Using Adagio® Receivables

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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 manual is intended for use as a supplement to the Adagio Accounting software. This manual is not intended as a replacement to the manuals provided with the Adagio Receivables 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 MANUAL OR THE PRODUCTS REFERENCED WITHIN THE MANUAL, INCLUDING ALL IMPLIED WARRANTIES OR MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, ARE DISCLAIMED HEREIN.

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Acknowledgments

Table of Contents

About Adagio Accounting

Adagio by Softrak is a modular, batch-oriented, and powerful accounting software system. Adagio offers 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 Receivables

Adagio Receivables offers complete receivables management for your business. Whether you bill time or sell products, Adagio Receivables allows user-defined aging, customizable statements, and unlimited notes and alerts for an account. Manage your client accounts with complete aging and analysis reports. Customer statistics allow you to identify your best clients. Statements and automatic interest processing encourage prompt payment. Simple point and click inquiries with drill-down to matching transaction detail speed response to your clients' questions regarding their account status or that of specific invoices

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 courseware to learn the fundamentals of Adagio Receivables, you can also use it as a reference tool in your everyday work with this module. Since this courseware is focused on the day to day operation of Adagio Receivables, data files have been provided for you representing a company for which the accounting system has already been set up.

While this guide is thorough, it is not encyclopedic and comprehensive. It does not describe the tasks that should only be performed by an authorized Adagio Accounting service provider. If you have an Adagio Consultant Reseller ("ACR"), your ACR will be able to provide the necessary services to setting up your Adagio Receivables system. While this courseware does provide you with all of the information you need to become an efficient and successful user of Adagio Receivables, 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.

While using this courseware, you can press **F1** for context sensitive help in the function you are currently in. Full product manuals are available online at http://softrak.com/products/ documentation.php.

The courseware includes references to 'Show me how" videos provided by Softrak Sytems Inc. with references to videos indicated by the 🎬 icon.

Training data that accompanies the **Using Adagio** series of training guides can be downloaded from www.lng.bc.ca/downloads.

Prerequisite Skills

This training resource 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, 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 guides possible.

If you have any comments or suggestions, please contact us as by sending an email to comments@lng.bc.ca.

For additional information on our available courseware and training sessions, please visit our website at www.lng.bc.ca.

Using Adagio Receivables

Lesson 1 - Adagio Receivables Overview

Adagio Receivables' central purpose is to manage the customer accounts of organizations by keeping track of what customers owe. The tools included in Adagio Receivables include printing monthly customer statements that can be mailed, faxed or emailed, and the ability to keep notes within the customer records that can be used for keeping a record of communication with various contacts within the customers' organization.

In many cases, companies and organizations will have an invoicing program from which customer billings are generated and a cash management program from which customer receipts are processed. If Receivables is being used without any of these programs, invoices and receipts are entered in batches within the Receivables module.

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

| Creating Batches	A variety of batches can be used in Receivables, including batches that have been:
	Created by entering cash, invoice and adjustment batches directly in Receivables.
	Created from Adagio sub-ledgers, such as Invoices, OrderEntry, Time&Billing. Transactions can also be created by other Adagio Third-Party programs.
	Created automatically by Receivables such as recurring charges, interest and balance write-off processing.
	Imported from non-Adagio programs.
Posting Batches	This process enables Receivables to add transactions to the customer accounts that make up Receivables. Adagio Receivables 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 each posting session, allowing you to maintain an audit trail. Each posting session may include one or more batches created in the Cash, Invoices or Adjustment functions.
Customer Statements	If you provide customers with statements at the end of each month, you can run the statements using the Reports, Statements/Letters function. Depending on the option setup up in the Systems Options in the Company Profile, you will have the chance to clear fully paid transactions when printing the statements. If you want to include this function when printing statements, the Clear transaction detail by option should be set to Billing Cycle. For further information, see Adagio Online Help text.

Period End Processing	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 reflects the normal business cycle in the customer accounts. During period end processing, interest charges can be created for overdue accounts and bad debt amounts written off. Customer statements can be printed during a period end, as well as clearing paid transactions from the customers' transaction ledger. Period end processing will transfer period-to-date statistics to the year-to-date statistics, as well as updating other statistical information for each customer.
Year End Processing	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.

