

**Using Adagio®  
Payables**

FOR PREVIEW ONLY

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Any reference to Windows refers to the operating system produced by Microsoft Corporation and refers to all versions of Windows including Windows XP, Windows Vista and Windows 7.

**Disclaimer:** The information contained in this courseware is intended for use as a supplement to the Adagio Accounting software. This courseware is not intended as a replacement to the courseware provided with the Adagio Payables program. Any recommendations contained herein on hardware, software or any combination thereto are given in good faith based on the experience and knowledge of the author. However, EXCEPT FOR THE WARRANTIES MADE BY THE DEVELOPER OF ADAGIO ACCOUNTING, ALL WARRANTIES ON THIS COURSEWARE OR THE PRODUCTS REFERENCED WITHIN THE COURSEWARE, INCLUDING ALL IMPLIED WARRANTIES OR MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, ARE DISCLAIMED HEREIN.

ISBN 978-0-9867939-1-2

Printed in Canada

## *About the author*



Lars Glimhagen, Certified Adagio Trainer, is the owner of LNG Management Services, Adagio Developer Partner developer of the Using Adagio series of courseware. With several years of experience in accounting, Lars has been an Adagio Consultant Reseller since the release of Adagio Accounting in 1999. Lars has been focusing on the Adagio training materials and continuing in his training as a professional trainer with the completion of the Provincial Instructor's Diploma Program and certification in Microsoft Office products. As an experienced educator, and with his expertise in Adagio Accounting, he brings his background to each manual to ensure you learn as quickly and comprehensively as you can.

## *Acknowledgments*

LNG Management Services Ltd. is proud to be the developer of the "Using Adagio" series of courseware. We would like to acknowledge Softrak Systems Inc. for the opportunity to provide the Adagio community with this training resource, and especially Andrew Bates, president of Softrak for his continued support and encouragement as we continue to develop this courseware. We also wish to acknowledge Warren Flett, Softrak Tech Support, for providing the resources in order to ensure the training material is accurate and as comprehensive as possible, including the series of "Show Me How!" videos and Tech-Tips that can be found on Softrak's website.

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## **About Adagio Accounting**

Adagio by Softrak is a powerful modular, batch-oriented accounting software system. offerings full departmental accounting that is easy to learn, with form and keyboard-oriented data entry, tight audit trails and unsurpassed flexibility with reports.

## **About Adagio Payables**

Adagio Payables provides complete accounts payable management for your business. The program tracks the amounts owed to vendors, improves cash flow by maximizing early payment discounts and speeds check production by automatically generating payments to vendors.

## **About this Courseware**

This courseware is designed to serve multiple functions. It is designed to be used in conjunction with the documentation provided with the software. While you can use this training courseware to learn the fundamentals of Adagio Payables, you can also use it as a reference tool in your everyday work with this module. Since this training courseware is focused on the day to day operation of Adagio Payables, data files have been provided for you representing a company for which the accounting system has already been set up.

While this courseware is thorough, it is not encyclopedic or comprehensive. It does not describe the tasks that should only be performed by an authorized Adagio Accounting service provider. These services are usually provided by your regular accounting software consultant. For example, if you have an Adagio Consultant Reseller (“ACR”), your ACR will be able to provide the necessary services to setting up your Adagio Payables system. While this courseware does provide you with all of the information you need to become an efficient and successful user of Adagio Payables, it cannot answer every potential question you might have. However, it will instruct you in the module's concepts and functions so that you can adapt to new challenges as they arise.

Training data that accompanies this courseware can be downloaded from [www.lng.bc.ca/downloads](http://www.lng.bc.ca/downloads).

## **Prerequisite Skills**

This courseware assumes that you have a working knowledge of the Windows operating system and its conventions. This knowledge includes how to use the mouse, menus, dialog boxes and how to work with files. For assistance with questions pertaining to the operating system, you should refer to your Windows documentation.

## **How to Submit Comments and Suggestions**

At LNG Management Services Ltd., the primary purpose of our courseware is to increase your productivity in the workplace. In order to meet this goal, we constantly review our work to ensure that we produce the best courseware possible.

