

# The Score

Volume 14 Issue 1

## Softrak Releases Payables 9.2A

**Softrak just released a major upgrade to their Payables module, which follows closely on the heels of their Ledger 9.2 upgrade in December. Here's a snapshot of some of the best new Payables 9.2 features.**

### Vendor Management Enhancements:

- Easier Vendor identification and searching — you can now Find vendors by Document Number, and you can Find documents on the Vendor transactions grid.
- Vendors now have readily viewable aging buckets on the Transactions tab, similar to Receivables.
- Vendor address fields are formatted, including dedicated fields for City, State/Prov and Country. This formatting is then used in printed forms, for a more professional presentation.
- The vendor master record has many new fields, and fields have been made larger.
- Stay sharp—Vendors can now have multiple alerts by function/modules, similar to Receivables, so you don't miss anything important.

### Improved Transaction Viewing and Sorting:

- Vendor transactions can be sorted by date. In previous versions transactions were always sorted by Type/Doc No. Also, these transactions can be sorted in either ascending or descending order.
- Vendor current and history transactions are now located in a single file, and you can view current and historical transactions at the same time while viewing and sorting transactions.
- An incrementing Document Number can be auto-generated for invoice batch entries. This auto-assigned document number now includes the year to avoid duplicates with previous years.
- To speed data entry, the Distribution field is

hidden on the invoice batch detail screen if there are no Distributions on file.

- Adagio JobCost users can now control the information sent to the Reference and Description fields in batches sent to JobCost.
- There is a newly added option to print one check per invoice for a vendor.
- You can now add Vendor Name and other vendor fields to the batch grids. You can also add Vendor Name and other vendor fields to the Payments grid in System Checks.

### Enhanced Reporting:

- Adagio Payables' standard reports are now created using Crystal Reports 2013, greatly improving export to Excel functionality.
- A New Aged Open Payables report can be aged by document or due date and can be calculated as of a prior date. Applied Details can be included in this report, too.
- You can now print Aged Overdue Payables and Aged Open Payables reports for a period earlier than the last period end.
- Batch Listings can print a General Ledger Distribution Summary, prior to batch posting.
- You can easily embed a report date in an ePrint .pdf filename.

### Other Enhancements

- A Mark Vendors Inactive function has been added so you can more easily maintain large volumes of vendors. A Delete Inactive Vendors function has also been added.
- You can edit Control Account Sets, change vendor Account Sets, or edit Banks, all without purging posting journals.

**Adagio Payable 9.2A upgrade codes are being emailed to users on Upgrade Plans. Please do not hesitate to contact us for help implementing this major upgrade, or to get on an upgrade plan, if you aren't already. We are here to help!**

### AOC 2015

AOC 2015 is just around the corner! If you haven't booked for this year's Adagio Opportunity Conference yet, it's not too late! You've missed the early bird deadline, but the conference itself is not until May 16 - 19, 2015, at the Westin Bayshore hotel in Vancouver BC. Visit [www.softrak.com/aoc2015/](http://www.softrak.com/aoc2015/) for details!



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BAMPH Consulting Services  
29 Microsoft Drive, Elizabeth Park  
Christ Church BB15092 Barbados  
Cell: (246) 230-5277  
Tel: (246) 271-0682  
Fax: (246) 271-0681  
Email: [PeterB@BAMPH.biz](mailto:PeterB@BAMPH.biz)  
Web: [www.BAMPH.biz](http://www.BAMPH.biz)

## Multiple Item SKUs

**Question: Is there a way to create a SKU that is made up of different components for which there are already unique SKUs?**

For example, at our building supply, we sell cedar boards, pressure treated boards and screws, all of which have unique SKUs. We also produce and sell panels for cottage docks that use certain amounts of each of the aforementioned items (boards and screws).

Is there a way to create a SKU for a cottage dock panel that uses the correct quantities of board and screw SKUs?

**Answer:** Yes!

It's called a "Bill of Materials". You Assemble the master item before selling it, and the components are removed from inventory. You can add fixed and variable costs to the Assembly.

The Bill of Materials Add-on will Auto-Assemble a master item if it appears on an order and you do not have sufficient inventory of the master item on hand. The add-on also allows you to "Un-Assemble" an item back to its component parts.

Alternatively, you can use a Third Party Product called JobTracker. You can use JobTracker to assemble an item from component parts. The job can be copied from a template of component SKUs to make 1 or more final SKUs. Additional costs, parts and or labor can be added to the job if required. Then the job can be manufactured to add the quantity of the SKU built to inventory. Component SKUs are removed from inventory in the process.

## Tracking Who Created A Vendor

**Question: I'm running Adagio Payables 8.1F, and am wondering if there's any way to find out which user created a vendor. We've had a few "strange" vendors show up in our vendor list, and no one is owning up to them.**

**Answer:** In Adagio Payables 8.1F, we only tracked the date a Vendor was created. In Adagio Payables 9.2A, we track the date, time and user who created the vendor. One more reason to upgrade, if you haven't already!

**You can find more tips like this in the Softrak Technical Support Forum at [www.softrak.com](http://www.softrak.com) through the Client Portal.**

## Estimated Unit Weight In OE

**Question: How do I get the Estimated Unit Weight to come up in the work order? The unit weight is entered in Inventory but it doesn't populate in OE.**

**Answer:** The Estimated Weight field that appears on the right-side of the screen when adding or editing an item on an OE order is actually a calculated Extended weight, based on the quantity shipped. If you select an item and a quantity ordered, but do not have a quantity shipped, then this particular field will display as 0.00.

To see the unit weight, you can use the Column Editor on the grid that lists the items within the order, and include the Unit Weight field as a column. There is not an 'Extended Order weight' field that can be displayed on this grid. Spec code D49 will allow printing an 'Extended Order Weight' for a given item.

Note: To see all of the possible spec fields and what they will return:

- Open up the Specification Editor (Maintain Specifications).
- Click File | Open Template.
- Select the "ALL Codes" specification.

An "ALL Codes" specification exists for every form type in every module.

## Select A Tray To Print Invoices

**Question: How do I change the default printing tray for just printing invoices?**

**Answer:** Use Windows to create a printer profile with the tray you want selected as the default. Give this printer profile a different name than your regular printer. Then make this printer the one that Adagio chooses to print your invoices. You can use Google to find out how to create another printer profile. This changes depending on what version of Windows you are using.

## Copying Archived Batches

**Question: I recently upgraded my GL 9.2A and am now unable to copy my archived batches to current batches, which I normally do on a monthly basis. The batches copy back into the archived batches folder instead. What am I doing wrong?**

**Answer:** When you are copying the batch, have a look at the section of the dialogue box titled "Batch type". Choose "Current" (or "Next Year" if a new year is open) rather than "Archive".