Using Adagio Receivables

# Lesson 2 - Getting Started

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

Once you have launched Adagio Receivables, the following window appears:
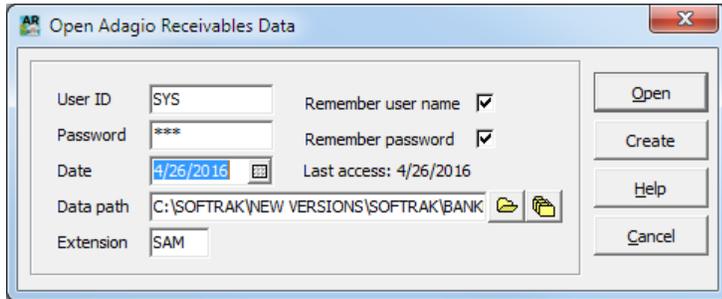
1. Enter the user ID and Password provided to you by the system administrator.

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. Select 'Remember user name' and 'Remember password' to have the Adagio user name and password remembered and authenticated by the Windows user. This allows you to default your Adagio user name and password by logging into Windows (on the same station).

4. Adagio Receivables displays the session date used when you last accessed or ran the program with the data path that initially displays in the Data path. This is specific to the user logging in.

5. 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:
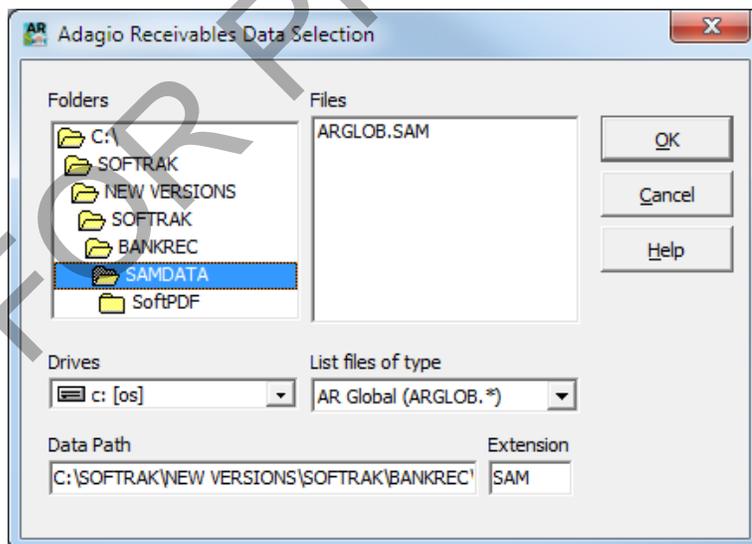
Using your mouse pointer, navigate to the location of the dataset that you want to open. Then double click on the *ARGLOB* file that appears under the Files panel.

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

When using the **Previously Opened** finder, a window similar to the following will appear:
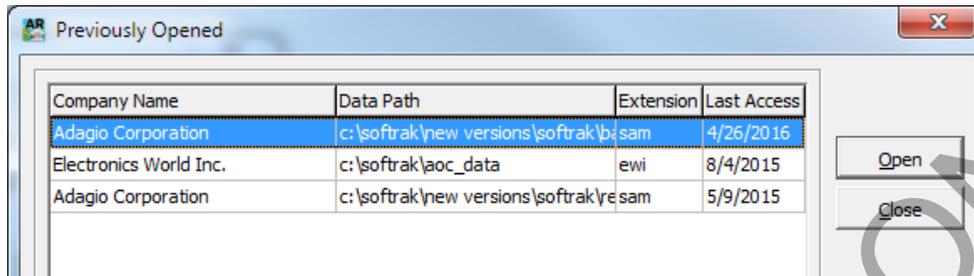
Select the desired Company Name, press the **Open** button.

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 company that will be used to demonstrate the functions of Adagio Receivables 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 Receivables module. The current date is May 31, 2014.

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

In the logon windows 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.

Note: If you already have another Adagio module open, you can open the Adagio Receivables from that module by using the **Adagio** button on the menu bar. This will open the Adagio Receivables 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 Receivables from the Adagio menu in the Adagio Ledger, the Adagio Receivables for Electronics World Inc. will open.

