

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



Spring 2009

## Grow with your business...

**Take your business to the next level - decrease payroll cost by eliminating duplication with integrated applications.**

At ChoiceTech we facilitate the growth of your business. When you outgrow entry level accounting we can save your historical data and upgrade your system to accommodate and assist you with more advanced accounting requirements. First we identify the accounting solution that is right for you. Then we meet to discuss your requirements 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.

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

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*A stable accounting system pays dividends.*

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### **ChoiceTech's Mission Statement**

*We strive to 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.*

Connecting  
remotely throughout  
Southeastern Manitoba  
& Winnipeg

★★★★★  
You're only a few  
clicks away.  
★★★★★

"Optimism is the faith that  
leads to achievement.  
Nothing can be done without  
hope or confidence."  
- Helen Keller

## Our clients decrease payroll cost by 30%

when we implement a fully integrated system. The system assigns each employee specific tasks with a set of procedures resulting in a well organized office. Quick keyboard entry screen facilitate speed of entering transactions. Windows-standard key functions Copy, cut and paste, hot keys.

**Order Entry or Billing has powerful lookup features** to find an invoice by number, by customer or date. They batch email their invoices to customers on a daily basis. Order entry has been automated with sales order entry and invoicing, allowing the ability to manage backorders, future orders, standing orders, invoices, and credit notes.

**Inventory Management** a complete multi-location stock management and control system which tracks purchases, receipts, shipments, returns, and adjustments with ease.

**Purchasing** keeps detailed purchase history, and generate customized POs that can be emailed or faxed to their suppliers with primary and secondary vendor for reordering. They are able to generate reorder reports, and create "drop ship" POs straight from a sales order.

**Accounting Payable** is setup with a unique set of distributions codes based on each specific vendor for quick data entry. Any monthly charges are setup as recurring transactions. Recurring batches are reviewed before posting.

**Accounts Receivable department** posts recurring monthly transactions. Emails mass batch of statements to the correct department by the click of button. Multiple email addresses are setup up in the customer profile.

**Sales Manager** gets answers to questions like "Who are my top 20 customers and what did they buy? What are the fastest moving products and in what geographical area do they sell best?"

**Collections have reports** at their fingertips with the required details such as "Which customer hasn't made a payment for the last 30 days?" or "Which customer generally delays payments over 90 days?" Credit limits and alerts have been setup to warn billing department.

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### Management is well equipped with helpful tools.

Flexibility security setup insures both correct access for each user and the tracking of any transaction posted in the system. Adagio's Financial Reporter allows users to create new financial statements by dragging and dropping a range of accounts into a customizable spreadsheet-based report.

- Drills down directly from financial statement to actual transactions
- Profit & Loss standard or by department comparatives
- Budget versus actual with multiple year comparison
- Financial statements with % and budget variance reports
- Balance Sheet with prior year comparatives
- 12 period comparative income statements

**Year end is a breeze** with any information required for your outside accountant at your fingertips. Save money by maintaining a clean set of books throughout the year resolving any issues by obtaining assistance with the technical support team where required. **Accountant has access to drill down to actual journal entry** to find out quickly where debits and credits were posted to. Easy Bank Reconciliations have been processed on a monthly basis with importing options.

**Connecting remotely to your computer is so easy.** Call ChoiceTech's toll free support or connect remotely to your computer to solve any issues.

**Online Training** at the convenience of the staff in their office is an amazing asset. With your upgrade plan you have access to as many sessions as required.



- Efficient
- Reliable
- Trustworthy

## Helpful Hints:

**With Adagio data entry,** the mouse is optional. To increase your data entry speed, keep your hands on the keyboard and use the short cut keys instead. Use the shortcuts for any windows application.

**For QuickBooks users:** Anyone who is still struggling with GST & PST issues... If you upgraded to a new version and have tax reporting issues, please get them resolved so you don't have to face them anymore. Don't miss out on the powerful tax features by not using this feature.

**Simply users:** If you aren't using bank reconciliations in Simply consider getting it setup to save you time. It's so easy to use it after it is setup.

**Online webinars:** Available for controllers, managers, or data entry personnel. At only 45 minutes, these sessions have something for everyone, and can easily fit into a busy day - no traffic to fight, no parking to find!

No fee for any users on Adagio Upgrades Plans or Support & Upgrades.