



The Score

A Quarterly Update on Adagio Accounting



Volume 4 Issue 3

New! Adagio Contacts

Adagio Contacts combines the information in Receivables, OrderEntry, and Invoices with contact management features such as callback dates, reasons and reports, individual or mailmerge letters or faxes. Prospects can be turned into customers with just a couple of mouse clicks.

Adagio Contacts is a great tool for anyone who deals with customers or prospects—Customer Service, Tech Support, Credit, or Sales. Softrak's Adagio Contacts module lets you do the following:

- Track, select, and view customers and prospects
- Create and use scan lists as task lists, phone lists or to mailmerge letters or faxes
- Scan lists can be based on customer/prospect Notes, Callback Dates or Reasons, and/or other categories from Receivables, OrderEntry, or Invoices
- Refine or extend existing scan lists with additional selections

- Define up to 9 optional fields (text, numbers, or dates) for additional details and selections.

Simplicity

Adagio Contacts should be your first (and possibly only) contact manager. It's simple to understand and simple to use. If you don't need all the power and complexity of a full-blown CRM system (Client Relationship Management), why should you be saddled with its complexities and in-depth training requirements? Adagio Contacts provides just the information that's needed, when it's needed. Call us for more details and a free demonstration.

Knowledge is Power

Adagio Contacts brings together all the information about your customers and prospects in one easy to navigate system. Every staff member can easily learn how to use the information provided. There's nothing hidden in complex jargon or esoteric concepts.

Find out more about Adagio contacts by calling us today!

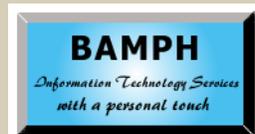
www.pluscommunity.com

Plus Community is a website that features a peer-to-peer technical support forum for Adagio and third party compatible products. Best of all, it's free! Check it out at www.pluscommunity.com.

Adagio Contacts lets you scan your customers and prospects for marketing and customer relations purposes, using numerous selection criteria.

The various inquiry functions let you drill-down into OrderEntry and Invoices transaction information for each customer.

Brought to you by...



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Using Excel to Create Budget Data for Adagio Ledger

It is often easier to use Excel to create budget data which you can import into Adagio Ledger. This also allows personnel without access to the accounting to contribute to the budgeting process.

1. Create an Excel template

- a. In Adagio Ledger, select *File / Export / Accounts*.
- b. On the *File Information* tab, select *Excel* as the file format and browse for or enter the filename for the Excel file. It must have an extension of *.XLS*. Check the box *Header Included*:
- c. Click on the *Field Selections* tab and select the following fields, in this order:
 - Account Code
 - Department Code
 - Description
 - Period 1 - Budget
 - ...
 - Period 12 - Budget
- d. (Optional) To save this template for re-use, click on *Save As* and enter an appropriate name.
- e. Click on *Export*. Select the account and department range to export. For example, many organizations apply budgets only to *Income Statement* accounts.
- f. Click on *Export*.

2. Open the file in Excel.

- a. Edit the budget amounts using Excel's tools for copying across fiscal periods.
- b. Delete the *Description* column.
- c. Save the revised spreadsheet.

3. Import the budget figures into Adagio

- a. Back up your ledger data.
- b. In Adagio Ledger, select *File/ Import / Accounts*.
- c. On the *File Information* tab, select *Excel* as the file type and browse for the filename. Check only the following boxes:
 - Header Included?
 - Overwrite Records?
 - Validate before Importing?
- d. Click on the *Import Field Selection* tab and select the following fields:
 - Account Code
 - Department Code

- Period 1 - Budget
- ...
- Period 12 - Budget

e. Click on *Import*. **Read the warning** and click on *Import*.

f. Verify that the new budget figures have been imported.

Reporting on Ranges of Departments in Adagio Ledger

If you have several departments in your ledger you would like to use to create consolidated reports, you can do this easily in Adagio Financial Reporter. The one requirement is that the departments must be contiguous. Here is how to do it.

- First, in the *Financial Reporter*, select *View*, then *Departments*. This will display the department list in the left panel.
- Select the department range: click on the first one in the range, then shift-click on the last one; all the departments in between will be selected.
- Now, right-click and select "Create Departmental Range." Type an appropriate name for the range and click *OK*.
- Now, for any financial statement, you will be able to select that departmental range just as you select any single department for reporting. The range will also be available in the *Departmental Print* function on the *File* menu. Multiple ranges may be defined in this way.

Using the Date Field

Did you know that you can use the + and - keys to change the date in the date field of most Adagio modules?

Specifically, this works in *Inventory*, *Invoices*, *Checks*, *Ledger*, *OrderEntry*, *Payables*, *Receivables* and *Time&Billing*. You do not have to have the *Date* field highlighted, but the cursor does have to be somewhere in the *date* field to activate the feature. Also, if you have the *Adagio Calendar* up, just press the *Home* key on your keyboard to get back to today's date.

Adagio Fax Fact

Adagio lets you fax documents from your computer. Documents can be added to a queue for immediate faxing or scheduled to be faxed at a specific time from Adagio's built-in fax server. And Adagio's fax technology saves you postage and handling costs!