



# Are you using GridView yet?

**Adagio GridView gives you the power to easily create Views into your valuable Adagio database without using more complicated reporting tools such as Crystal Reports for Adagio. Even better, GridView provides “read only” functionality to your Adagio accounting data — perfect for preventing bad things from happening to your accounting data because of untrained operators.**

How do Views work? Each View looks like a spreadsheet, with each row listing one record (e.g. AR Customers), and the columns being the data fields you want to view (e.g. Customer Number, Customer Name, Phone, Credit Limit and Outstanding Balance). You can sort on any column simply by double-clicking on that column, and you can drill down to another View (e.g. OE open orders) simply by clicking on a linked field (in this example the Customer Number whose orders you want to view).

## GridView gives you easy access to reports like:

- Executive snapshot of Current Receivables, Payables, Orders, Invoices, Cash (from GL).
- All items on backorder in OE, with quantities on PO and on hand in IC.
- Views of Customers, Vendors, Time&Billing Dockets, Inventory Items, GL Accounts.
- Salesperson view of Customers.
- Customer Balances and transaction views.
- Recent Invoices by Customer in OE.
- Recent Invoices by Customer in Invoice History.
- Recent Sales by Customer in Sales Analysis.
- Recent Prices by Customer.
- Recent Invoices by Vendor.

## Other features of GridView:

- Reads your Adagio database in real time, so that Views are always up-to-date.
- Does not cause conflicts with other Adagio users, even when they are posting or performing day/period end.

- Does not allow its users to modify data in any way (it is read-only).
- Has security that can prevent its users from accessing restricted data.
- Requires only a minimal knowledge of Windows to use—it does not require knowledge of Adagio or, in fact, any accounting or programming knowledge.
- Exports easily to Excel and HTML.
- Also reads data from leading third party packages such as CounterSales.
- Allows calculated columns to be included, such as “Credit Available” for AR Customers (Credit Limit minus Outstanding Balance).
- Can filter out records (e.g. AR Customers with no Outstanding Balance).
- Includes Windows formatting and fonts.

## Who needs GridView? GridView is designed with four types of users in mind:

- Adagio users with special inquiry needs —an example is a View of AR Customers with drilldown to related data such as the IC items on that customer’s price list, or that customer’s OE ship-to locations, or to that customer’s sales history from Sales Analysis.
- Non-users of Adagio who need accounting information but are not interested in learning Adagio—this might include the boss or salespeople.
- Those people who need access to your accounting information but, for security reasons, are restricted from viewing all data or from changing any data — this would include your outside accountant as well as certain customers or vendors.
- Users who want to export data into Excel or HTML.

**AR 9.0B on video!**

Softrak has just released an upgrade to Adagio Receivables, and you can see these great new features in action simply by watching a nine minute video on Softrak’s website.

Visit [www.softrak.com](http://www.softrak.com) and go to the Adagio Receivables 9.0B link on the left hand side under “New Releases”.

**Softrak has just released a new version of GridView, so now is a great time to buy! Call us for details and a free demo. 🎵**

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## Printing a Void Check

**Question: I need to print a “Void” check to give to a supplier but I don’t see a way to do this. Would this be done from Payables or Designer?**

**Answer:** Because you don’t intend to log the check number into Payables, but just want to give your supplier your banking information, you could print a check using the ‘Blank Check Stock’ function from the Reports menu. This would print to your check stock as usual but without any amounts filled in. You would then have to write VOID on the check.

You may want to first edit your check spec and have a label that prints VOID (instead of handwriting) and save this as a new specification to use for the blank check stock. And maybe even remove other field information if desired.

## Removing “On Hold” from Order

**Question: I have an order on-hold in OrderEntry. Now we want to remove the on-hold flag, but cannot find how to do this. The flag shows as read-only on the order.**

**Answer:** Check the entry template. It most likely says to skip that field. Uncheck that and the flag will become removable.

## Clearing Old Reconciled Checks

**Question: I have reconciled checks in my Check Reconciliation dating back to 2003. How can I get rid of these?**

**Answer:** You have an option to print your reconciliation. First, backup your AP data. Then print your reconciliation setting all record types clicked on (O/S, Void, etc), with a valid cut-off date ie. to when you want to purge the data.

Consider printing to a PDF record, using CutePDF or similar, or to a file. (Save a tree).

If all record types have been enabled, at the end of printing you will be prompted to answer yes or no to purging all completed data, so only all outstanding cheques will remain.

## Viewing Active Accounts Only

**Question: Is there a way to view active accounts only using the GL View function (view accounts > view transactions/balances).**

**We seem to get a list of all accounts whether active or not.**

**Answer:** In Ledger V9.0C double click on the Grid titles and select “Active accounts only”. Note that inactive accounts will still be displayed if they have a balance or any transactions for the period in question.

## Changing a Vendor

**Question: Once you have entered and posted an invoice, if you then realize that you entered it in the wrong vendor, is there an easy way to transfer it to another vendor?**

**Right now we do a credit note to the wrong vendor, match it to the invoice, and re-enter the invoice under the correct vendor.**

**Answer:** After doing the credit, copy the original invoice and change the vendor. That will save you having to do the re-entry.

## Shrink to Fit Balance Sheet

**Question: After having added an account to the balance sheet it now prints a three page balance sheet. I don’t want to consolidate anything at this time, to make it fit on two pages; however, I would like to ‘shrink to fit’ it on two pages. How can I do this?**

**Answer:** Change the size of the page margins or change the font size of the Standard Style (Format | Styles).

## Job Costing Fields

**Question: We currently use Receivables, Payables and Ledger. When we implement Job Costing will we have fields in Receivables, Payables and Ledger to pick the job numbers, phases etc. that the revenue or cost relates to, when entering invoices or journals?**

**Answer:** Yes to Payables and Receivables, no to Ledger. There would be no reason to code a journal entry to a job. However, you can accomplish the same thing by entering a batch directly in the JobCost module, and selecting a GL account as the offset. 🎵

**You can find more tips like this in the Softrak Support Forum at [www.softrak.com](http://www.softrak.com) under the Support>Support Forum heading.**