

The Score

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Why Your Service Business Needs Adagio Time & Billing

The task of tracking and billing for professional services can be daunting. Different staff members perform a suite of tasks, using different charge out rates, work codes, activity codes, and file numbers, all the while incurring expenses on behalf of clients. Fortunately, Adagio Time & Billing (T&B) with Adagio Receivables simplifies and streamlines this task.



Adagio T&B maintains complete information on clients, staff members and files. Through simple drill-down, you can oversee who's doing what, for whom, for how long, at what cost, and for how much longer. T&B also makes it easy to track how your staff are performing. Billable and non-billable statistics, rates and overtime are tracked, and can be fed to Payroll systems.

There's no point in working hard if you're not going to get paid for it. That's why T&B's Billing module offers flexible features like the ability to bill multiple files on one client bill. At any time, the Billing module can automatically generate a billing batch for all unbilled time and disbursements for selected clients and files across a range of dates with a variety of filters. Progress or final bills can be generated with write-offs or write-ups, at the file type or work code level. Optionally, disbursements can be retrieved and marked up from Adagio Ledger.

In addition, T&B lets you bill "smarter" too, so you can spend less time printing bills and more time billing time. Add new clients and dockets on the fly while entering batches, thereby saving time. The WYSIWYG bill designer lets you drag and drop fields into place. Print your bills on blank paper, with graphics and logos,

so you can print bills for multiple clients with different billing forms, without changing forms in your printer. Use predefined bill specs for several popular invoice form suppliers. T&B for Windows also lets you print multi-part bills: "client copy" and "accounting copy", for example. And better yet, T&B lets you email or fax your bills to save on paper and postage.

Features

- Maintains an unlimited number of clients, files, disbursement codes, work codes and staff members.
- Maintains files, including work performed, staff involved, staff in charge, type of work, disbursements and budgets.
- User-specific customizable grids and finder let you choose which fields to display, and change their title, size and position.
- Supports multiple rates, including cost rates, special hourly rates, cost plus contracts and lump sum fees.
- Tracks and accounts for Work in Progress.
- Pop-Up TimeKeeper helps staff track and submit time and disbursements.
- Client Inquiry drill-down to client information, as you enter invoices.

Automated accounting benefits businesses of all kinds, particularly service-based firms that bill their clients for time and tasks performed. Time & Billing is designed with professional services firms in mind. It bundles best practices and operational know-how into a single elegant, and easy-to-use application.

If you think Adagio Time & Billing might be right for your service business, contact us today for a free online demo.

Recent Upgrades

Since the beginning of 2021, Softrak has released the following new versions:

- BankRec 9.3A
- Ledger 9.3B
- Lanpak 9.3B

If you are on an upgrade plan with Softrak, these upgrades are available for download at www.softrak.com. If you need assistance with their installation, please contact us.

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Importing Cash Invoices in BR

Question: If I create a manual batch in BankRec, and create a cash invoice for a vendor, it flows thru to Payables as a Cash batch and the check detail shows up in Payables. The transaction flows to GL from BR and AP, in and out of the clearing account, all correctly.

If I import from Excel I don't get the same flow. The entries will show up in my BR batch, showing the vendor and the cash invoice batch details, but when I post in BR, it doesn't create a batch in AP, and in GL, it only has credit bank, debit AP clearing account. As the entry in the BR batch looks exactly as the entry I would manually create, I'm a bit stumped as to why it doesn't create the AP batch.

Answer: If you want to import cash invoices to AP vendors, you should be doing this in Payables and not BankRec. Importing Payments in BankRec is designed only for miscellaneous vendors that don't exist in Payables.

Exporting Emails

Question: Is there a way to export all active customer emails into an Excel spreadsheet?

Answer: Yes. In Receivables, open your edit customer grid and double click on any of the column titles to pull up the column editor. Then add the email field you want (there are three different email fields) to the grid and use the Excel Direct button to export the list.

Multicurrency Open Payables

Question: When running an AP Open Payables Report (Summary or Detail) with Source and Home currency selected, there are columns called UEGL and REGL. What are those?

Answer: They are the unrealized and realized exchange gains/losses that occur with fluctuations in exchange rates. They are considered unrealized until the transactions are settled.

As an example:

\$1000 USD @ 1.3 = \$1300 CAD

At month end you revalue it at 1.28 = \$1280. Now you have an unrealized gain of \$20 (you will have to pay \$20 fewer CAD to settle the account)

Then the vendor gives you a credit note for \$100 USD @ 1.27. Now you have a realized gain of \$3 plus an unrealized of \$18.

You pay the balance owed at 1.27. Now you have an additional realized of \$27 and no more unrealized.

Cloning A GL Department

Question: When I create a new department by copying an existing one, it appears the only options are to clone all accounts or none. Is there a way to toggle which accounts you want to clone?

Answer: When you copy a Department in Ledger, by default the entire list of accounts is selected. But you can Ctrl-click to de-select specific accounts from the grid, so you are not limited to all or none.

Custom Report Security

Question: Can you apply security to custom reports in any of the modules? We want only certain users to be able to see the report. I can't seem to find a security setting to accomplish this.

Answer: Place the RPT in a Folder with the name of their Security Group under the Custom Reports Folder. Only members of the Group will see the report.

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