Many great tools in this Toolkit

Dakota Software's Toolkit for Adagio is a collection of utilities essential for Adagio users who wish to maintain their data in an orderly fashion.

During the normal course of business, accounting data can become cluttered, unwieldy, and less user-friendly. Customer and vendor numbers can be accidentally repeated, company consolidations can wreak havoc with a chart of accounts, and inventory item lists can become long, repetitive, and less relevant. The Toolkit for Adagio can be used to alleviate these situations by changing any of these data components:

Adagio Ledger

- Account Code Changer
- Department Code Changer
- Open Batch Changer
- Edit Posted Transactions

Adagio Receivables

- Customer Number Changer
- ShipTo Code Changer
- Re-calculate Customer Statistics
- Salesperson Changer
- Edit Customer Transactions

Adagio Payables

- Vendor Number Changer
- Re-calculate Vendor Statistics
- Edit Vendor Transactions

Adagio Invoices

- Item Code Changer
- Salesperson Changer

Adagio Inventory

- Item Code Changer
- Item Format Changer
- Category Code Changer
- Location Code Changer
- Unit Of Measure Changer
- Re-calculate Item Sales History
- Clear Item Quantity & Costs
- Delete Items

Adagio OrderEntry

- ShipTo Code Changer
- Salesperson Changer

Adagio JobCost

- Job/Phase/Category Code Changer

Purchase Orders For Adagio

- Sundry Item Changer
- Document Format Changer

All Adagio Modules

- Home Currency Code Changer

Amongst the many features of this product are the following worth noting here. The Toolkit performs 'Change To', 'Combine Into' and 'Copy To' functions. When codes are combined, all associated data is also combined, including statistics, posted transactions, outstanding balances, quantity, costs and notes. Also, to ease transition to your new numbers, you can choose to leave the original code in place (cross-referenced), with the name changed to reflect the new code. Then, after a user-defined number of days, the cross-references can be removed. Finally, an audit trail records all changes and can be printed in summary or detail.

This is a great product that can save you hours of tedious work and frustration. The Toolkit costs $1495 for the complete product, or $495 for the first function and $195 for additional functions. Call us today to discuss how you might put Dakota's Toolkit to use in your business. ♪

Plan Now For AOC 2013

If Adagio Accounting is an important part of your business life, plan to attend AOC 2013 at the Sheraton Wall Centre in Vancouver, BC., June 2-4, 2013. Who comes to the Adagio Opportunity Conference?

- Users of the Adagio Financial Suite and/or Operational Suite
- CFOs, Controllers, Managers, Supervisors
- Adagio Consultants and Dealers

The AOC is three days of learning, round table discussions, networking and trade show displays. Visit www.softrak.com for more information. ♪

Adagio Technical Tips

Faster Ledger Entry

Question: When I am entering transactions in Ledger, how can I skip the second line of the description fields? It will speed up data entry by one less tab keystroke, and we never use that field. The older version of Ledger only had one line.

Answer: Under Company Profile | Batch Options, check off the box "Skip 2nd entry description".

Check Reconciliation "E"

Question: I came across an "E" as a status while doing check reconciliation. At first I thought it was similar to the "P" status, however this is not the case as the check is registered. So what does the "E" stand for and what caused it to show up?

Answer: "E" means Cleared with Error. It has the same functional meaning as Cleared but it makes a journal entry to cash for the difference between the check amount and the amount cleared. The other side of the entry goes to the Bank Error account as defined for that bank.

Defective Product Return

Question: When a defective product is returned by a customer and the vendor is not willing to replace or reimburse for it, we have to record this as part of write-off. We issue a Credit Note to the customer for the defective item by unchecking the return box so that the system won't add back the quantity of this returned item, but how about the cost for the write-off? Is there an extra step we need to perform?

Answer: No extra step is required. You will have no sales, and yet the cost will show up in cost of sales and the inventory balance sheet account will be reduced. This makes good sense.

If you feel strongly about the cost not showing up in cost of sales, you can make a journal entry to move it to an inventory write off account.

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

Search via "Ship-To" Field

Question: Is it possible to search by Ship-to addresses in Order Entry? We have many customers with branches which are often not named the same as the main account. It would be helpful to search by these names when entering a new order.

Answer: When creating a new order in Order Entry, you can use the SmartFinder from within the Ship-to code to search for the customer/ship-to code combination, using the 'Description 1' field (which is the primary Ship Name) as the search basis. When the desired record is found, selecting it will insert both the customer and the ship-to codes.

At the current time, there is no special Ship-to Name field to search like there is for the customer name.

Sales Analysis Address List

Question: I have generated a list of customers in Sales Analysis (v 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 Adagio 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.

Note: We don't have GridView which may or may not be able to perform this function.

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.

Or, 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. ♪