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

Lesson 3 – Reviewing Receivables Options

Adagio Receivables has options that are specific to each user and workstation. This is useful when Receivables is being used in a multi-user environment, where each user working on their own workstations can set up Receivables to their own specific preferences.

Workstation Options

From the *File* menu, select **Workstation Options***.*
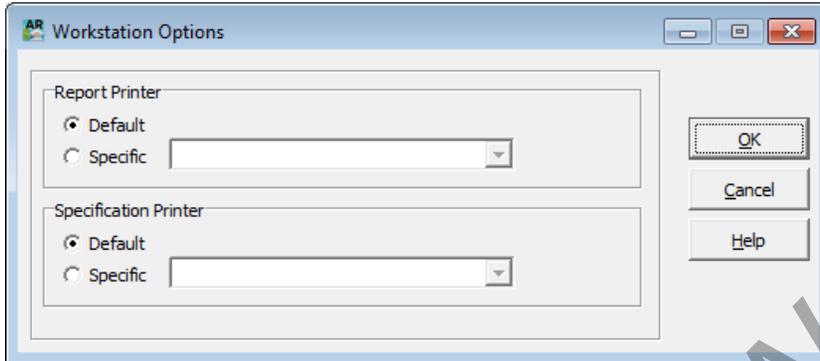
The options selected in this section will affect anyone who logs onto the particular workstation where these options have been selected.

Select a **Report Printer** or **Specification Printer** to which these print jobs will be sent. The **Report Printer** is the printer to which any report selected from the *Reports* menu will be printed, except for those reports located in the *Statements / Letters* menu under the *Reports menu.* For example, if you have a dedicated printer in the office where letterhead is loaded, you can select a **Specific Printer** to which the customer statements or letters will be printed. If standard reports 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.
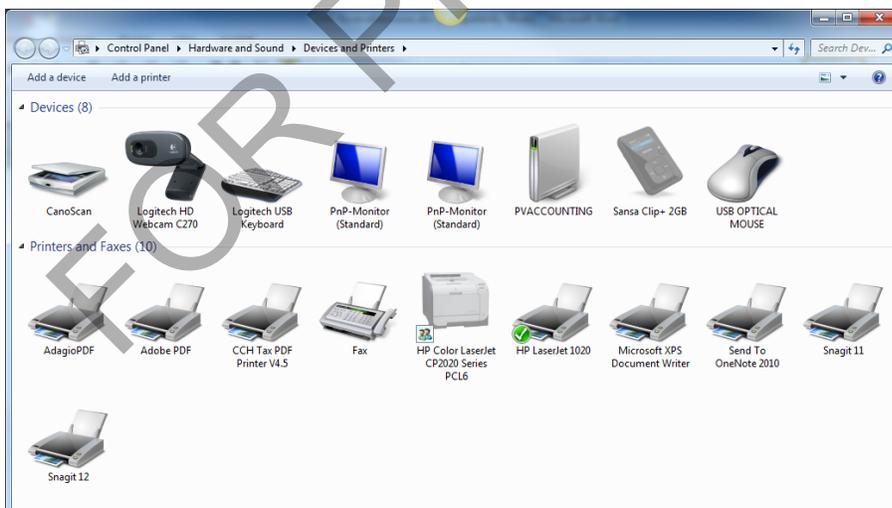
User Preferences