If you have any comments or suggestions, please contact us as by sending an email to [comments@lng.bc.ca](mailto:comments@lng.bc.ca).

For additional information on our available training courseware and training sessions, please visit our website at [www.lng.bc.ca](http://www.lng.bc.ca).

## Lesson 1 - ADAGIO Payables Overview

Adagio Payables' central purpose is to manage the company's vendor accounts including maximizing cash flow by taking payment discounts where available and processing payments to vendors in a timely manner. Reports within Payables provide management with an overview of what it owes its vendors and when the payments are required to be made in order to maintain good credit with the vendors.

The following table describes the primary functions performed in Adagio Payables:

<b>Creating Batches</b>	<p>A variety of batches can be used in Payables, including batches that have been:</p> <ul style="list-style-type: none"><li>• Created by entering invoice, payment and adjustment batches directly in Payables.</li><li>• Created from Adagio sub-ledgers, such as BankRec. Transactions can also be created by other Adagio Third-Party programs.</li><li>• Imported from non-Adagio programs.</li></ul>
<b>Posting Batches</b>	<p>This process enables Payables to add the entered transactions to the vendor accounts that make up Payables. Adagio Payables allows you to review, print and edit batches prior to posting. Once you have posted a batch, the program assigns a posting sequence number to the each posting session, allowing you to maintain an audit trail. Each posting session may include one or more batches created in the Invoices, Payments or Adjustment function.</p>
<b>Period End Processing</b>	<p>This function can be performed at the end of a period as defined by the company. A period can be a month, quarter or any time period that is useful to managing the vendor accounts. Period end processing will transfer period-to-date statistics to the year-to-date statistics, as well as updating other statistical information for each vendor and will clear paid transactions from the vendor's current transactions to the historical transaction listing.</p>
<b>Year End Processing</b>	<p>This function is usually completed at the end of the fiscal year after the period end processing is completed. The main function of this process is to clear the year-to-date statistics and transfer the statistical information for the year to the previous year statistics. This function will also reset the batch numbers to 1, preparing the system for a new year.</p>



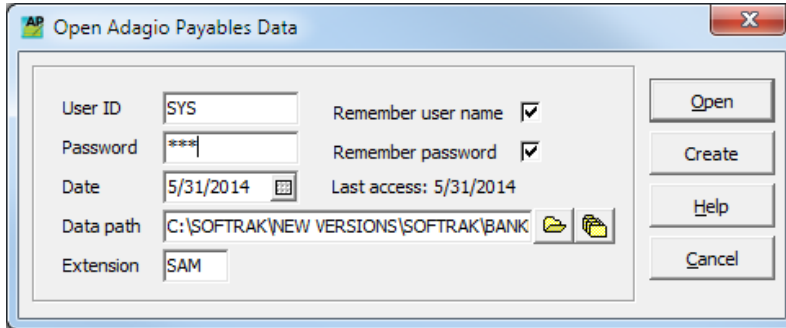
What's new in Adagio Payables 9.2 - <https://www.youtube.com/watch?v=jHjMikm4Nes>



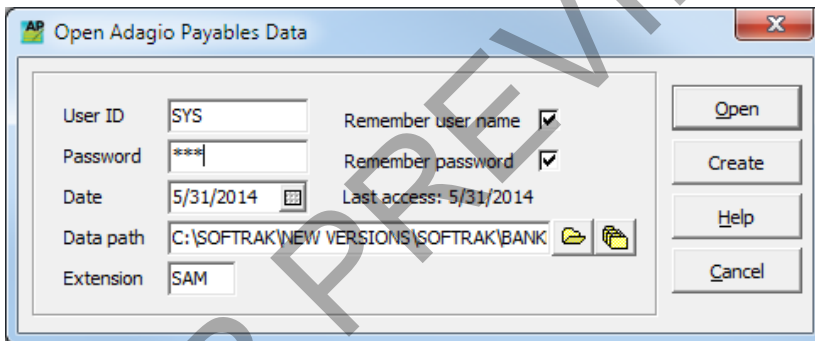
## Lesson 2 - Getting Started

The Adagio accounting system is a modular accounting system. This means that each of the modules, including Payables, need to be started individually.

