



"Today's Choice...  
Tomorrow's Reward"

Fall 2009

## Increase Your Cash Flow in Tough Times

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Today's economic trends have changed, forcing many companies to consider carefully the cash flow to meet their bottom line goals.

**Make Customer Satisfaction Your Priority** - Computerize customer information to easily access their particular preferences and respond quickly to their needs.

**Seek Supporters and Advisors** for professional expertise. We invite you to schedule a time to evaluate your office procedures and analyze your accounting system. This gives you an opportunity to be a part of a group of specialized experts with resources and knowledge to deliver the best solution.

**Find Ways to Save Time and Money** - Optimize performance by automating your accounting system with integrated solutions. Decrease office payroll accounting costs by eliminating duplication. Use recurring transaction entry screens, a speedy data entry system and quick search options.

**Structure meaningful and productive team-building processes.** Assign correct responsibilities to each staff member with proper security options. Receive effective training to increase productivity of any staff assuming new responsibilities.

**Provide strong management tools** - Powerful reporting tools are needed to make good management decisions. Use comparative financial statements & departmental reporting options.

ChoiceTech provides flexible end-to-end solutions to meet your objectives. We give you the best possible service at an affordable fee to realize the highest return from your accounting system.

## ChoiceTech has built their reputation on quality service, one client at a time.

A stable  
accounting system  
pays dividends.

### ChoiceTech's Mission Statement

*We provide our services with honesty, integrity and reliability, building a solid reputation in our community. We are dedicated to earning your trust and respect, and to delivering a trouble-free implementation. We treat your financial data as if it were our own and appreciate that every business has its own unique requirements.*

**Accounting Analysis:** Together, we choose the accounting solution that is right for you. Then we meet in the relaxed setting of your office and review how the solution can be customized to meet your specific requirements. We focus on eliminating duplication and optimizing efficiency with integrated time-saving solutions.

## Exciting Adagio Features:

- Instantly locate customers by code, name, or telephone number. Locate any customer by document number.
- Import invoices and cash receipts directly from Excel or other invoicing systems.
- Customer Alerts pop up when the customer is viewed, edited, or referenced during batch entry.
- Email invoice and statement batches.
- Set up recurring charges for membership dues, tuition, rent, lease payments and post them quickly in a recurring batch.
- Drill Down to actual journal entry.
- Create multiple alerts for a customer and control where each alert is displayed across all Adagio modules. Force users to acknowledge an alert, or allow them to dismiss it from future display.

Online access  
available throughout  
all of Manitoba

## Imagine a Paperless Filing System

**Smart Records** an innovative document management system organizing data architecture, storage, tracking and retrieval. It generates efficiency for management control of office data and supports managers to lead with the capacity to track and follow through with enhanced productivity. It interfaces with Adagio Receivable, Payables and Job Costing.

**TelPay** - Get paid faster by offering your customers convenient electronic payment! Save time and money by paying your bills online.



- Efficient
- Reliable
- Trustworthy

## Helpful Hints:

**Upgrade to Adagio and save your historical information.**

**With Adagio data entry**, the mouse is optional. You can keep your hands on the keyboard and use short cut keys only. Use the shortcuts for any Windows application.

**Adagio Toolkit:** Reorganize your Account Numbers - Customers, Vendors, Inventory Items, General Ledger

**QuickBooks users:** Is QuickBooks slowing you down? Find out how to increase your speed.

Improved GST/PST feature in Version 2010.

**Simply users:** Exciting new features include search options to find transaction by amount or invoice number.

**Online webinars:** Available for controllers, managers, or data entry personnel. Attend sessions which have something for everyone, and can easily fit into a busy day - no traffic to fight, no parking to find!

## Helping you get the most out of Adagio

Use these complimentary sources of information to use Adagio more effectively.

Attend [Wednesday Webinars](#) at no cost if you are on an Upgrades Plan.

View [Technical Tips](#) on the web.

Review and post questions on the [Tech Support Forum](#).