Receivables 9.1A Makes Sending Statements A Snap

Adagio Receivables has some great new features for sending statements, including attaching special files or resending unpaid invoices, and sending by a customer-preferred method. You can also view the customer invoices from within customer inquiry, set a specific due date on customer invoices, and much more!

- Adagio ePrint users can view a PDF of invoices and credit notes from the transactions grid. Documents open in the new Adagio PDF Viewer, and the PDF can be sized and zoomed.

- Adagio ePrint users can attach unpaid invoices when emailing, faxing or printing statements.

- Attach a PDF document when sending statements or letters, such as a promotional offer or product literature. Your marketing department will love this!

- New Specific Due Date terms let you set the due date to any date in the future.

- Tax Group and Tax Status have been added to the customer defaults in the Company Profile.

- Receivables 9.1A supports the Auto-fill GL account and department options in Ledger 9.1A.

It also supports Uppercase and Auto-fill Vendor options in the 'Payables vendor' field on the Accounting tab in the customer.

- Softrak has added the option to 'Allow deletion of customers with history?' on the System Options tab in the Company Profile, to enable or disable this option.

- For the speed demons, the spacebar now toggles the Ready to Post status on the batch grid, and the check box "Don't show this message again" on the confirming message at Ready to Post or Not Ready to Post has been added.

- The Help | About function now has a Consultant tab showing the contact information for your Adagio consultant. We like that one!

This is just a sampling of some of the top new features in Receivables. You can view a What's New in Adagio Receivables 9.1A video at www.softrak.com, easily found on the right hand side of the Receivables product page.

Please contact us if you want more information about this upgrade or are ready to have it installed. ♪

For each of the three possible methods of distributing statements to customers, you can select a default specification file to be used when creating new customers.

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Adagio Technical Tips

Purging Tax Summary

Question: I have been trying to add a new tax group, but Adagio will not let me keep the changes without purging my tax summary. My year end is next month. If I purge my tax report, will it affect my year end, or is there a way around it so I can change the tax % for my customer?

Answer: Purging your tax report will have no effect on year end.

Budget Report like Trial Balance

Question: Is there some way to print a report of the budget? Our auditors are asking for a report like a Trial Balance only with the budget figures. Can I do this?

Answer: Import GL!SimpleTrialBalance.DAT from the sample data, and change the BAL to BY in both D12 and E12. That should give the auditor what they are asking for.

Posting to a Prior Year

Question: How do I post to the prior year? I have ticked off Enable Prior Year Posting, so I get that option. However, when I select that option and Post, I get an error that says the period is closed, and a Batch is created with Posting Sequence Errors. When I check the accounts the batch has not been posted.

Answer: I presume you are using the Post to Prior Year function from the menu, rather than the Post button on the batch entry screen (which can only ever post to the current fiscal year).

The instructions in the error message suggest that the Fiscal Period to which you are posting is closed. In order to post to any fiscal year/period, the period cannot be closed. Try editing your fiscal calendar and opening the period(s) you want to update.

Or you can choose to post the prior year batch to 'period 14', which is labelled 'Post to Y/E Adjustment period'. If you don't need to update transactions to a specific historical fiscal period, I don't believe this requires opening any of the fiscal periods for that prior year.

Post Dated Checks

Question: How do I handle a post dated check when it is issued in the current fiscal period but dated in the next fiscal year? An error message appears in the Ledger because the next fiscal year is not open yet. Do I leave the batch unposted until the next fiscal year is open?

Answer: Yes, if the entries belong in the next fiscal period, you can copy the batch to the Next Year, when the Next Year is opened.

Posting to Next Year's GL

Question: I have created the new fiscal year. I have not closed the current year, because we are waiting on year end adjusting entries from our accountant. Can I post batches retrieved to the GL for the next year?

Answer: With the next fiscal year open, you can enter and post batches to either the Current Year or the Next Year.

If all you are waiting for is adjusting entries, you don't have to leave the 'current' year open - instead you could close it and when the adjusting entries come, use the Post to Prior Year function for that. This has two specific benefits: one is that with only one batch system open there is less chance of entering a journal entry batch in the wrong year, and two is that the Post to Prior Year gives a choice of posting to 'period 14' reserved for Year End Adjustments, which can be included or excluded on reports and financial statements, and leave period net changes comparisons intact.

Posting year end adjustments is the preferred method of handling those transactions. Otherwise they just "disappear" into the batches for the year, and accountants usually like to be able to call them out separately. Also, Prior Year Posts are the only ones with access to the Year End Adjustment period. So, you can have 12 (or 13) sets of operational statements, and then a Year End statement that does not affect your operational comparatives.

Note: There are two specific short videos on Softrak's website about running with two years open (titled "Year End: Opening Next Year") and closing a fiscal year in Adagio Ledger (titled "Year End: Closing the Year"). You can find them at www.Softrak.com, under Resources > Support > View all videos and tech tips. ♪

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