Once you have launched Adagio Payables, the following window appears:



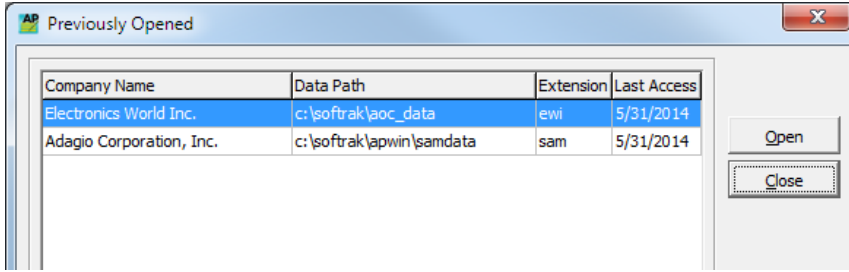
1. Enter the user ID and Password provided to you by the system administrator.
2. Select the date that you want to use as a default for this session. This date will be used as a default when entering transactions and printing reports.
3. The data path and extension will default to the last opened dataset. To open a dataset in a different location, you can either use the file finder to browse to the desired location, or the most recent files to select a previously opened dataset. When using the file finder, the following window will appear:



Using your mouse pointer, navigate to the location of the dataset that you want to open. Double click on the **APGLOB** file that appears under the *Files* panel.

*If the **APGLOB** file does **not** appear in the Files panel, you have either pointed to an incorrect location, or the Payables dataset has not been created.*

When using the **Previously Opened** finder, a window similar to the following will appear:



Select the desired Company Name, press the **Open** button.

*To remove an entry from this window, select the Company Name you want to remove, click the right mouse button and select **Remove**. This simply removes the entry from the previously opened window – it does not remove the dataset from your computer.*

### Exercise 2.1

Electronics World Inc. is the sample company that will be used to demonstrate the functions of Adagio Payables through a series of exercises. Electronics World Inc. is an expanding chain of retail computer stores and is in the process of implementing Adagio. The installation and implementation of Adagio has been completed by the company's Adagio consultant who has created the dataset and entered basic information to get the company started using the Adagio Payables module. The date is May 31, 2014.

Start the Adagio Payables by double clicking on the shortcut located on your Desktop. If there is no shortcut, you can open the Adagio Payables from **Start, Adagio, and Adagio Payables**.

Enter May 31, 2014 as the session date. Enter the date in the format used by your Windows operating system. You can also use the Calendar button to select the date from the calendar.

Enter the path to your dataset as **C:\Softrak\Trngdata** and the data extension as **EWI**.

When the information has been entered in the login window, click the **OK** button.

*If you already have another Adagio module open, you can open the Adagio Payables from that module by using the **Adagio** button on the tool bar. This will open the Adagio Payables for the same company that is being used by the open Adagio module. For example, if you are already in the Adagio Ledger for Electronics World Inc, by selecting Adagio Payables from the Adagio menu in the Adagio Ledger, the Adagio Payables for Electronics World Inc. will open.*

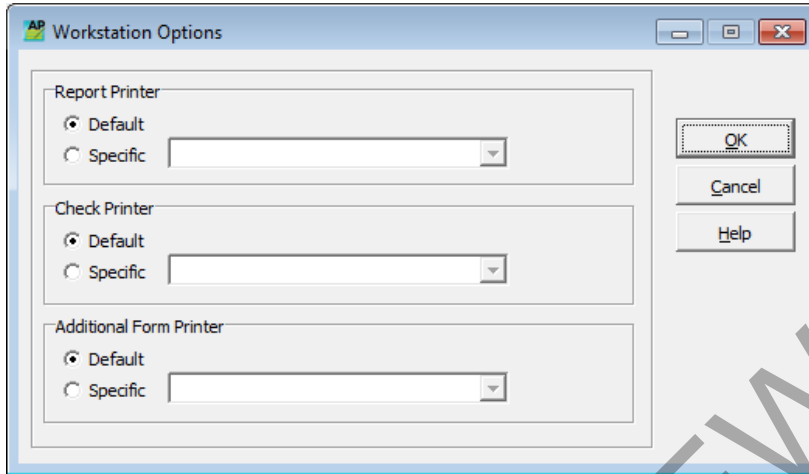
You are now ready to proceed with the exercises contained in this courseware.