From the *File* menu, select **User Preferences**.
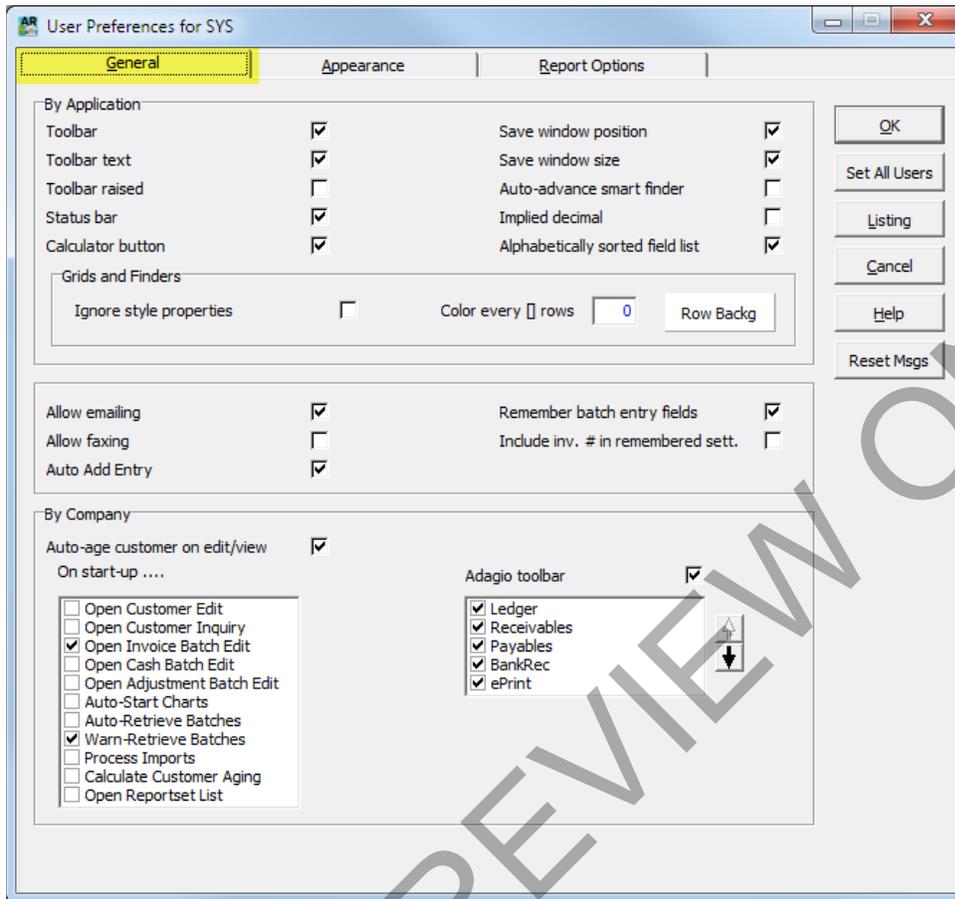
General

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.

By selecting **Implied decimal** the program will insert a decimal two decimals from the left of the last digit entered.

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 that 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 stye 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.

Auto Add Entry will automatically add items when entering documents will allow you to add multiple items in the detail section of the document without having to manually add a new detail for the document. For example, if you are entering a document with a number of line items, you will probably want to select this option so that after entering each line item, you are returned to the detail section rather than the invoice header.

Remembering batch entry fields should be selected if you want the program to remember the customer code, document type, date, reference and description for each document entered.

Include inv. # i**n remembered sett.** option is only active if **Remember batch entry fields** is turned on. This option to instruct Adagio Receivables to also remember the Document code used entry within this batch.

By Company

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.
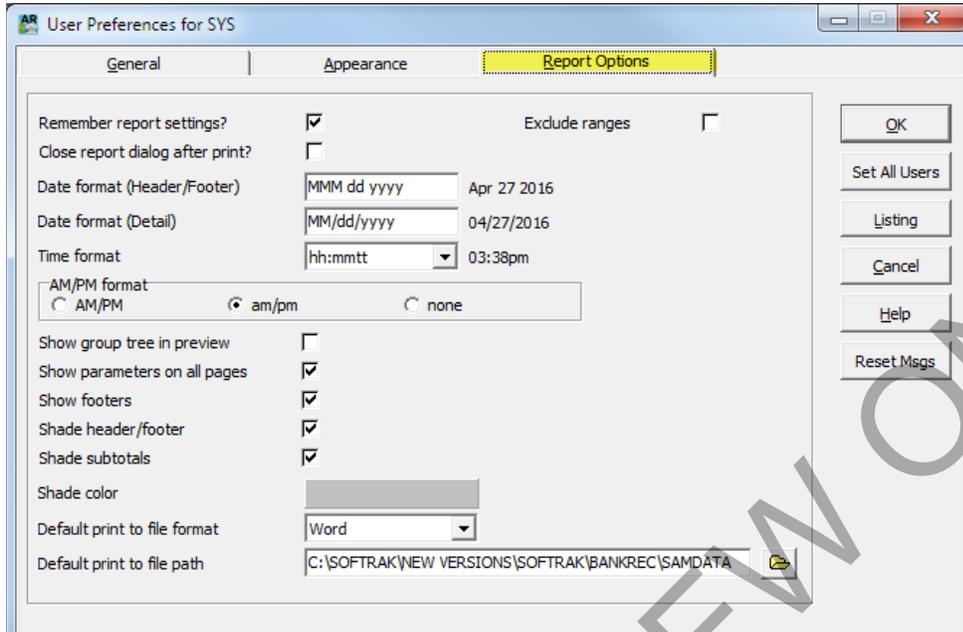
Appearance

