AccSys Solutions

The Score

A Quarterly Update on Adagio® Accounting

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Receivables 9.0 hits market

We knew it was coming the day Ledger 9.0 was released, and we are pleased to share with you some of the great new features in Adagio Receivables 9.0 below…

- Save time and frustration with improved customer record searching and improved data entry, including batch entry templates which skip or hide unused fields. Optional fields are now available for all transaction types.
- Improved alerts can be displayed across all Adagio modules. Force users to acknowledge an alert, or allow them to dismiss its future display.
- Save multiple contacts for a customer, with e-mail and credit card information stored with the contact (credit card information is encrypted in the database). Designate specific contacts as Ship-to addresses. Salesperson and Territory codes in the Ship-to record can override the customer defaults, if desired.
- Print a customer statement or Aged Trial Balance for any historical period.
- Customer notes are more flexible and can now be printed on the Overdue Receivables Report.
- Improved transaction searching—transactions are linked between the various inquiry screens (Receivables, Invoices and OrderEntry) so that when they are selected in one enquiry, they will automatically be selected when the view is changed to a cross module inquiry. A "Find Transaction" option is available to locate a specific transaction for a single customer, too.
- Cash receipts can be entered in Receivables and automatically sent to Adagio BankRec, with a variety of terms options.
- Batches now have a "ready to post" indicator.
- Users can be prevented from entering transactions for periods that have been marked closed in Adagio Ledger. You can separate the accounting date from the document date, and print the Aged Trial Balance report by accounting date to reconcile the Receivables control account in Adagio Ledger.
- An "auto-pay" option can speed cash entry by automatically applying cash to the oldest invoices on a customer account. Options control how the cash is applied. Use distribution sets to easily allocate revenue.
- Forms created with the specification designer can now be restricted to display in a specific print dialog (customer statement forms only display when printing statements). Many new specification codes have been added to support new fields in the customer record. Vertical lines that span sections of the form are more easily created. Transactions can be aged into specific columns on a statement.
- Create pie, bar and trend charts from your data.
- Automatically mark customers as inactive based on several different activity criteria.
- Enter a date in the current month by just typing the day, no need to specify the month and year.
- Automatically back up your Adagio Receivables database when the Data Integrity Check reports no errors. Automatically make a backup of your data prior to rebuilding.
- In a multi-currency environment, most transaction reports have been changed to allow display of both the source and home currencies.

This is merely a sampling of the new features in AR 9.0. Before installing any upgrades, be certain you also have the upgrade version of every other Adagio module and Third Party module you have installed.

Other recent upgrades

For compatibility with Receivables 9.0, Sales Analysis and Invoices have been upgraded to 8.1B. Other compatibility upgrades are also coming soon. Before installing any upgrades, be certain you also have the upgrade version of every other Adagio module and Third Party module you have installed. See the compatibility page at www.softrak.com for details, under Support > Compatibility.

Like Ledger 9.0, Receivables 9.0 is a major upgrade. Its implementation should not be undertaken without careful database conversion planning and the guidance of a qualified Adagio consultant. Please call us for assistance.

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Adagio Technical Tips

Adagio Column Editor

Adagio's Column Editor lets you change the columns that display in the data entry grid.

Grids are part of each Adagio module. They display your accounting information in a grid of columns and rows. To bring up the Column Editor, where you can add or remove columns, change the order of the columns (left or right) and even change the heading description or the width of the column, double-click in the heading of any column.

For example, you can use this feature to add the Current Balance to the Chart of Accounts grid in Ledger or ot add the Outstanding Balance and Telephone Number to the Edit Customer List in Receivables.

The 'Set view for all users' option in the Column Editor determines if changes are saved by user name or whether changes are for all users. The 'Edit columns' option for the User determines whether changes are allowed at all.

Quick, Basic Reports

Did you know you can use the Adagio Smart Finder to create quick, basic reports?

Would you like to create reports like these?

- a contact list for each salesperson or territory
- a collection sheet of all customers with outstanding amounts
- all vendors with whom you have a credit balance
- all inventory items that are in stock in a particular category

If the fields you want to search do not already appear in the Smart Finder, use the Column Editor (see tip above) to add them to the grid. Once the field is added to the Smart Finder grid, it can be selected with Smart Finder's search criteria.

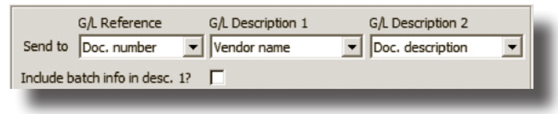
The results of the search can be exported to Excel or printed by clicking on the appropriate button.

Improve Transaction Tracking

Improve transaction tracking by choosing the fields to be sent from subledgers to the ledger.

Adagio Ledger 9.0A allows you to specify the information you want sent from the subledgers to Adagio Ledger. Since Ledger 9.0A provides two description fields for transactions, you can choose which information should be passed to them from the subledgers.

In the subledger, select Edit / Company Profile and click on the Integration tab. Use the drop-down boxes to select the data to go to the small G/L reference field and the two longer Description fields.



If you check the Include batch info in desc 1 box, four numbers will be added to that field:

- subledger batch number
- entry number within that batch
- posting sequence number
- entry number within the posting sequence.

Importing Budgets into Ledger 9.0

Is it possible to import budget data into Adagio Ledger 9.0? If so, is there a specified template that indicates how the data should be set up and formatted?

Choose File | Import | Account Budgets and set up a template of the fields you want to import. Generally you need a spreadsheet containing a row for each account-department and the amounts for each period (12 or 13) in your fiscal calendar. If you budget annually, then you'd probably want to divide the annual amount evenly by 12 to create the 12 budget buckets.

There is a spreadsheet GLBUDGIM.XLS in the sample data (normally installed in \softrak\Ledger\samdata).

Another way to create an import template is to start by exporting the existing budgets using the File|Export|Budgets. This works even if they are all set to $0.00.

You can find more tips like this in the Adagio KeyNotes library at www.softrak.com under the News>Adagio KeyNotes heading, and also under the Support>Support Forum heading.

Photo by WR Jans Photography