



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

Summer 2010

## Do it Smarter, Faster and Cheaper

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### Last Year's Feature Enhancements for Adagio

#### Payables 8.1B

- Smoother 1099 year ends
- Lookup by name or phone number
- Advices can be emailed or faxed

#### Receivables 9.0A

- Lookup by name or phone number
- Locate customer by document number
- Optional formatting of addresses
- Improved alert processing
- Optional multiple contacts
- Cash receipts can be sent to BR

#### BankRec 8.1B

- Payments in AR, IN, and OE can be retrieved

#### Invoices 8.1B

- Tracking deleted/skipped numbers
- Improves audit trail
- Payments can go directly to BR
- Records tax tracking in detail

#### JobCost 8.1B

- Job alerts
- Job Notes reports

#### Ledger 9.0B

- Improved edit budgets and forecasts
- Clone company
- Faster smart finder

#### OrderEntry 8.1B

- Payments flow through AR to BR
- Auto import orders
- Full AR 9.0A feature compatibility

#### Purchase Orders 8.1A

- Updated help, manual, and sample data
- Runs on Vista and 64-bit OS

#### SalesAnalysis 8.1B

- Compatible with new AR, BR, IN, GL, JC

#### Time & Billing 8.1B

- Easily move time between dockets



**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.*

**Tech Tip: Don't purge that data...** Today's computers are almost 5,000 times faster than in the 8 MHz days and with more internal memory than there used to be on disk. Don't purge your journals so frequently, and you'll find having the data available to search useful.

Turn on "Auto print posting journal after post" in each module's company profile, so that Adagio will offer to print the correct posting journal after each posting run. At the end of the year, print out a final copy of all your year's postings to a PDF file and store it away on CD prior to purging. Should disaster strike, this posting journal will allow you to recover your accounting system to any point.

## 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](#)