aging Period 4
Number of Days: 30	60	90	Over 90 days
23/12/2006	23/11/2006	24/10/2006	

Aging amounts: 0.00 0.00 0.00 0.00

Update on hold by: Credit limit Aging amount

Selection: Starting Ending
 Customer number: 222222
 Customer name: 22222222222222222222
 Billing cycle: 222222
 Account set: 222222

Automatically place customers on credit hold.

Adagio FX – Awesome QuickBooks Add-On

Adagio FX has been awarded the title of **Awesome QuickBooks Add-on for 2007 by The Sleeter Group.** They say:

"Adagio FX is a financial statement presentation tool that integrates directly with Quick-

Books. Flexible tools allow you to create presentable financial statements and reports from QuickBooks data. This product is aimed at accountants and controllers who need professional, publishable financial statements as well as detailed analysis reports based on QuickBooks data. Also supports ACCPAC Plus and Simply Accounting."

The Financial Reporter in Adagio Ledger uses the same financial reporting technology that's in Adagio FX. With FX, thousands of CPAs, CGAs, CAs, CMAs, and RIAs can experience Adagio and feel confident about moving up their growing clients from QuickBooks or Simply Accounting. 🎵



Adagio Technical Tips

Andrew's Quick Tips

The following Technical Tips come directly from Andrew Bates. Andrew is not only president of Softrak Systems Inc, the developers of Adagio, he is also an Adagio user himself!

- In the Adagio Financial Reporter, double clicking on a general ledger amount will drill down all the way to the transaction detail. Right mouse click to see all the detail transactions that make up the figure on the sheet, regardless of the accounts they came from.
- Use GridView to show transactions for several non-contiguous customers or vendors by using ctrl-click to select the Vendors in a linked View and double clicking on the last record.
- Use the spacebar in Receivables cash entry to apply the cash to the highlighted invoice.
- In Adagio Payables and Adagio BankRec reconciliation functions, use shift-click to select a range of transactions to mark as cleared.
- Use the Copy button to save re-keying similar information in a transaction batch for a new batch.
- Import your general ledger budgets directly from Excel using a file import template.

Reallocation Batches

From Softrak's Technical Support Forum at www.Softrak.com:

Question: I am trying to set up automatic reallocation for a couple of my accounts. I ticked the reallocation box on the edit accounts page and set up an allocation totalling 100%. When I try a test post to the account, nothing reallocates. Is there something I should be doing to get it to automatically reallocate?

Answer: You need to create a reallocation batch (Maintenance | Create reallocation batch) for the account. This automatically generates a batch that will move the posted amounts to the reallocation accounts you've set up.

Softrak's Technical Support Forum is a restricted area of www.softrak.com, but access is a free benefit to end users who are on the Softrak Upgrades Plan. This is another good reason to stay current with your upgrades!

Adagio Calculates Sales Tax

From PlusCommunity.com's Adagio Support Forum:

Question: I am entering invoices after the fact into Adagio Receivables. I currently enter them with two details - the pretax amount and the tax amount.

I wonder if it is possible to enter the invoice with only one detail, and have the sales tax computed automatically based on a rate set up somewhere? If no, is it possible for the tax to be computed automatically when entering the tax code?

Answer: Create a distribution code with tax tracking and a type of 'Tax-included sale'. This type of distribution includes not only the revenue GL account but also the tax GL account and rate. When entering the invoice detail, simply enter the after-tax amount for the detail, and it will automatically be broken out into tax base and tax amount.

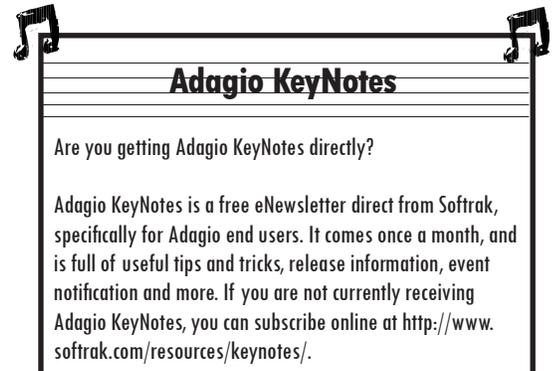
A distribution code is required to do all of this with one invoice detail rather than two.

Invoice & Credit Note Numbering

From PlusCommunity.com's Adagio Support Forum:

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

Answer: 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.



Adagio KeyNotes

Are you getting Adagio KeyNotes directly?

Adagio KeyNotes is a free eNewsletter direct from Softrak, specifically for Adagio end users. It comes once a month, and is full of useful tips and tricks, release information, event notification and more. If you are not currently receiving Adagio KeyNotes, you can subscribe online at <http://www.softrak.com/resources/keynotes/>.

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