



# The Score

A Quarterly Update on Adagio Accounting



Volume 6 Issue 3

## Softrak introduces Ledger V9.0A

The release of Adagio Ledger V9.0A brings with it a suite of new features that add even greater flexibility to Softrak's popular core module, the Ledger, including a "soft" year end, and multi-year functionality.

### "Soft" Year End

The concept of a "soft" year end means your accounting data is much more accessible for budgeting, reporting and drilling-down to transaction details. With Ledger 9.0:

- you can create next year's budget or forecast figures without having to open a new year
- you can open a new year without closing your current one, adding flexibility, and greatly reducing the stress on accounting staff at year-end "crunch time"
- subledger batch transactions will automatically be assigned to the correct year upon retrieval
- new year batch numbers and posting sequences restart at 1.

### Unlimited history

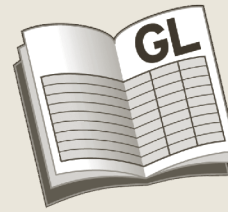
Unlimited history gives you greater insights into your accounting data, turning your accounting system into an even greater business management tool.

- access unlimited history on all transaction details
- access unlimited history on all budgets
- Ledger 9.0 lets you retrieve data from earlier versions of Adagio or ACCPAC Plus, to immediately create multi-year comparatives
- a single financial statement can compare up to 10 years of account activity
- drill down to up to 10 years of historical detail from a financial statement
- print trial balance and G/L detail listings for previous years.

### Additional fields

Additional fields let you further tailor your ledger to your company's accounting needs.

- two budget "buckets" (budgets & forecasts) with separate menu access for security let you safely share this data as required
- statistics for specific accounts are available
- two description lines per account and transaction allow for greater descriptive detail
- account ranges provide control of entire ranges of accounts
- significantly more transaction information can be provided as compared to prior Ledger versions.



### Financial Reporter

Softrak's award-winning Financial Reporter is also upgraded in Ledger 9.0.

- you can now print financial statements for prior years
- you are able to save financial statements as templates, saving time and increasing consistency across reports
- no changes to existing specifications are required when you take advantage of this upgrade.

Ledger 9.0 will be shipped automatically to clients on Softrak's upgrade plan. This new release is the first module to go to version 9.0, and is a taste of things to come from Softrak. We look forward to bringing you details on other 9.0 modules as they come down the pipe.

If you are unsure if you are on a Softrak upgrade plan, or wish to get on one, please call us today. Upgrade plans not only ensure that you are on the latest version of the software, they also grant you access to perks like posting your questions in Softrak's Technical Support Forum. 🎵

**Are You WebSafe?**

WebSafe provides secure online storage for your Adagio Accounting data and reports. Adagio now includes WebSafeDirect technology that makes secure offsite backups of your critical accounting data as easy as local backups.

WebSafeTools Upload allows you to upload files into WebSafe as easily as you can copy a file on your local system.

*Brought to you by...*



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## Printing Financial Statements in Groups

**Question:** Is there any way to print more than one Financial Reporter report in a group in Adagio Ledger?

**Answer:** Yes! The Print Statement Groups function will do exactly this. As long as the version is at least 8.0A, you can create one or more statement groups and assign as many financial reports as desired. Or you can even print the same report multiple times but with different settings (ie Expanded or Collapsed, consolidated departments or specific departments or ranges, etc).

You can create Statement Groups from the View menu, and print them (or export them to a single Excel workbook) from the File menu and Print Statement Groups.

## Reprinting Old Invoices

**Question:** In Adagio Invoices, how can I reprint an old invoice?

**Answer:** In Adagio Invoices, from either the Inquiries or Maintenance menu, choose Historical Invoices, or click the Historical button from the Toolbar. Look for the old invoice(s) you want to re-print and then click the Print button at the right. This will run the same Print Invoices function that you use when printing invoices from a batch.

As long as you haven't deleted the old invoice from history, it is available for re-printing.

## Security Group Codes

**Question:** I am running a few different companies on Adagio. I want to grant access to staff *only for the current year of the applicable company*. Every time I try to change user settings, it changes it for access to all companies and all years. How do I allow access for one user to one company and year and another user access to another company and year, without allowing them access to each others? There has to be a way!

**Answer:** Indeed there is a way! Users in Adagio belong to a Security Group. Groups are saved with a particular company data set, and Users are stored 'globally'. What this means is that the same user can log into different companies (using the same program) and have different rights. Taking this further, if the security Group code belonging to a user does not exist within a company data set, then that user will be prevented from accessing that data.

So the solution is to determine the security rights for your users and your different companies and years. Then make sure companies where you want to restrict user access do not contain the Group codes of those users. The Group codes you create would be based on the number of different security access levels required. It may be fairly generic, or you may have to create a different Group code for each user.

## Accidentally Voided Checks

**Question:** If a check for a cash invoice is accidentally voided instead of reversed, what would be the best way to correct the error?

**Answer:** As you know, voiding a check creates no accounting at all to go to the Ledger and leaves the invoice in Payables apparently paid.

The easiest solution to both problems is to enter a new cash invoice for the same Vendor but just distribute the whole invoice as a lump sum to the bank account. This will debit the bank account by the same amount as the previous credit and the check will credit bank by the same amount.

You should also turn off the ability to Void a check in the company profile.

## Vendors on Hold

**Question:** If someone puts a vendor on hold, does the account print on any reports? So far, I cannot see this happening. We've had problems where someone puts an account on hold but doesn't tell anyone else, and then when we print the payables listing to determine who to pay, it doesn't show up. This is a problem for us. Is there a solution?

**Answer:** If you tell Adagio Payables to put a vendor on hold, then you are saying that you do not want any payments to go to the vendor. You will see the amounts owing when you print any of the transaction and analysis reports. (Reports | Transaction and Analysis Reports)

You can use SmartFinder to see all the Vendors on hold. In the Vendor Inquiry grid, press F6 to launch the SmartFinder.

Place the "on hold status" on the grid.

Select all Vendors where the on hold status is "true"

Send the list to Excel, or open up each vendor and decide whether the status is valid.