



# The Score

A Quarterly Update on Adagio Accounting



Volume 12 Issue 1

## DataCare Has Your Data Covered

**Adagio DataCare automatically checks all your Adagio data, unattended. Set it once and forget it! If you are running multiple Adagio modules, or working with multiple company data sets, Adagio DataCare will provide peace of mind and ensure the integrity of your accounting data. DataCare provides both a File Integrity Check for all modules, and Application Integrity Check for all core modules.**

Set up Adagio DataCare once, and let it work its magic every night while your accounting staff are at home. It opens and reads all your accounting data files, validates the information in the files, and creates a log of the work performed. Tell DataCare to run a job at a specific time, and leave it running on your desktop, or let the Windows Scheduler automatically launch DataCare and execute the checking you need overnight.

Create DataCare jobs, identifying which modules to check, and what to do on success

or failure. Automatically create backups, and copies of backups on alternative machines on your network, or integrate with VitalEsafe for secure, offsite backups, protecting you from hard disk failure. DataCare will automatically keep as many backup sets as you desire, and remove obsolete backups automatically.

Use DataCare to automatically compact your accounting data, freeing up space from records marked for deletion. Smaller files mean faster backups, faster day ends and posting and an overall performance improvement.

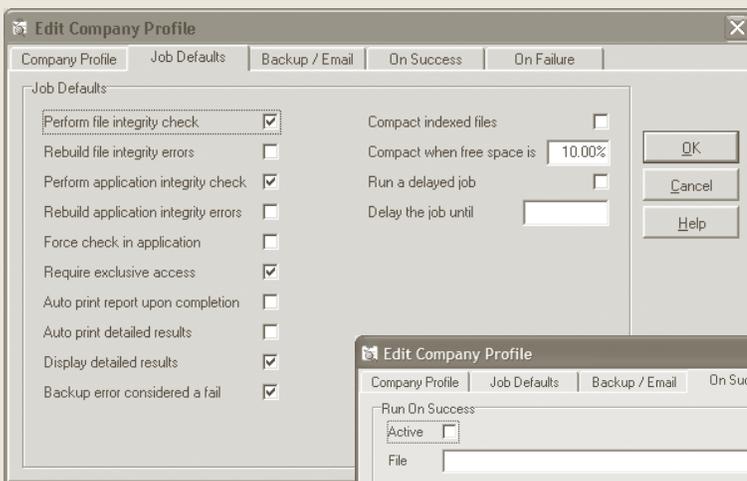
VitalEsafe integration allows secure, offsite, automatic backup of your accounting data to the web, as frequently as each time a backup is made. DataCare jobs can be configured to back up to VitalEsafe and scheduled to run after hours. Full details about VitalEsafe can be found at [www.vitalesafecom.com](http://www.vitalesafecom.com).

DataCare will automatically send you an e-mail on success or failure of the integrity check. You can even have the job log transmitted as part of the e-mail too.

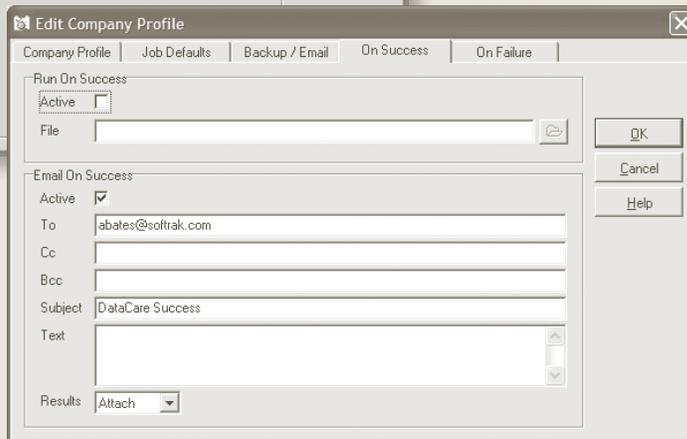
**Pre-Conference Training**

If you are planning to attend this year's Adagio Opportunity Conference in Vancouver in June (or even if you aren't!), take a good look at Softrak's Pre-Conference Training being held on June 1 in the afternoon. They have lecture-style training on either the Financial Reporter or GridView Custom Inquiry. You are sure to pick up some tricks and techniques well worth the cost of admission!

