

# The Score

Volume 16 Issue 4

## Adagio DocStore Ships

**Say goodbye to paper filing! DocStore can significantly reduce your need for physical filing storage space, and will make document retrieval much easier. Save time digging through filing cabinets — with Adagio DocStore, all accounting-related document images can now be stored and indexed for immediate retrieval.**

Adagio DocStore allows you to keep all of your accounting documents electronically stored as PDFs, and linked to their specific transactions. This applies not only to documents generated by Adagio, but also to other “paper trail” items that your business generates or receives. You can scan paper documents received from vendors or customers, for example, or even drag email attachments directly into Adagio. Save documents particular to vendors, customers or banks, and attach them to transactions for easy recovery.

### DocStore Lets You:

- Organize not only your documents you have generated, but also attach paper and PDF documents sent to you. Scan received vendor packing slips, invoices, customer checks or quotes, for example.
- Attach PDFs to transactions on the fly, or drag emailed PDFs, or attach those already saved or scanned directly to their related transactions.

- See not only the accounting information, but also the document itself, including checks, payment advices and previous supporting documents.
- Attach and view service agreements, voided checks, or contracts, directly to vendors, customers or banks.
- Look up documents while drilling down to transaction details from financial statements.
- Customize the save location of PDFs. 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.

### Adagio DocStore Compatibility and Pricing

Adagio Version 9.3 modules are all compatible with Adagio DocStore. DocStore costs \$3,200 plus \$640 for its Upgrade Plan. Users of Adagio ePrint on current Upgrade Plans receive Adagio DocStore as a free upgrade.

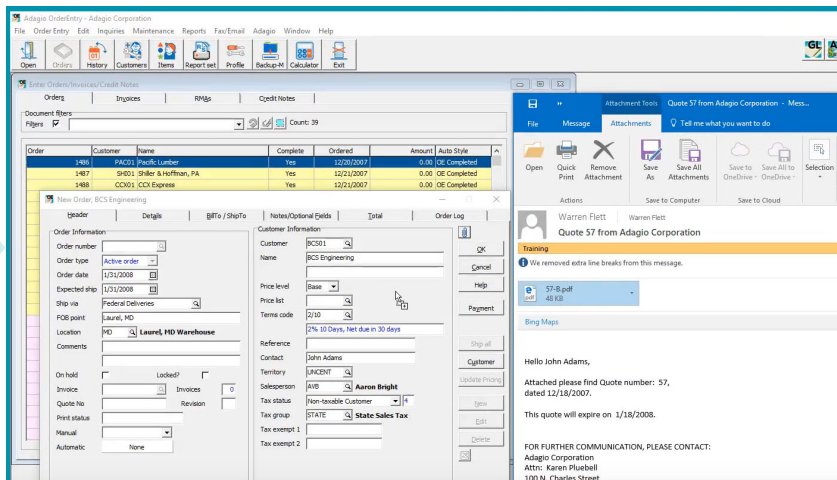
**Adagio DocStore provides a simple interface to scan, search and print reports and documents saved in the accounting department, whether or not they were generated by Adagio. Docstore is the ideal electronic document storage system for your Adagio Accounting!**

### 9.3 Versions

The following Adagio modules are all now at version 9.3:

- BOM
- DocStore
- EFT
- GridView/GridView RW
- LanPak
- Ledger
- OrderEntry
- Payables
- PurchaseOrders
- RMA

**DocStore lets you attach or scan PDFs in many flexible ways, including dragging and dropping attachments from email.**



Brought to you by...



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## Financial Reporter Columns

**Question:** Is there a way to set a column width to a specific numeric width? I know that I can click and drag the columns to any width or I can use autofit column width, but I would like to make some of my columns the exact same width.

**Answer:** There isn't a way to set a column width a specific number of pixels, like there is in Excel.

If you want a selection of columns to all have the same width, multi-select all of these columns and re-size one of them. All selected columns will be sized exactly the same. The same process can be done for sizing a selection of rows to be the same height.

## OE Open Order Inquiry

**Question:** Is there an inquiry screen in OrderEntry or Inventory where we can see all open orders for a particular item number? (We would like to see: "Who has item number ABC-123 on order?")

**I can get this information from the OE Order Action report, but this is a report. Is there any screen inquiry where this is available?**

**Answer:** Yes, in OrderEntry 9.3A there is a new inquiry within Edit Orders, on the detail entry screen. It shows either Open Sales Orders or Purchase Orders, as selected, for either that location or all locations. This version shipped in early December.

## GridView Running Total

**Question:** In GridView is it possible to have a calculated column with a running total?

**Answer:** There are no built-in features in GridView to create a running total for a calculated column.

However, it is possible to do this manually, by using the RANGEREf function to determine a set of cells for a particular column, from the top to the current row, and then SUM them all together. The column numbering for this starts at zero, so here is an example of a calculated column that gives a running total for the numeric 4th column in a view:

```
SUM(RANGEREf( 3, 1, 3, ROW()))
```

Note that this is only a simple running total from the beginning, not running totals by data value.

## Detailed Listing Report Options

**Question:** When I post from Payables to Ledger, the reference used in Payables 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 Payables, we use the reference box for the PO number 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 from the Softrak YouTube Channel:

**Adagio Common Features: Send To GL Batches**

<https://youtu.be/RTxSFkdO338>

## Multiple AR Interest Rates

**Question:** We have tenants that should be charged interest on outstanding balances, but different tenants are charged interest at different rates depending on when their leases were signed. I don't see how to set a different interest rate for different customers in AR, I can only seem to charge the amount set in the Company Profile. Short of changing the interest rate every time I run the interest batches, how can I apply different interest rates to different customers?

**Answer:** Adagio does not allow you to set different interest rates for different customers. However, here is a workaround.

Group your customers into multiple Billing Cycles, one for each rate, and then run the interest batches by Billing Cycle, one at a time, changing the interest rate in the Company Profile in between each batch.

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.