

# The Score

Volume 15 Issue 2

## Why System Admins Love Console

**Adagio Console eases the administration of complex Adagio sites that manage large user communities, complex day-end processes and remote office locations. Console is an Adagio System Administrator's best friend!**

With Adagio Console, you can:

- Clone users, to quickly set up new users
- Force users out of Adagio to perform module updates or data integrity checks, even when the user has left for the day
- Copy user settings to multiple data sets, quickly propagating Grid and Email settings, Report Favorites and Sets, and other Preferences
- Automate repetitive tasks such as Day End or Batch Posting.

### User Management

Adagio Console lets you quickly normalize a user's settings across multiple companies, or to set up a new user with known security settings and preferences in seconds. Delete all references to a user from within Adagio with a single function. Clone a user to make sure that security settings and other options are set up properly. Use Console to copy settings from one company to another.

### Automation

Adagio Console enables task Automation in all Adagio core modules. You can easily create a sequential list of tasks to perform in an Adagio module.

All modules support common tasks such as:

- Set session date
- Backup Module | Related | All files
- Perform Data Integrity Check
- Import Data
- Print a Report Set

Specific commands are available to:

- Retrieve & Post batches
- Perform Day End processing
- Charge interest
- Print statements

Adagio Console will create Batch (BAT) files that automate an entire sequence of processes across multiple modules, allowing you to perform many routine tasks automatically, all in a single step that can be run at a time convenient to your accounting department. Failure at any point in the process will cancel the automation run so someone can verify the error and fix the problem.

### Administration

Send messages to users in Adagio, and force users to log out of their applications so you can easily perform system maintenance. Users who are not at their station will be gracefully exited from the Adagio modules they have left open, minimizing the risk of data damage. You can schedule system shutdowns to make sure that everyone is out of Adagio for backups and data integrity checks.

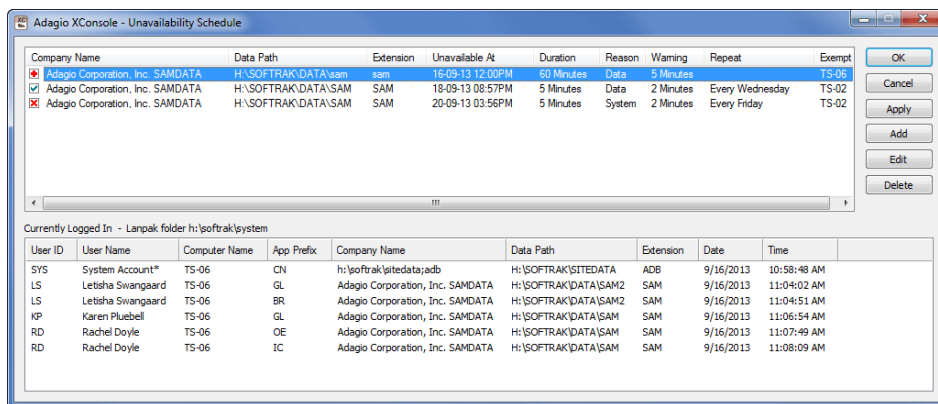
**Find out more about Adagio Console by contacting us, or visiting [softrak.com/products/adagio-console-li](http://softrak.com/products/adagio-console-li).**

### Ledger 9.2B

**Adagio Ledger 9.2B has been released, and includes the following new features:**

- Print the Trial Balance and Detail Listing reports to Excel using ExcelDirect.
- Added ExcelDirect buttons to the batches, entries and details grids.
- Added an option to print a General Ledger Distribution Summary on the Posting Journals.
- Added a subtotal of Units by period on the GL Detail Listing.
- All Fiscal Period finders now show all 12 (or 13) periods.
- Added a Find to the Edit Departments function.
- Updated for Adagio Cloud.

Users on Softrak maintenance plans will receive this upgrade automatically. Contact us if you would like assistance with its installation. We are happy to help.



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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  
 Web: www.BAMPH.biz

## NSF Check

**Question:** Adagio has an easy feature which allows you to reverse NSF Checks through the BankRec. The steps are: BankRec > Balances > Select Bank > Select Deposit > Select NSF entry and push the NSF button. This allows the NSF process to work its way through the BankRec, Ledger and Receivables (putting the original charge back onto the customers account). However, what if the NSF check was deposited at the end of the month and the NSF check didn't appear until a week later? By this time, the month end bank reconciliation has already been done. Therefore, the above solution is no longer an option. Is there still a way to reverse it?

**Answer:** Use the same method. You can process an NSF on a Reconciled Deposit. This was changed in BankRec Version 81A.

When the Process NSF Check window comes up, you can set the NSF Process on date. This date becomes the date of the negative Receipt. It defaults from the current session date.

## Reprint A Check Batch

**Question:** We just ran three check batches, but didn't realize the first 2 didn't print correctly. We had the option to mark "N"o for the third batch and re-print it, but how can we reprint the first two as well?

**Answer:** You will have to reverse the checks using the Check Reconciliation function.

## Customer Transaction Report

**Question:** Is there a way to print transaction descriptions on an AR Customer Transaction Report?

**Answer:** No, you have two options:

1. Ask us to modify the report to include the description - and remember that with each upgrade we will have to re-do the modification
2. Use GridView or Crystal Reports to create an alternate report that will accomplish your objective.

## Replenishment / Forecasting

**Question:** Is there any inventory replenishment / forecasting program that works with Adagio? I want to take customer sales, and forecast and combine it with the sales in Adagio to Forecast / Replenish an item(s).

**Answer:** Since this is almost completely business specific, we would recommend creating an Adagio GridView Workspace to calculate the numbers you are looking for.

## Turn Off Auto-Balancing

**Question:** How do I stop Adagio from auto-balancing my journal entries? I noticed after we did the latest upgrade that when I am doing a journal entry in Ledger, it is filling in the credit/debit amount. This is inconvenient for me and I would like to stop it from auto filling in my entries.

**Answer:** Uncheck the "auto-balance entry" choice when you are in "batch entry". Hint: If you are recording a bunch of expenses, enter the bank credit amount first, then enter all the debits.

## "Unapplied" Amounts in A/R

**Question:** What are the consequences of not posting a cash receipt to an outstanding invoice in Receivables? We have several amounts received that are showing as "unapplied" and I would like to know how to fix them.

**Answer:** The consequences are that the outstanding invoice(s) continue to age and appear on aging reports and customer statements, as does the unapplied cash receipt (it doesn't age though).

You can match transactions with outstanding balances against each other by entering a zero dollar cash receipt in a cash batch, and applying the various negative and positive balances (hint - it's easier if you select the negative ones first) until the total unapplied balance for the cash receipt returns to zero. Then post. The date is not important, and neither is the check number.

This is not necessarily a mistake, often customers pay deposits and there is no invoice to apply the deposit against until later.

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.