You can learn more at [www.softrak.com/aoc2013](http://www.softrak.com/aoc2013).



**The peace of mind DataCare provides is invaluable. If you don't have DataCare installed, call us today to set up an appointment. You'll be glad you did. 🎵**



**The company profile stores options available to be used when setting up your DataCare jobs. Automatically make and copy backups, control which checks are performed and e-mail people on success or failure of the job.**

*Brought to you by...*



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## Zero Dollar Entries in T&B

**Question:** We have a number of billing entries in Time and Billing that have hours but no money associated with them. We would like to clear them out but when we go to bill them they do not show up on the billing screen for us to bill and clear. Please give any suggestion you can as to how to get rid of these entries.

**Answer:** Were those time transactions entered with the 'Non-billable' status? If so, then they will not appear within the Billing function as naturally they were marked to be non-billable. To clear them out, run the Purge Time & Disbursements Ledger function from the Maintenance menu, and you will see an option to clear Non-billable entries. You can select which customers/dockets/dates are involved with clearing non-billable transactions.

If the non-billable status was not selected, time entries with hours but no dollars will be available for selection in the Billing Details grid, so you can select them there.

## Blank Pages In FR

**Question:** I am editing a multi-page report in Financial Reporter and it has started to insert a blank page after every full one. I tried removing all my breaks but this didn't fix it. Help!

**Answer:** Is your report too wide to fit on one page width? Perhaps that blank page is due to printing empty right-hand columns. The Financial Reporter will print all columns whether they are empty or contain values, as all columns and rows are considered as part of the 'print area'.

If you have any columns at the right that are not being used, try either deleting them or setting the column property to 'Hide when Printed' (select the column and right-click).

Another thing you can try is setting the page to resize to one page wide. From the File / Page Setup screen, try selecting the Scaling option 'Fit columns to 1 page wide'. If this solves the issue, you can be sure this is due to the report having too many columns to fit on one page.

## Importing Deposits in BankRec

**Question:** I am importing deposits to BankRec using the "Detail only" import function. The deposits are imported into one batch. When I post the batch and go to reconciliation, I only have one large deposit there, even though I should have many. Is it possible to set it up so that when the batch is posted each entry is a separate deposit?

**Answer:** If you 'Rename' a batch in BankRec, there is a checkbox option for making this a Deposit batch. Selecting this lumps all the Receipts together in a single deposit. This is not particular to importing receipts, but general to batch handling.

Try with a copy of the data to import the same batch, and prior to posting, 'Rename' the batch and **un-select** the Deposit option. This will keep the deposits separated.

## Can't Find Customer Statistics

**Question:** Why can't I find Customer Statistics anymore? Has something changed?

**Answer:** There is an option on the Security Group to allow 'Edit/View Customer Statistics'. Likely this has been disabled on the Security Group to which your Adagio User ID belongs. If so, the solution is to have this option enabled.

Note: there is an option in the Company Profile to allow or prevent editing of customer statistics, but this doesn't hide statistics.

## Retrieved Batches Report

**Question:** Every month, we match up the balances from our Outstanding Receipt Invoices Report to the GL account. We usually do not run into any problems, but this month we were unable to match the balances, so we suspect the batches retrieved from PO have been posted to the wrong account. Is there a way to get a report of all the batches that were retrieved from PO and posted in GL?

**Answer:** Yes, create a GL "Source Journal" report definition that picks up only the transactions from P/O (based on Source Journal code - "IR"). 🎵

You can find more tips like this in the Softrak Support Forum at [www.softrak.com](http://www.softrak.com) under the Support>Support Forum heading.