

# The Score

Volume 15 Issue 4

## Resolve to Protect Your Data in 2017

**Do you religiously run data integrity checks on your Adagio data? And do you then back up that tested data? Sadly, many Adagio users do neither of these things, and they are putting their data at risk as a result. If you fall into this group, resolve to protect your data in 2017!**

Fortunately this can be easily achieved. Adagio DataCare automatically checks all your Adagio data, unattended. Set it once and forget it! If you are running multiple Adagio modules, or working with multiple company data sets, Adagio DataCare will provide peace of mind and ensure the integrity of your accounting data. DataCare provides both a File Integrity Check for all modules, and Application Integrity Check for all core modules.

Set up Adagio DataCare once, and let it work its magic every night while your accounting staff are at home. It opens and reads all your accounting data files, validates the

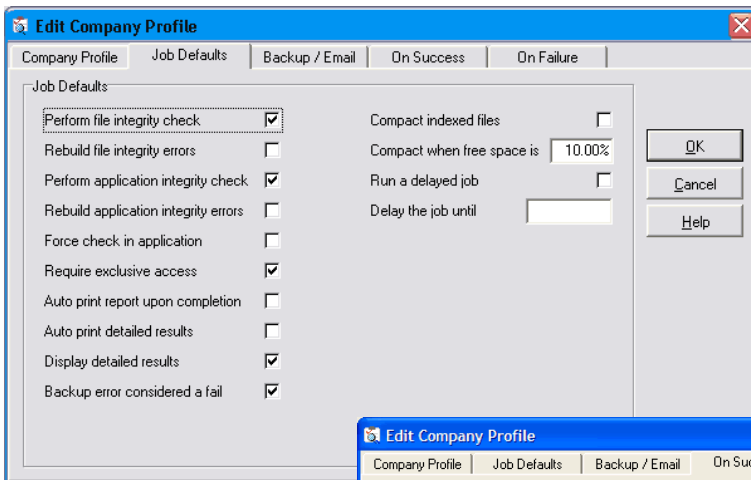
information in the files, and creates a log of the work performed. Tell DataCare to run a job at a specific time, and leave it running on your desktop, or let the Windows Scheduler automatically launch DataCare and execute the checking you need overnight.

Create DataCare jobs, identifying which modules to check, and what to do on success or failure. Automatically create backups, and copies of backups on alternative machines on your network, or integrate with VitalSafe for secure, offsite backups, protecting you from hard disk failure. DataCare will automatically keep as many backup sets as you desire, and remove obsolete backups automatically.

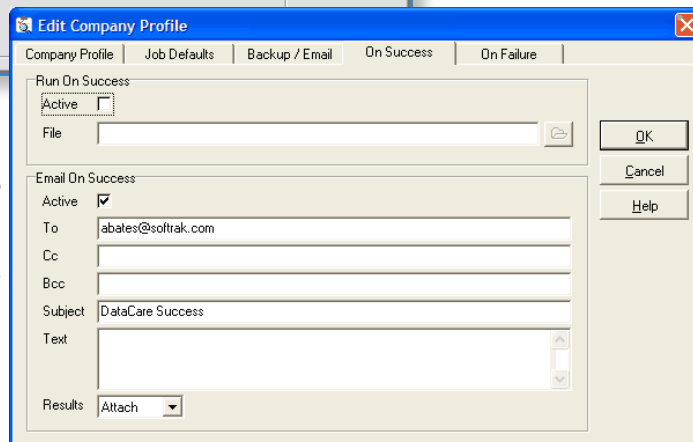
Use DataCare to automatically compact your accounting data, freeing up space from records marked for deletion. Smaller files mean faster backups, faster day ends and posting and an overall performance improvement.

DataCare will automatically send you an e-mail on success or failure of the integrity check. You can even have the job log transmitted as part of the e-mail too.

**The peace of mind DataCare provides is invaluable. If you don't have DataCare installed, call us today to set up an appointment. You'll be glad you did.**



**The company profile stores options available to be used when setting up your DataCare jobs. Automatically make and copy backups, control which checks are performed and e-mail people on success or failure of the job.**



### Time & Billing 9.2A

Adagio Time & Billing received an upgrade this past December.

New Features Include:

- Adagio Cloud support
- GL Department finder restricted to the departments for the account selected without 'Active records only' enabled. Department Description available in GL Account finder.
- Adagio module toolbar allows one click launch of an Adagio module.

If you are a Time & Billing user, please contact us for help installing this upgrade so we can ensure a smooth transition to 9.2A.

Brought to you by...



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## FR Print Only Mode

**Question:** We have noticed that the Financial Reporter seems to always open in edit mode. Is there a way to have it only open in Print Only mode?

**Answer:** Yes, being able to open the Financial Reporter directly in the Print-Only mode, rather than the Maintain/Edit mode, is possible.

This is configured by the Security Group setup within Adagio Ledger. If a security group assigned to the User opening the Financial Reporter does not have security rights to Maintenance / Maintain Financial Reports, but does have security rights to Reports / Print Financial Reports, then when that user opens the Financial Reporter, it will be in the Print-only mode.

If you don't use security groups for that company in Adagio Ledger, then all users will have full access to the Financial Reporter in Maintain/Edit mode.

Security is identical whether it is opened from a shortcut or from within Ledger.

## Refunds in Accounts Receivable

**Question:** Is there a way to issue refunds on overpayment in Accounts Receivable?

**Answer:** Yes. You can write off credit balances on transactions or customer balances using the Maintenance | Create Write Off Batch function. If you have Adagio Payables, this function can create a Manual Check batch to print a Check for the customer.

You can read about the process in the Receivables Manual (starting at page 5-209) or in the F1-Help. This "Show me how..." video from Softrak's YouTube Channel also describes the process:

<https://www.youtube.com/watch?v=EU4XuZBHpv0>

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.

## Who Deleted A Batch?

**Question:** Can you let me know which column editor field selection would show me who deleted a batch? I can see who created the batch, who posted the batch, but I am not sure if a batch is deleted, who deleted it?

**Answer:** The field you are looking for is called "Last Edited by User". Dates and times of the editions are stored, too.

## Paying An Outstanding Balance

**Question:** I am attempting to make a payment to a vendor with a balance due. I had made a partial payment on an invoice, now I want to pay the balance, but I am unable to. I get a message that reads I cannot pay more than the max payment, which is listed as 0.00, however, there is still a balance owing.

**Answer:**

To fix:

- Edit the vendor
- On the Transaction tab double click on the invoice
- Change the Maximum Payment Amount to equal the Current Amount
- You can now pay the balance owed.

To prevent this from happening again:

- Edit the Company Profile
- ON the System Options Tab - turn on "Set Amt Payable to Inv. Balance."

## Remembering Cash Postings

**Question:** When posting customer cash postings, after completing a deposit for one customer and hitting okay, and then starting the next customer deposit within the batch, the program leaves the customer code plus other fields from the last deposit as the default. Is there any way to have a blank field for the customer code to start next entry, instead, or will the program always show the previous customer code upon starting the next entry?

**Answer:** You can toggle this feature on and off with the "Remember batch entry" setting under File | User Preferences.