



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

Spring 2010

Adagio Accounting Makes for a Smooth Transition from QuickBooks, Simply, Sage AccPac, or BusinessVision

Grow with your business – Do it Smarter, Faster and Cheaper

If your company has outgrown entry level accounting software such as QuickBooks, Simply, Peachtree or Business Vision and you need more security, flexibility and features, take a look at Adagio. Adagio has a full inventory management system and a powerful financial reporter including flexible departmental reporting. Moving from one of these simpler systems to an accounting system with more power and flexibility is generally straight forward.

We can do a data conversion from QuickBooks, Simply or Business Vision and keep your historical data intact. You can install and immediately run Adagio on your OWN DATA. Sometimes, users of a complex accounting system find it more difficult to use their system than they expected and don't get the value they thought they would. Adagio is a good alternative solution. Some Sage Accpac ERP users have found it too complex and costly to run, so they moved up to Adagio for the speed, convenience, and lower maintenance cost.

If your current system is a DOS accounting system, Adagio can be your ideal choice for a smooth transition to Windows accounting. Adagio is a complete Windows based accounting system designed to read, write, and update the same database that ACCPAC Plus used, with no DOS component.

Adagio is designed to eliminate the in house IT person. Upgrades and multiple user licenses are cost effective and easy to install. Alerts, drill downs, search options are tough to beat by any other accounting system. In Adagio your mouse is optional which makes your transaction entry quick and easy.

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

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.

Inside This Issue

Adagio Academy	1
Online Training	2
Windows Shortcuts	2
Paperless Office	2
Electronic Payments	2
Online payments	2
Technology in the 21 st	
Century event	2



A stable accounting system pays dividends.

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.

Windows Shortcut Keys:

By pressing or holding certain keyboard buttons together you can launch new windows, create shortcuts, and quickly copy and paste files.

Windows key - access Start menu
 Windows key + Pause - open System Properties
 Windows key + D - minimize/restore windows
 Windows key + F - open Search window
 Windows key + F1 - open Help and Support Center
 Windows key + E - open Windows Explorer window
 Windows key + M - minimize all windows
 Windows key + TAB - move through open windows on Taskbar
 Windows key + SHIFT + M - restore all windows
 Hold CTRL while dragging - make a copy of selected item
 Hold CTRL + SHIFT while dragging - make a shortcut
 CTRL + ESC - open Start menu
 CTRL + C - Copy, CTRL + X - Cut, CTRL + V - Paste
 CTRL + A - Select All, CTRL + Z - Undo
 CTRL + B - Bold highlighted text
 CTRL + U - Underline highlighted text
 CTRL + I - Italicize highlighted text
 CTRL + Plus key - increase browser text size
 CTRL + Minus key - decrease browser text size
 CTRL + ALT + DELETE - open Task Manager
 ALT + underlined letters in menus - open menu item
 ALT + ENTER - show Properties of selected object
 ALT + F4 - close current window or program
 CTRL + F4 - close window within program
 ALT + TAB - switch between open windows or programs
 TAB - move forward through control items or links in window

Online access
available throughout
all of Manitoba

Smart Records is 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. *Imagine a paperless office!!*

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

You can now make a payment by simply clicking on the pay button on your invoice.



- Efficient
- Reliable
- Trustworthy

Helpful Hints:

Upgrade to Adagio and save your historical information.

Adagio Upgrades:

New Features - Take advantage of the new features as they become available. Staying current eliminates technical issues and decreases risks for unexpected costs.

QuickBooks users:

Take advantage of GST/PST features and prepare remittances with a few clicks. It is so easy! If you find discrepancies, get help solving the issues and they won't bug you again.

Simply users: If you are not using Bank reconciliation in Simply find out what it takes to get setup. This will help make your work load much lighter.

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 need to travel - simply access training online!

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](#).

[Link to Academy web site](#)

Check out:
[TECHNOLOGY IN THE 21ST CENTURY: Making it Work for Small Business](#)

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