

# The Score

Volume 14 Issue 3

## Adagio ePrint Gets An Upgrade

**If you're not already using Adagio ePrint, you are missing out on a great form and report file management system that will save you reams of paper, not to mention hours of document filing and searching.**

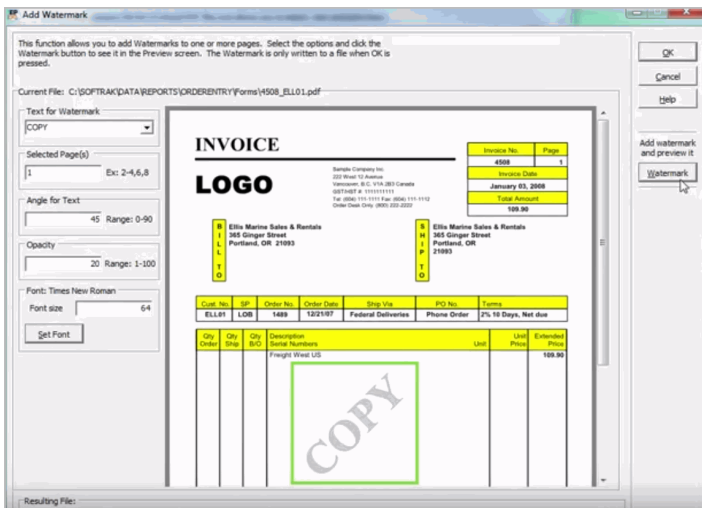
Adagio ePrint enables printout management and filing within all Adagio modules. When Adagio ePrint is installed, all reports and forms in Adagio can be automatically "printed" to PDF and saved with unique, meaningful, auto-generated names in a filing system of your choosing.

Softrak has just released a new upgrade to ePrint which makes this utility even more useful and user-friendly. Here are some of the highlights.

### Search PDF Documents by Content or by Keyword

Now you can search your Adagio ePrint PDF documents by word or phrase. This lets you locate PDF documents by their contents, or list all PDFs with a particular value or search term. You can search within the body of the PDF, and/or within the "metadata" details that Adagio saves with each document. These metadata details include the document's author, internal report name, report type, and which application generated the report.

### Add Watermarks to your PDFs



Watermarks let you embed a label over the body of a PDF. You can use this feature to ensure your readers know that a PDF is considered confidential, for example. The ability to add watermarks to all or selected pages of a PDF is the best way to highlight reports as Sample, Draft, Confidential, or Duplicate, or any other watermark you wish to define.

### Extract Pages from PDF Documents

From any PDF generated from Adagio reports or forms, you can create a new PDF for a predefined set of pages. This feature allows you to split documents into smaller PDFs, to organize and/or distribute portions of larger PDFs, and it is also handy for removing unnecessary pages.

### Set a Default Printer in the PDF Viewer

You can set a default printer in the PDF Viewer by right-clicking the Printer button in the toolbar. In the previous version, the printer selection in the Print window defaulted to the last printer in your available printers list.

### Adagio Toolbar Ups Your Efficiency

The Adagio Toolbar gives you ready access to common functions like your Profile, the Calculator, the Viewer, file Open and Exit.

### Adagio ePrint Logs User Activity

Adagio ePrint now logs user activity within the module. Audit logs may be viewed with GridView or custom reports.

This new version is an uncomplicated upgrade. Adagio ePrint 9.2A does not require a database conversion from earlier versions and can be installed at any time. Contact us today for help if we can be of any assistance.

### New Adagio Releases

Since the last issue of The Score, Softrak has made the following new full product upgrades. Contact us for details, and for help installing your upgrades.

- Adagio OrderEntry 9.2A
- Adagio Console 9.2A
- Adagio ePrint 9.2A
- Adagio DataCare 9.2A
- Adagio SalesAnalysis 9.2A

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## Invoice Specifications Changed

**Question: I have switched to a new computer, and set up the Adagio group of programs without any difficulty. However, when I printed my first invoice from Adagio Invoices on the new machine, the margins seemed to be changed, even though I am using the same specification as my previous machine's setup.**

**Answer:** The specifications were likely created on a workstation that used the English-US settings in Windows Regional Settings, specifically for the System Locale setting (for language for non-Unicode programs) that can be found on the Administrative tab of the Regional Settings. Your workstation likely is defined with another regional setting, like English-Canada, and the mismatch is causing the difference in margin interpretation for your form printing.

The solution is to change the System Locale for non-unicode programs in Windows to be English-US. Note that you do not have to change your entire Regional Setting to be US, just the System Locale area.

If changing your Windows settings feels a little daunting, this is something we can assist you with.

## Importing Deposits

**Question: I am wondering if there is a workaround for importing deposits into BankRec so that they show up individually instead of lumped together as one number, with the description included.**

For instance, on any given day, I have Cash, Debit, Visa, MC, and Amex deposits, which are deposited into our bank each day (or whenever I close out our Moneris machine).

When I import them into BankRec, it lumps them all together. I can copy (or move) the entries in the batch to multiple batches. However, when I do this, I lose the description once the batches are posted.

The description shows if I do an import with payments, just not with deposits.

**Answer:** If you are entering the cash receipt in Receivables, the Payment Method controls how the batch is created in BankRec. Credit cards can be batched by day in separate batches,

while checks are appended to an open batch awaiting deposit.

Since you want to import a file from Moneris, you are better off importing into Adagio Receivables as a cash batch, and having the posted AR Cash get separated into BankRec batches by payment method. Attempting to import this file directly into BankRec will be way more work.

## AP Check Listing

**Question: We recently changed banks and set up new GL codes for the new bank accounts. We entered checks into a batch and received a message on most of the checks that did not have a vendor number, saying "Bank code incompatible with vendor's control account set".**

**How can I fix this?**

**Answer:** There is a setting in the Payables company profile to 'Include bank on Control Account Set', which I believe you have enabled. This option is typically used to enforce payment to a vendor from a specific bank.

You have 2 choices to get past this error:

1. Edit the control account set and change the bank code stored there
2. Edit the company profile and disable the option to Include Bank with Control Account Set.

If you are running an older version of Adagio Payables, you may not be able to save changes to control account set records due to uncleared posting journals. If this is the case, then you will need to follow route #2 until posting journals are cleared - which is likely at fiscal year end. The current release of Adagio Payables 9.2A does not have this restriction, but I would not suggest installing the upgrade strictly for solving this issue, without appropriate planning.

If you need more specific information about the best resolution, please give us a call.

**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.**