



The Score

A Quarterly Update on Adagio Accounting



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Easy Quotes with SalesCQ

Adagio SalesCQ is a great tool for anyone who uses Receivables and regularly generates quotes for customers or prospects. SalesCQ lets you:

- Create and manage quotes, sending them to OrderEntry when the quotation is accepted. Management reports remind you of quotes about to expire. Confidence levels and quote statuses assist in inventory planning. Analyze lost sales by reason. Keep quotation templates on file to speed quote creation. Retrieve any order or invoice to generate a new quote for repeat business.
- Enter quotes while orders are being finalized with your customer. Quotes do not commit inventory, and there is no risk of accidentally shipping an incorrect or partial order. Quotes contain complete, customer specific pricing, and include all tax calculations for pricing confirmation. They can also hold standing orders or templates for repetitive order creation.
- Track quote revisions, and record notes and comments on a quote while the sales cycle is progressing. Purge expired quotes. Import quotations from other systems.
- Track, select, and view customers and prospects. Add prospects or customers on the fly while creating a quote.

- Drill down to OrderEntry and Invoices to display both current and historical documents, including transaction details.

A recent upgrade to SalesCQ also adds usability features such as Report Favorites, Report Sets and Adagio ePrint, which lets you print directly to PDF.

Additionally:

- Cost use and display on quotes has been improved and simplified
- Extended Cost, Profit and Margin fields have been added to quotes
- You can easily re-cost quote details or entire quotes
- Ship-to addresses can now be added "on the fly" while entering quotes
- You can locate items by Item Description in quote entry
- Softrak has added many new quote specification codes.

If you haven't yet looked at Adagio SalesCQ, the time has come to do so. Please call for a demonstration today and start fine-tuning your quotation system! 🎵

Set Up Your Softrak UserID

Frequent visitors to www.softrak.com may have noticed the new [Log In] tab in the top corner of the site. You are now able to create your own personal account, UserID and password, so that Softrak can start providing you with better access to your own installation codes and module information. There is no need to create an account if you don't want to, however Softrak will be asking you to do so in order to download a Service Pack, Upgrade or other file.

To make this change as smooth as possible, they are using the log in information you have already created for Softrak's Technical Support Forum. 🎵

Adagio SalesCQ's various Inquiry functions let you drill-down into OrderEntry and Invoices transaction information for each customer.

The screenshot shows a software window titled "Display Orders/Invoices/Credit Notes". It has a tabbed interface with "Orders", "Invoices", and "Credit Notes". The "Orders" tab is active, showing a table with columns: Order, Customer, Name, Complete, Ordered, Amount. The table lists several orders, with order 1101 selected. Below the table is a "View Order 1101, Braxton Consulting Group" window. This window has a "Header" tab and is divided into "Order Information" and "Customer Information" sections. The "Order Information" section includes fields for Order number (1101), Order type (Active order), Order date (5/16/2001), Expected ship, Ship via (Federal Deliveries), FDB point, Location (WHS Warehouse), and Comments. The "Customer Information" section includes fields for Customer (BRA01), Name (Braxton Consulting Group), Price level (Base), Price list, Terms code (2/10 2% 10 Days Net 30), Reference, Contact (Jennifer Braxton), Territory (WE), Salesperson (ESL Edward Leighton), Tax status (Taxable), Tax group (STATE State Sales Tax), Tax exempt 1, and Tax exempt 2. There are "Previous", "Next", "View", "Customer", "Help", and "Close" buttons on the right side of the "View Order" window.

Brought to you by...



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Sales Analysis Address List

Question: I have generated a list of customers in Sales Analysis 9.0B showing a particular item sold and in a specific date range. I am trying to create an address list using these customers to create a mail merge document. Is it possible, using Receivables, OrderEntry or Inventory, to create an address list with the same criteria listed above? We're trying to avoid having to manually create an address list in an Excel document.

Answer: GridView could do this reading of the addresses into the customer list very easily, provided that the filter for selecting the customers by the item sales can be done - and it seems a very easy workspace to setup. In fact a sample GridView workspace is pretty much already set up to do this.

If you don't have GridView, the next best way directly from Adagio is to set up a Filter for the customers in Receivables, apply the filter, and edit the columns on the grid to include the addresses. Then export the grid to Excel. However, only customer fields can be selected for filters, and whether a particular item was sold in a date range is not part of the available criteria.

You could export the entire customer list with Addresses to Excel, and use the VLOOKUP functionality in Excel to read the address from the complete customer list sheet into your sales-filtered customer list.

It seems like a good time to take a closer look at GridView, though!

Restricting Editing Ability

Question: Is there a way to set up employees so that they can edit only certain aspects of a customer's account? Specifically, I would like them to be able to add alerts and notes, but not to be able to take customers off hold. We are using AR 9.0C.

Answer: It is possible to allow staff to enter Notes for customers but not edit anything else (this includes Alerts). In security, set the group to not allow access to Edit Customers. Also check the Option for Customer Notes. This means that when a user who belongs to that security group uses the Inquiries / Customers process, they will see an 'Edit Notes' button from which they can only view the customer, but still have access to adding or editing notes. There currently aren't any other security settings in Receivables to allow specific access to other customer info.

Ledger Import Limitations

Question: Is there a limit to how many transactions can be imported in one Ledger batch?

Answer: According to the GridView file layout, the Entry number can have up to 5 digits, meaning Ledger batches can have up to 100,000 entries created or imported. And within each entry, the Detail number can have up to 5 digits, meaning each entry can refer to up to 100,000 accounts.

That being said, it typically is not a good idea to work with such large batches, as the amount of time to process it goes up considerably, as does the difficulty in handling the batch and the likelihood that something will go wrong. The batch number supports up to 5 digits - meaning 100,000 batches, or 400 batches per working day - so I don't think you would need to worry about running out of batch numbers within a fiscal year. Regardless, it's better to deal with more, smaller batches.

Importing Physical Inventory

Question: Our year-end inventory count is coming up in a few weeks. In the past, we had always manually entered the inventory changes, using the Enter/Edit Physical Inventory function.

This year, we were thinking of entering all inventory changes in an Excel spreadsheet which will be imported into Inventory. Is there anything we should be worried about when using this method? Is there any information that cannot be imported this way?

Answer: There aren't very many fields to import for the IC Physical Inventory (item, quantity on hand, quantity counted, unit cost, on hold), so there aren't too many considerations. The most important is whether you export the Qty on Hand value as a column on the Excel spreadsheet or not. If you do, the import will consider a 'net change' to the quantity. If you don't, the import will consider a 'qty overwrite'. It makes a difference as to what sort of processing is allowed in Adagio and what to do in the warehouse while the count is being made.

Note: There is a short training video on how to import physical inventory counts in the 'ShowMeHow' section on Softrak's website. Look for it under the Training tab at www.softrak.com. 🎵