## Lesson 3 - Reviewing Payables Options

Adagio Payables has options that are specific to each user and workstation. This is useful when Payables is being used in a multi-user environment, where each user can set up Payables to the user's own specific preferences.

### Workstation Options

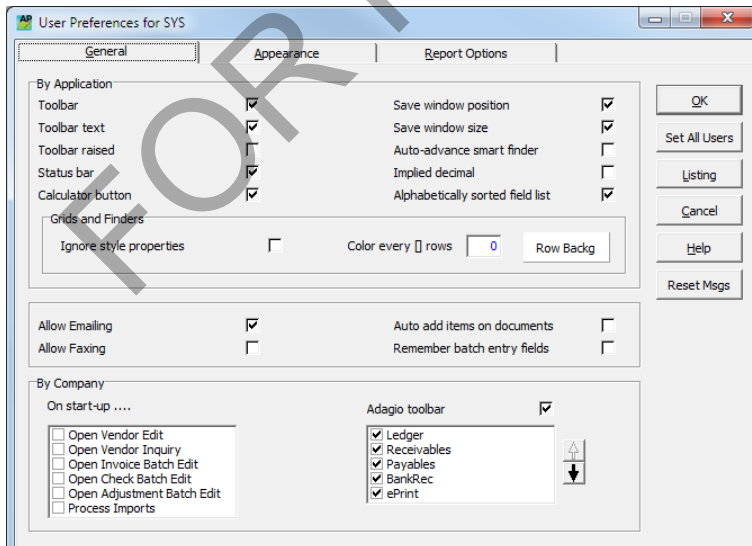
From the *File* menu, select **Workstation Options**.



You can also select a **Report Printer**, **Check Printer** or **Additional Form Printer** to which these print jobs will be sent. For example, if you have a dedicated printer in the office where check forms are loaded, you can select a **Specific Printer** to which the checks will be printed. If standard reports, or additional forms will be printed to your default Windows printer, select the **Default** button, and those print jobs will go to the printer that has been specified in the Window's Printer Settings as the Default printer.

### User Preferences

From the Menu, select **File | User Preferences**.



## General

### *By Application*

The first panel provides options that control the appearance of Adagio Payables' Menu, Toolbar and Status bar. For example, if you want to fax or email payment advices to vendors, you must first include these items in the menu bar. You can also select the options that control the appearance of the Toolbar.

If you are resizing and repositioning entry forms, e.g. Invoice entry form, you can select the options to **Save window position** and **Save window size**. When these options are selected, the size and position of these windows will be saved and will open to how they were set in the last session next time Payables is opened.

You can also select the option to **Auto-advance smart finder** that will advance to the next item displayed in the Smart Finder listing after the first item has been selected for editing. This is useful if you are reviewing or editing vendors that meet a certain criteria where you do not have to redo the Smart Finder each time you have finished reviewing or editing a particular vendor.

Select **Implied decimal** if you want the program to automatically place the decimal in an amount the number of spaces from the left depending in the currency's number of decimal places. When this option is selected, it will affect *all modules company-wide*.

When selecting **Alphabetically sorted field list** you will be able to sort the field lists within **Grid Filters Edit** and the **Column Editor**. This is useful for field lists that are lengthy from which you want to find the desired field quickly.

Other options included in this panel control how the data entry forms will behave. Selecting **Auto add entry** will allow you to add line items in the details form without having to return to the header each time a line item is entered. This is particularly useful if you enter invoices with more than one detail line on a regular basis. When **Remember batch entry fields** is selected, the program will keep the entry in the header fields each time a new document is entered. Once you have exited the data entry function, the data in the header fields will be reset.

In the **Grids and Finders** section, you can override the applied filter styles for records seen in grids and Finder/SmartFinder windows and apply your own style of *banding* instead. On windows that display the Filters dropdown, the true filter styles will continue to display in the Filters dropdown.

