# June conference in Whistler BC

**Adagio Users are in for a real treat! Softrak Systems is hosting their second annual end user Access Opportunity Conference in Whistler BC Canada on June 20 - 22, 2010.**

This is not just a chance for Adagio users to visit this exciting tourist destination, the home of the 2010 Winter Olympics. It is also a great learning and professional development opportunity for accounting department management and staff.

There will be lecture-style training, open-forum discussions with Softrak's key decision makers, and a chance to review and discuss products with Adagio Third Party Developers from all over North America. Find out more at www.softrak.com, under Training. ♪

**Adagio 2010**
Opportunity Conference

# 2009 a busy year at Softrak

**While there's lots to like about Adagio Accounting's developer, Softrak Systems, one of our favorite things is their dedication to the support and continued improvement of their products. 2009 saw some great enhancements to a number of modules:**

**Payables 8.1B**
- Smoother 1099 year ends
- Lookup by name or phone number
- Advices can be emailed or faxed

**Receivables 9.0A**
- Lookup by name or phone number
- Locate customer by document number
- Optional formatting of addresses
- Improved alert processing
- Optional multiple contacts
- Cash receipts can be sent to BR

**BankRec 8.1B**
- Payments in AR, IN, and OE can be retrieved

**Inventory 8.1B**
- Full AR 9.0A feature compatibility
- Inquiry to POA in item inquiry

**Invoices 8.1B**
- Tracking deleted/skipped numbers improves audit trail
- Payments can go directly to BR
- Records tax tracking in detail

**JobCost 8.1B**
- Job alerts
- Job Notes reports

**Ledger 9.0B**
- Improved edit budgets and forecasts
- Clone company
- Faster smart finder

**OrderEntry 8.1B**
- Payments flow through AR to BR
- Auto import orders
- Full AR 9.0A feature compatibility

**Purchase Orders 8.1A**
- Updated help, manual, and sample data
- Runs on Vista and 64-bit OS

**SalesAnalysis 8.1B**
- Compatible with new AR, BR, IN, GL, JC

**Time&Billing 8.1B**
- Easily move time between dockets (files)
- Auto copy time descriptions onto a bill

If you are not on an upgrade plan with Softrak, you have missed out on some new features that will surely make your working day run more smoothly. Contact us today for details on how to upgrade. ♪

# Adagio Technical Tips

## Customer Deposits on Account

**Question: Is there any way to bring information from Receivables regarding deposits paid on customer accounts that would apply to the order that is now being processed as an invoice in OrderEntry?**

If the customer pays the balance outstanding and that payment is applied to the invoice being processed, the amount of the deposit shows on the invoice as a balance outstanding.

We make comments on the invoice that we have received a deposit of a particular amount, but customers just seem to look at the bottom line which shows the amount of the deposit still outstanding.

**Answer:** If an invoice is paid in AR, this will be reflected in OE. However, to keep a record of a deposit on an order in OE, the payment needs to be entered directly onto the OE order.

In Order Entry, when an order with a payment is turned into an invoice, the payment is processed and sent with the invoice to AR. Matching payments to invoices is a job better done in AR than in OE.

## Deleting History

**Question: I'd like to delete some of my transaction history in Payables. However, I'm not comfortable with the default date that appears when running the Year End function. Is this date set in stone or can I change it?**

**Answer:** In the Payables company profile on the System/Report options tab is a setting for 'Keep transaction history for X days'. Whatever value you enter for X will determine how old historical transactions must be in order to be purged.

Payables versions 8.1A and older have a maximum of 999 days (or about 3 years). In version 8.1B, the maximum was increased to 9999 days (or about 30 years).

## Option to Consolidate

**Question: We upgraded to OrderEntry 8.1C this month. I have printed the Ledger transactions for OE to printer and to file and on both occasions, the option to consolidate doesn't appear after the print like it does in Receivables. Why not? We need to consolidate.**

**Answer:** In OrderEntry, look in the Company Profile on the System Defaults tab. In the G/L

Options section, there is a 'Prompt to consolidate?' option. If this is turned off (unchecked), you will not receive a prompt to consolidate after printing the report using the Print button.

Also note that even if the option is turned on, you will not receive the prompt if you have printed to screen using the Preview button and then printed to the printer from the screen display.

## Handling an NSF Check

**Question: I am trying to reverse payment on an invoice due to the receipt of an NSF check. How do I do this?**

**Answer:** If you have Adagio BankRec, this is easy because there is an NSF handling function.

To do this without BankRec, create a negative dollar amount cash entry and apply it to the same invoice(s) that were paid by the payment, as long as the invoice has not been cleared to History.

If the invoice and payment have been cleared to History, then this makes things more difficult (without BankRec). You'll need to do Ledger journal entries to reverse the effects of the check, and essentially re-create and post the invoice(s) that were paid by the NSF payment. You can no longer affect the actual payment transaction once it has been cleared to history (without BankRec).

Incidentally, have you considered Adagio BankRec?

## Multicurrency for One Customer

**Question: We use multicurrency. We have customers in the system as US funds and in Canadian funds. There are occasions where the Canadian wishes to purchase one item one time only in US funds, but in Canadian funds the rest of the time. Do we need to set the customer up twice? Or is there any way to toggle a single invoice between the currencies?**

**Answer:** The currency of an invoice can never be different than that of the customer. If you really want to keep track of invoices for a customer in different currencies, then having two different customer codes is the only way.

However, cash payments are allowed to be in different currencies than the customer, so a Canadian customer can have a US payment applied to one or more invoices.

**You can find more tips like this in the Softrak Support Forum at www.softrak.com under the Support>Support Forum heading.** ♪