The Score

DocStore Eases Document Management

With Adagio DocStore, all accounting-related document images can be stored and indexed for immediate retrieval, even remotely.

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 US $3,288 including its Upgrade Plan.

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. If you haven't implemented DocStore yet, it's definitely time to add this module to your Adagio system.

Adagio DocStore keeps all of your accounting documents stored as PDFs and linked to their specific transactions.

Q2 & Q3 Upgrades

The following Adagio modules have had recent upgrades:

•	BankRec	9.3A
•	SalesCQ	9.3A
•	Ledger	9.3B
•	PurchaseOrders	9.3B
•	Payments	9.3B

Clients on upgrade plans will have access to these upgrades automatically on the Softrak website. Please contact us for assistance with installation.

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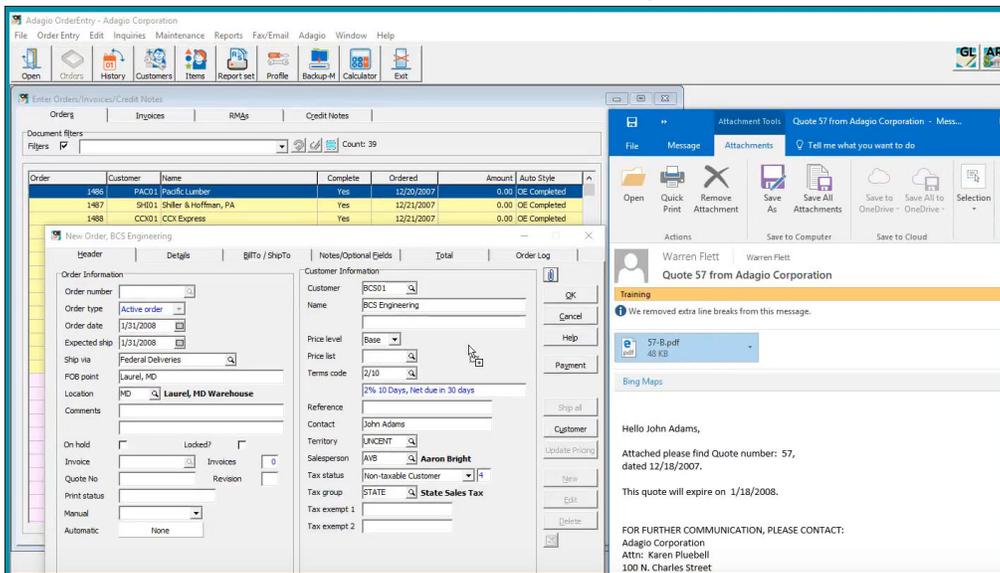
BAMPH Consulting Services
29A Microsoft Drive, Elizabeth Park
Christ Church BB15092 Barbados
Cell: (246) 230-5277
Tel: (246) 271-0681 / 2
Email: PeterB@BAMPH.biz
Web: www.BAMPH.biz

Adagio Technical Tips

Pre-sorted Printing

Question: We print five-part invoices. We would like to print a range of invoices pre-sorted so that all the Part 1's spit out first, then all the Part 2's, etc.

Is there a way to do this using Adagio?

Answer: There is no setting within Adagio that will alter the order that the pages are printed in. However, this can be easily done using PrintBoss, a popular and affordable Adagio Add-on. We have configured PrintBoss for many clients with these types of sorting and copy logistics issues.

OE Minimum Order Quantity

Question: We sell some items that require any customer to buy a minimum quantity - for example they must order 3 (or 4 or more) of an item.

Is there a way to prevent a data clerk from entering 1 or 2 of an item on an order?

Answer: There isn't any way in Order Entry, except perhaps setting up an alternate Unit of Measure, but you could keep a "real time" GridView Workspace open that would highlight any order rows where the minimum order quantity is not met. This won't prevent the order from happening, but will at least catch it as it happens.

Edit OE Salesperson

Question: We are trying to edit a Salesperson on a posted invoice in OrderEntry. In the OE Company Profile we have selected "Allow editing of invoice/credits". We can then select which fields will allow editing, and we have selected all the fields, including Salesperson. However, when we select an Invoice from the current Invoices, the Salesperson on the header tab remains blue (i.e. not editable).

Are we missing a step here, or does this feature not work?

Answer: It depends on where you are editing it from. If you are editing the Salesperson from Current Orders/Invoices/Credit Notes, you can only change the Salesperson on the Invoices that have a Costed status of No.

If they have been Dayended, make the edit in History instead.

Alphanumeric Check Numbers

Question: I am looking for an easy way to get my manual payments to go A001, A002, A003, etc...

I've gone to the Company Profile tab in Accounts Payable and selected the "Alphanumeric manual check numbers?" box. Now when I go to do a manual payment I can put letters in as well.

However, what I am really trying to do is differentiate this payment stream by prefixing it with a letter or letters.

Can you suggest a way to do this easily?

Answer: You could hard code the "A" into the check specification. On the other hand, if these are EFT payments, the EFT add-on automatically numbers each EFT payment with a prefix of EFT and a sequence number. This would give you what you're asking.

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