- **Ignore style properties** – enable this option if you want to override the styles applied to Payables records by filters with your own style.
- **Color every [] rows** – this field is only active if **Ignore style properties** is enabled. Enter the number of rows you want to apply your style to. For example, if 5 is entered, your style background will be applied to records 1-5, 11-15, 21-25, etc. Records 6-10, 16-20, 26-30, etc. will have no style applied to them at all.
- **Row Backg** – use this field to select the color you want to apply as the **Row Background** for records affected by your **Color every [] rows** selection. Select an existing color in the palette or **Define a Custom Color** and **Add** it to the Custom Colors palette.

The next section allows you to select options for emailing and faxing, automatically items when entering documents and remembering batch entry fields. For example, if you are entering a document with a number of line items, you will probably want to select the **Auto add items on documents option** so that after entering each line item, you are returned to the detail section rather than the invoice header. If you want the program to remember the vendor code, document type, date, reference and description for each document entered, you will want the **Remember batch entry fields** option selected.

## By Company

### On start-up . . .

The next panel provides you with the options as to which window(s) you want opened automatically when launching the program. You can select as many as you require. When opening multiple windows, it is a good idea to resize and reposition each of the windows to make your desktop manageable. Otherwise, the windows will be stacked on top of each other.

If you are importing transactions, using the program's Import function, you can have the program automatically process the import of Vendors, Invoices or Manual Checks. If you are using this option, you must enable the **Auto-import on startup** option in the import template.

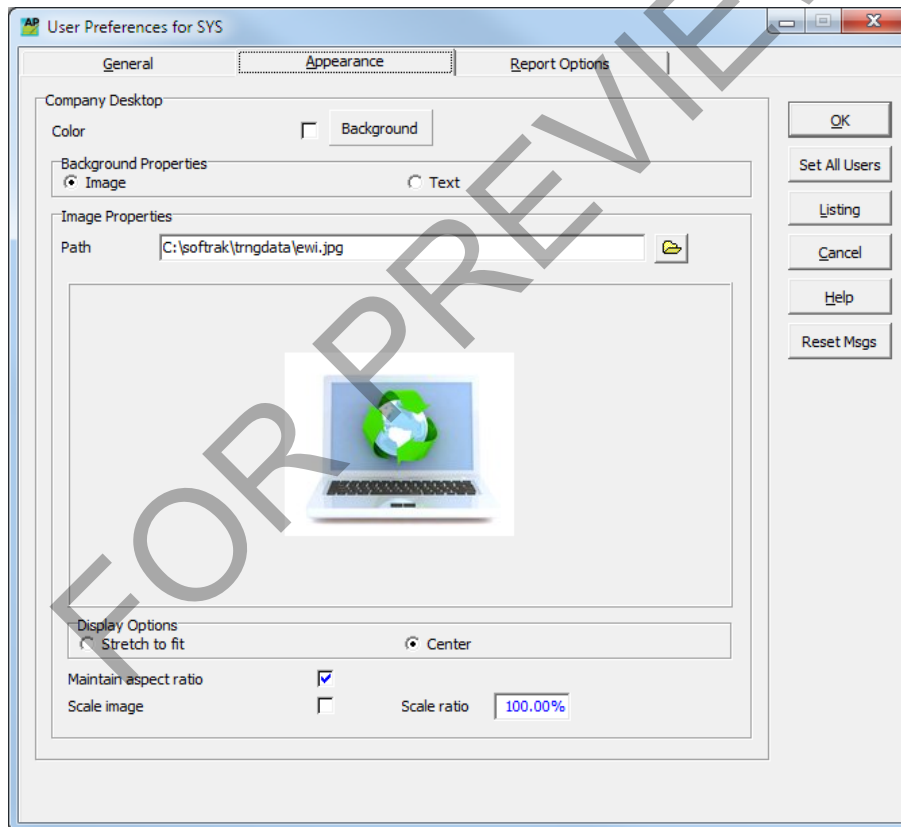
### Adagio toolbar

You can select the installed Adagio programs to appear in the toolbar as a quick access to the sub-ledger modules from within the open module.



## Appearance

Select the **Appearance** tab for reviewing the options that control the appearance of the company's desktop.



