The Score

Why Businesses Need Adagio BankRec

Performing a monthly bank reconciliation can be a tedious task for any accountant or bookkeeper. However, this necessary evil also keeps us on top of a company's cash position, and thus cannot be neglected. Luckily, Adagio BankRec can speed up the bank reconciliation process significantly, while making it easy to account for NSF checks and apply payments to high volume accounts.

BankRec, which integrates with Receivables, Payables and Ledger, provides a single point of entry for cash receipts into Adagio. An on-line inquiry instantly shows your current cash position, and allows you to recalculate the position "as at" any date in the past. The reconciliation process is simple and straightforward, easing month end processing chores. Unlike bank-based reconciliation services, Adagio BankRec does not require you to tell your bank what checks have been issued. The deposit slip report saves you the trouble of manually listing each check on your bank's deposit slip.

BankRec's top features include:

- ☐ Monitor your cash position with up-to-date cash balances
- ☐ Reconcile your bank statement with a few mouse clicks, or import your bank statements and reconcile your bank account electronically
- ☐ Auto-apply cash to outstanding invoices in Receivables
- ☐ Drill-down from a deposit to see the individual checks making up the deposit
- ☐ Automatically reverse NSF checks, accounting for bank fees and charges to the client
- ☐ Automatically create a cash batch for Adagio Receivables
- ☐ Automatically retrieve all checks written in Adagio Payables
- ☐ Automatically mark cleared items in Adagio Payables
- ☐ Import checks and check batches written by other systems such as payroll
- ☐ Determine your expected cash position with the Cash Flow Report — forecast cash shortages and surpluses by aging Receivables, Payables and estimated payroll amounts on a single report.
- ☐ Print donation receipts and maintain an audit file of donations
- ☐ Print a deposit slip
- ☐ Multi-currency

We believe every Adagio user can benefit from BankRec. You can find out more and view a video demonstration of BankRec by visiting https://softrak.com/products/financials/bank-reconciliation, or just call us today!

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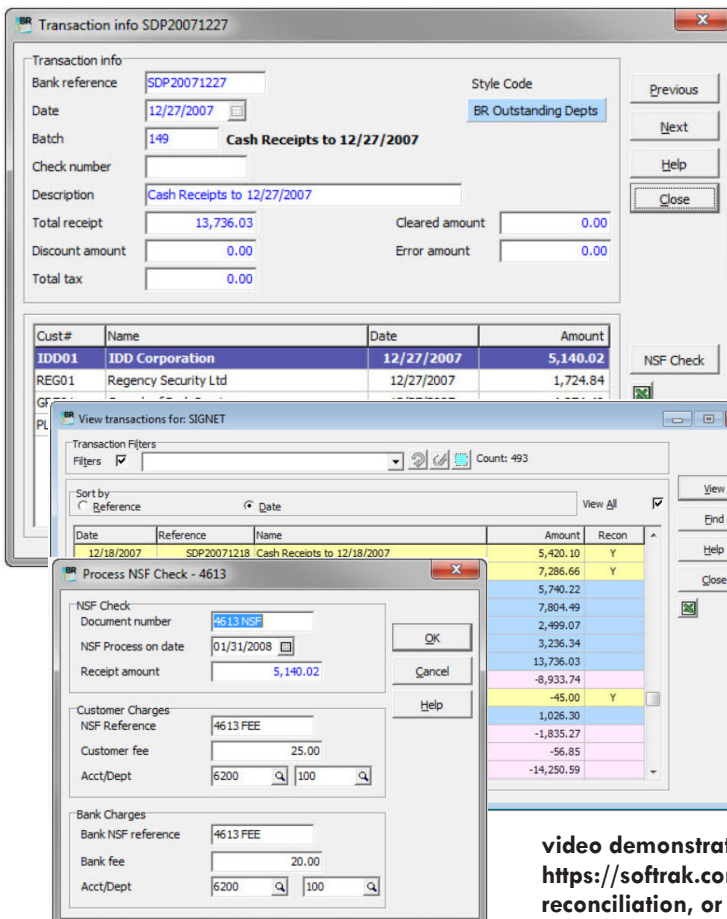
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Adagio Technical Tips

Financial Reporter Page Header

Question: I have a statement in Financial Reporter that goes over one page. I want to repeat the first 7 rows at the top of every page. How do I do that? Some of them are column headings so I can't really do it in the Header/Footer section.

Answer: If you multi-select the first 7 rows and set them to Freeze, then not only will they be frozen for scrolling but they will also print at the top of every page. Note you have to select all 7 rows to freeze, not just the 7th row. This is different from Excel.

The same goes for freezing left-side columns and having them print on the left of ever page for wide statements, though this scenario is less common.

APL Bulk Delete in Inventory

Question: Is there a bulk delete feature that exists within the Alternate Price List Items list in Inventory? In Order Entry on the Special Prices List I have the ability to use the shift key to select multiple lines. However, I do not see that as a feature in this case.

Answer: You cannot currently do this directly in Inventory. Instead, you can export the Alternate Price List to Excel, delete the items there, delete the entire Alternate Price List, then add back the Alternate Price List and import the Excel file.

OR, if you have GridView ReadWrite, you could do it with that tool.

Invoice Batch Numbers >9999

Question: Our Invoice Open Batch numbers are getting close to 9999. It is my understanding that Invoices has not yet had a conversion to its data structure that allows for batch numbers greater than 9999. What can we do when we get to 9999 to reset to 0001?

Answer: You are correct that you will be unable to continue once you reach 9999. You will need to run the Year End before you reach 9999, even if it may not yet be your fiscal year end. Running Year End in Invoices will also purge posting journals as well as reset the batch status and next number to 1, so ensure you have what you need from there before running Year End.

AP Year End Not Period End

Question: I think I may have run Year End instead of Period End in Payables. How can I tell, and how can I fix it if I have?

Answer: To determine whether you ran Year End by accident, locate a very active Vendor, click on Edit (or View) then look at the "Statistics" tab. Look for the YTD figures. Check another Vendor. Are the YTD amounts zero? If so, you likely ran Year End in error.

Another way to check is to click on the "Batch Inquiry" button on the main screen. If there are no batches listed, that also indicates that the Year End was run.

The solution will be the same in Receivables.

Restore your backup to reverse the error, but you should consider speaking with your Adagio consultant first.

Pay Two Invoices With One Check

Question: How would I print a batch of bills in Payables so that two invoices from the same vendor can be paid by one check?

Answer: Firstly, make sure the "Print one check per invoice" box is unchecked under the Accounting tab of Vendor Maintenance.

Then you can create a manual check batch entry and select both invoices for payment for that vendor. Or create a System Check run (Print/Post Checks and Advices) to generate a check for the vendor that would select these and other invoices.

There are training videos available on Softrak's website, accessible from the Resources menu and the Video Gallery area, to see how certain functions like this can be done for either System Check Processing or Manual Check Batches.

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