Select the **Appearance** tab for reviewing the options that control the appearance of the company's desktop.
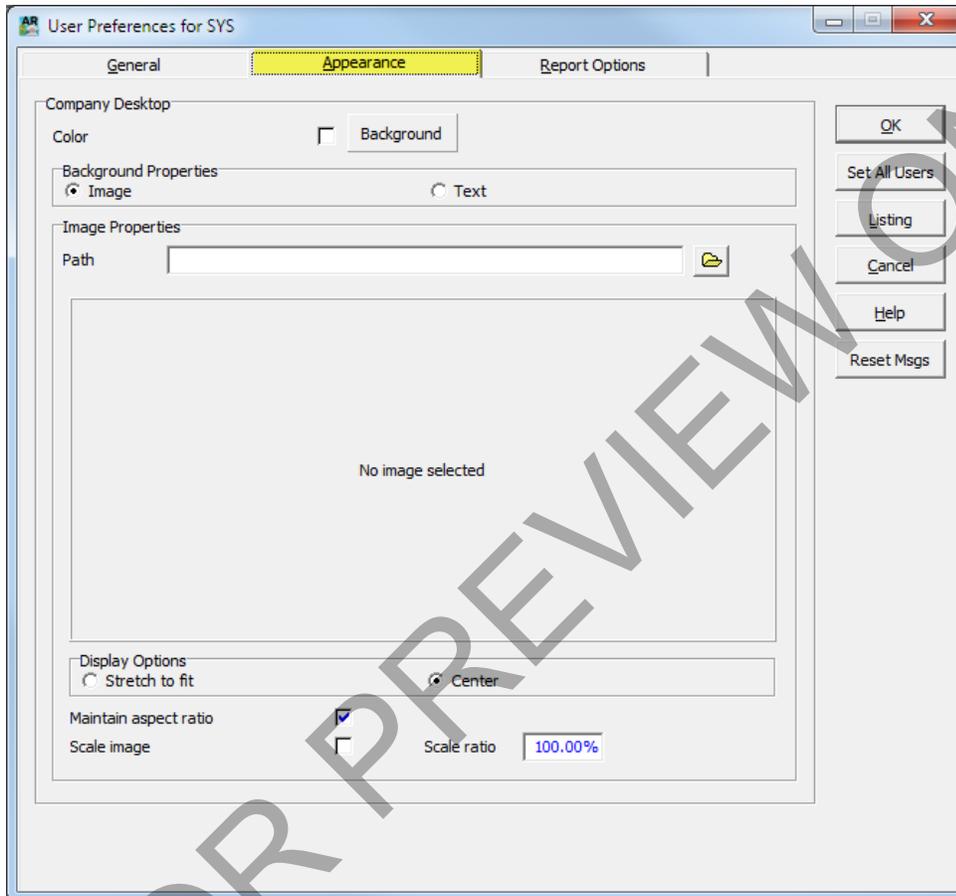
In this window, you can select a **Background** color for the desktop, place an image or text on the desktop to identify the company that you are working with. This option is useful if you are working with multiple companies and want to easily identify the company that is currently open. You can also select the preferences for displaying the text or graphic on the desktop, as well as scaling the image to fit the Adagio desktop.

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 for the report formats are are self-explanatory, you can refer to the documentation available with the Adagio Receivables program for additional information, or pressing the **Help** button.

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 Receivables desktop.

Appendix D – Index