The Score

Adagio 9.3 is here

New Adagio 9.3 modules have several standard built in features that will be sure to please regular Adagio users. Payables 9.3A, Ledger 9.3A and Purchase Orders 9.3A all shipped this past summer. These are the first modules to adopt new 9.3 features, the best of which are highlighted below.

Improvements for Backing Up Data

A "Backup" button has been added to the Adagio Toolbar which lets you back up your data to a compressed .zip file. In Backup Options, you control the following:

- Select whether the button saves the module data, related data (such as Ledger data, when backing up in Payables) or the entire database.

- Choose whether exclusive access is required for the backup to proceed (i.e. if all users need to be logged off for the backup to proceed). The backup now includes the Automation Batch Folder.

- Backup options enable automatic or prompted backups prior to performing any critical function, such as batch posting or period end or year end functions. These automatic backups never require exclusive access to the data, so they can proceed without interrupting other users.

- You can choose the number of backups that will be saved, up to 99.

These improvements to backing up mean it is easier to make backups, users need not always exit the system for backups to happen, and you are more likely to have a good, restorable backup in case of an unexpected problem.

Updated User Preferences

- New user preferences have been added to control the behavior of double clicking in a Dialog field, to toggle off pop-up calendars, calculators and the Finder.

- You can now choose to apply banding to those grids that do not display Styles.

- You can now choose a date format to use in the Adagio Grid.

- You can now choose how telephone numbers are formatted in the Grid, if that option is selected in the Company profile.

These updated user preferences give you more control when you are using the mouse in data entry. They also allow for a more appealing display of grid information.

Adagio DocStore Ready

Adagio Version 9.3 modules are all shipped "Adagio DocStore Ready". Adagio DocStore will provide a simple interface to scan, search and print reports and documents saved in the accounting department, whether or not they were generated by Adagio. Your documents and reports can be saved in a folder relative to the company data, or on a separate drive. This allows PDFs to be relocated without breaking any links. A preview window is available to see the contents of any PDF selected. Linked documents can be imported directly into a batch in either Payables or Ledger. Document Links can be selected in GridView or the Financial Reporter, and then the attached document is displayed.

DocStore will let you:

- Attach PDF's to transactions or master files (Customers, Vendors, Banks or General Ledger accounts)

- Force all reports to PDF prior to printing

- Automatically file and catalog all accounting reports and documents in a separate (user selectable) folder from your accounting data

- Allow document access without requiring accounting system access

DocStore is expected to ship in late 2017 and will quickly pay for itself in paper and filing expenses saved.

ePrint Replacement

Softrak has announced that when Adagio DocStore is released, Adagio ePrint will be retired, as Adagio DocStore also includes ePrint's functionality.

The MSRP of Adagio DocStore will be $3,200+$640 for Upgrades. Users of Adagio ePrint on current Upgrade Plans at the time that Adagio DocStore ships will receive Adagio DocStore as a free Upgrade.

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Adagio Technical Tips

Detailed Listing Report

Question: When I post from the AP module to the Ledger, the reference used in AP "disappears". Is there a way to get more than just the description to import into Ledger so that I can get it to show on the Detailed Listing Report?

For example, when entering invoices into AP, we use the reference box for the PO# and the description for what the item is. Is there a way to get both to import into Ledger?

Answer: Yes, you can send whatever information you want (pretty much) from a subledger to the General Ledger by changing the integration options under Edit | Company Profile. You can find out details in the F1 - Help, or by watching this video, "Adagio Common Features - Send To GL Batches":

https://youtu.be/RTxSFkdO338

Incorrectly Dated Invoices

Question: An invoice (years ago) was posted to the year 2031 incorrectly. An adjustment was made immediately, but the adjustment was dated the current date. When the Open Payables report is run in the current date, the adjustment shows up but not the invoice, so the balance is off. Is there any way to remove these transactions so they don't show up on the report (aside from post-dating the report past 2031)?

Answer: Yes, this can be fixed using GridView Read/Write. However, we don't recommend you do this yourself. Please call us for help instead. GridView Read/Write can compromise your accounting database if it is used incorrectly.

Next time someone mis-dates an invoice, tell them to use a date in the past, not the future. Future mis-dates are really hard to fix.

You can actually prevent this from happening in future at all. Set the Company Profile warning so that the operator is alerted when future dates are accidentally entered. You can find this setting in the Company Profile on the Integration Tab under "Closed periods". Dates for fiscal years not yet opened are considered postings to closed periods and will generate a message.

.range In Financial Statements

Question: I've setup a range in my financial statement and the description I put in was a group description: "Other employee benefits". When the statement is expanded I get multiple lines saying other employee benefits, instead of pension, health etc.. I'd prefer to see the account description for each one when expanded. How can I do that? I know how to get the account description if it wasn't in a range, but how do I do it when I want the range to be called something that isn't part of an account description?

Answer: That's a good question because it shows you understand the benefit of using ranges. In the cell where you currently have the description, enter the following:

=GLDESC("Other employee benefits",3,$Bxx)

Where:

- The 2nd parameter (in this case 3) is the number of spaces that you want to indent the description

- The 3rd parameter points to the cell containing the range of GL accounts - replace xx with the row number (for instance $B12 on row 12)

When you expand the sheet, the individual account descriptions will appear.

Blank Check Stock Numbers

Question: When using blank check stock we have to manually confirm that the cheque numbers have not previously been used and posted in another check run. Is there a setting in Adagio that will have Adagio audit check numbers before printing to blank stock?

Answer: No, there is no such feature.

Instead, I strongly recommend using a different number of digits for your blank stock check numbers. For example 123 instead of 12345. Not only will it avoid duplicates, but when the checks clear the bank it will be obvious which ones were hand-written.

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