

The Score

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Toolkit Contains Essential Utilities

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.

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. The Toolkit for Adagio can be used to change 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
- Territory 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
- Price List Changer

Adagio OrderEntry

- ShipTo Code Changer
- Salesperson Changer

Adagio JobCost

- Job/Phase/Category Code Changer

Purchase Orders For Adagio

- Sundry Item Changer
- Document Format Changer
- Sundry Vendor Changer
- Ship To/Bill To 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.

To see the Dakota Toolkit in action, visit <http://www.dakotasoftware.com/media.html> and watch the short instructional videos.

Call us today to discuss how you might put Dakota's Toolkit to use in your business.

Updated Service Packs

Are your Adagio service packs up to date?

A Service Pack is a collection of fixes to the latest version of an Adagio module, released before the next feature upgrade version is released. Maintaining service packs is an essential step in maintaining the health of your accounting system.

You can find an updated list of Service Packs on Softrak's website at <http://softrak.com/downloads/servicepacks/servicepacks.php>.

While some Service Pack installations are straightforward, others are a little more complicated. We recommend you contact us before installing them if you are uncertain.

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Manual Cheque Payments

Question: When entering payments into a “manual” cheque batch, we currently can only use numeric “cheque numbers”. However, electronic payments often have alphanumeric reference numbers. Is there any way to enter alphanumeric reference numbers into the cheque number field? We currently either strip all the letters out of the reference number or use a numeric date (03192016) instead.

Answer: Put a check-mark on the “Alpha-numeric manual check numbers” option in the Company Profile.

Custom Reports Sort Order

Question: How can I re-arrange the custom reports that appear under Reports | Custom Reports to be in a different sort order than they currently appear? In other words, what determines the order in which the reports appear?

Answer: The list is ordered by the File Name, but the Report Title (from the Options) is displayed. If you want to change the display order, change the name of the RPT file.

Financial Reporter Formula

Question: How would I structure a formula so that it will give me the balance of an “account+department” if I would like to list the accounts all in one column and the departments separately in one row? Basically I would like to reference the cell the account is in and a separate cell that the department is in to give me an account balance.

Answer: I think GL!DeptRngMerge.sam in the sample data is what you want. While in the Financial Reporter use File | Import Spec and point to the Sample Data folder to import the sample. Then make the changes to match your account and department structure.

Credit Card Reconciliation

Question: When paying my credit card statement as one lump sum at the end of the month through a wire transfer at the bank

separate from Adagio, how do I show which invoices were covered by that one lump sum in Adagio?

Answer: Softrak has a document on their Tech Tips page which describes how to set up Adagio Payables, Ledger and BankRec to deal with Credit Cards.

Here is the link: http://softrak.com/pdf/technicaltips/sampleCreditCardEntries_AP-BR-GL.pdf.

Also, Link2Points is a software solution that does exactly what you are trying to do with identifying the invoices that are paid by whatever credit cards you are using.

Using AMEX as an example, you select the invoices that are paid by a credit card, and they are transferred to the AMEX vendor’s account and show up in the originating vendor’s account as being paid by AMEX. Then you do your wire transfer to AMEX and pick off the invoices that have the vendor invoice and vendor name on the invoice listing for AMEX as having been paid.

Link2Points integrates seamlessly into Adagio Payables 8.1 and 9.2. Check it out at www.link2systems.com.

Financial Reporter Fit To Page

Question: Am I doing something wrong? In Financial Reporter page setup, if I tick “Fit rows to 1 pages tall” it completely ignores my page breaks and just puts all 500 rows onto one page. How do I get this setting to work with my page breaks? I find that I’m constantly changing the heights of my rows if I need to add a row in order for my pages to stay as I’ve set them.

Answer: You are not doing anything wrong. To date, the features for inserting page breaks and fitting pages to a specific size are mutually exclusive and cannot be used together.

The next release of Adagio Ledger with an updated Financial Reporter program will be able to handle both features on the same statement. There is no release date for this upgrade at the current time, but stay tuned!

You can find more tips like this in the Softrak Technical Support Forum at www.softrak.com through the Client Portal.