



ePrint Saves Trees & Filing

Adagio ePrint enables printout management & filing within all Adagio modules. When it's installed, all reports & forms in Adagio can be automatically "printed" to PDF and saved with unique, meaningful, auto-generated names in a filing system of your choosing. No more wasted paper & burgeoning filing cabinets!

Visit www.softtrak.com to view a pre-recorded Webinar on ePrint, and to download a time-limited demo version.



Adagio BankRec

Adagio BankRec provides a centralized module to manage your cash position. Find out your current bank balances with a single mouse click. Pick up transactions from Adagio Payables and send cash receipts to Adagio Receivables. Account for NSF checks in a single step. Reconcile all your accounts to your bank statement and Adagio Ledger in minutes instead of hours.

Features:

- Up-to-date cash balances maintained to monitor cash position
- Auto-apply cash to outstanding invoices in Receivables
- Drill-down from a deposit to see the individual checks making up the deposit
- Automatically reverse NSF checks, accounting for bank fees & client charges
- Automatic creation of a cash batch for Adagio Receivables
- Complete integration with Adagio Payables automatically retrieves all checks written in that module and marks cleared items during bank reconciliation
- Reconcile your bank statement with a few mouse clicks, from an electronic statement if available.
- Print donation receipts and maintain an audit file of donations
- Print a bank deposit slip

PayDirt Payroll

PayDirt Payroll is the best payroll solution for clients with difficult payrolls that require the distribution of wage and benefit expenses to multiple departments.

It is so easy and saves you so much time and money.
To view a PayDirt Web Demo [click here](#).

Features:

- Drastically reduces the amount of work required to run payroll
- Calculates difficult benefits automatically,
- Offers fast & simple timesheet entry
- Automatically distributes all payroll costs, including each wage & benefit expense, to the desired department
- Handles direct deposit - deposits can be made to 4 different bank accounts for each employee
- Automatically emails your employee's direct deposit payslip advices
- Lets you change & reprint one paycheque "on-the-fly" without re-doing the entire payroll
- Lets you split payroll expenses between two months, based on the number of days worked in each month
- Reverses paycheques in a snap
- Tracks accruals in dollar amounts, in hours, or in days
- Keeps all payroll history even over multiple year ends
- Lets you view multiple years of payroll history at one time, and report on those years together
- Shows all outstanding payroll advances at the start of every payrun and allows easy selection to recover all or part...

Make an investment into Adagio Bank Rec and PayDirt Payroll.

Save time and money!



Free Adagio Webinars

Did you know that Adagio upgrade plan members get to attend free Adagio Webinars? Webinars are a great way to ensure to make informed decisions regarding your accounting system. You can watch from the comfort of your desk, and even pose questions online. This is just one of many perks available to upgrade plan members

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

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 & support. We treat your financial data as if it were our own and appreciate that every business has its own unique requirements.

Emailing Invoices Directly

Question: We are trying to set up direct emailing of invoices, as opposed to emailing them with MAPI through Outlook, and can't seem to get it to work. We are using Adagio Invoices 9.0. We have entered our mail server name, etc., but when we send a test email we receive an error message saying that there is an error and the email was not sent. That is the only message we receive. Can you help?

Answer: Carefully check the spelling of the name of your mail server. Find out from your IT/ISP whether the server requires authentication in order to send e-mail. If so, then enter your user id on your mail server and password. Confirm with your IT/ISP the port number the mail server uses to communicate with. Click on the Test email button. A plain text e-mail is sent using the settings you have entered to the "reply to" email address at the top of the dialog. If there is anything wrong with the settings entered, then the e-mail will fail. It fails because there is something wrong with the settings.

You can usually get all the information you need by looking at the Account configuration in Outlook:

- "Mail Server" = Outlook "Outgoing mail server (SMTP)"
- "Display Name" = The name you want to show on the email (ie. Jane Doe - ABC Company)
- "Account Name" = Your email address
- "Password" = Your password to gain access to email
- "Port" = Outlook - click on "More settings" button then on the "Advanced" tab - Look for "Outgoing server (SMTP)"

The tough part is usually the password since many users no longer remember their password! The Outlook references here are based on Outlook 2010. All of the same information is there in earlier versions; the fieldnames may be slightly different.

Fixing a Credit Note Error

Question: I created a credit note and forgot to put in the original invoice number before posting. How do I correct this so the credit note I created can be applied to invoice I want?

Answer: Assuming you are talking about Payables, create a manual check batch, dated today, check number 999999 ("Print check" box unchecked), and select the invoice and the credit note so that the total amount paid is zero. once you post the manual check batch, the transactions will be matched. This has no effect on the vendor's balance or on Ledger.

In Receivables, do it as a zero dollar cash receipt, same basic concept as in Payables. When you select the transactions, select the credit one first, it will make everything easier. Then select the debit one and you know you are done when the unapplied amount goes back to zero.

Copying AR and Vendor Lists

Question: We are in the process of splitting a company into two separate entities. We are looking to copy all the AR to the new company and copy the Vendor list to the new company. I have created the tables for GL, AR, AP. What files would I copy into the new books and do I simply change all the extensions to reflect this?

Answer: Both Ledger and Receivables have File / Export / Clone company functions that create another dataset with the options you want. For Payables, Export and Import the Vendor List via Excel and a template.

Changing Check Numbers

Question: We have a situation where the check number in Adagio did not match the check number on the pre-printed check form on a few checks. These checks have already been posted in AP. Is there a way to change the check number on those checks in AP and BankRec?

Answer: Sorry, there's no way to change the check numbers once everything has been posted. It would break the audit trail. That's why there are all those questions about whether everything print "OK"!

This very situation is a good reason to print your checks on blank check stock and let Adagio Payables add the MICR at the bottom of the form. That would have avoided this situation entirely.

Place a note in either Ledger or Payables about the differing numbers if they've already gone out the door. You'll have to match the checks manually in BankRec.

Note: These Technical Tips are all taken from the Technical Support Forum on Softrak's website, at www.softrak.com. Access is free for Adagio Upgrade Plan members. Be sure to check it out!



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