In this window, you can select a **Background** color for the desktop, place an image or text on the desktop to identify the company that you are working with. This option is useful if you are working with multiple companies and want to easily identify the company that is currently open.

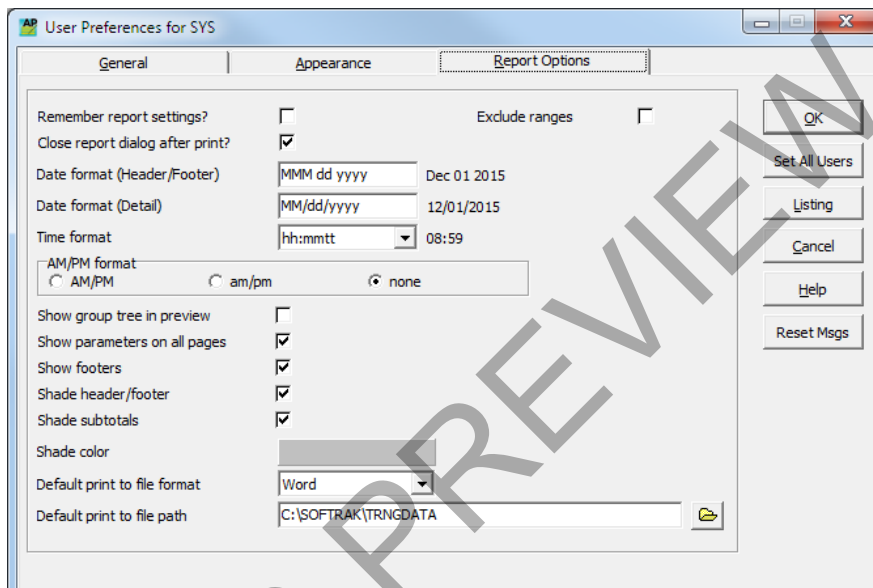
## Report Options

Select the **Report Options** tab to select the various options that affect the printing and previewing of the Payables reports.

These options affect the specific company and control the appearance of the reports. When **Remember report settings?** is selected, the program will remember the parameters of the specific report being previewed or printed. The ranges can be excluded from being 'remembered' by selecting the **Exclude ranges** option.

While the various options are self-explanatory, refer to the documentation available with the Adagio Payables program for additional information.

Finally, when logged in as **SYS**, all of the users' preferences can be reset to those selected by the Adagio System administrator by clicking on the **Set All Users** button. However, if the individual users have access to the User Preferences, they will be able to change these options to suite their own preferences.



### Exercise 3.1

From the User Preferences function, select the EWI.JPG as the logo for your Payables desktop.

## Lesson 4 - Company Profile

The company profile contains information about your company that is used throughout Adagio Payables. Generally, you only need to enter this information once, unless changes occur in your company or you want to reset default information.

The company profiles consist of five or six tabs that provide information regarding the company profile.

### Company Data

The screenshot shows the 'Edit Company Profile' window with the 'Company Data' tab selected. The window contains the following fields and options:

- Company Information:**
  - Company name: Electronics World Inc.
  - Format Company Address?:
- Address:**
  - Street: 1459 Main Street
  - City: Toronto
  - State/Prov: ON
  - Country: Canada
  - Zip/Postal: M2V 0C1
- Format phone?:**
- Phone:** (416) 555-5050
- Fax:** (416) 555-5051
- ID number:** [ ] **Company number:** [ ]
- Contact:** Greg Pilek
- Contact email:** [ ]
- Language:** English
- Use multicurrency:**
- Home decimals:** 2
- Home currency:** DOS (Based on Dos Country Code)

The information contained in this window is basic company information including the company name, address, telephone and fax number, contact, etc. The company data will be used in reports and check forms.

To further define/format your organization's address using additional address fields, e.g., City, Prov/State and Country, select the **Format Company Address?** option.

If you want the telephone and fax number to appear with the area code in parantheses and a hyphen between the first three and last four digits, select the **Format phone?** option.

If a multicurrency transaction is to be used, select **Use multicurrency**.

*Once this option has been selected, it cannot be turned off.*

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