

**Softrak**  
Packages of Intelligence



# Adagio<sup>®</sup> Catalog

**12<sup>th</sup> Edition**

*Includes Adagio modules and 3<sup>rd</sup> party products*

*Elegant, intelligent accounting*



# Adagio

## Adagio by Softrak

Adagio Accounting software is designed for organizations that manage \$2 to \$100 million in sales/revenue, with significant transaction volume and at least one person responsible for managing those transactions. Most Adagio users do not have their own IT department, but prefer to rely on a consultant. This modular accounting system combines a batch interface for control and security with online processing for order entry and inventory.

## Organizations that use Adagio Accounting

Adagio is a good fit for many types of organizations. The features in its modules and the 3rd party modules that integrate with Adagio make it especially well suited for these:

- Distribution
- Professional Services
- Canadian First Nation
- Point of Sale
- Service Organization
- Public Accounting
- Non-profit/Not for Profit
- Contracting/Building

## What software do you use?

Most Adagio users came from ACCPAC® Plus™ for DOS, Accpac for Windows™, QuickBooks® or Simply Accounting™.

## Entry Level Accounting Software

If your company has outgrown entry level accounting software such as QuickBooks or Simply Accounting and you need more security, flexibility and features, it's time to look at Adagio.

## ACCPAC Plus

Because Adagio shares a common heritage with ACCPAC Plus, there is no data conversion required when moving to Adagio. In fact, the procedures are so similar between Adagio and ACCPAC Plus that no training is required for the move, just a simple orientation. If you use ACCPAC Plus, you'll appreciate that a mouse is not required for any data entry in Adagio. In fact, your dealer or consultant can send you a free Adagio unMouse Pad which shows the standard Windows keyboard shortcuts that speed data entry.

## Accpac for Windows or Sage Accpac ERP

Many former ACCPAC Plus users, who moved to Accpac for Windows before Adagio was available, have since moved up to Adagio for the speed, convenience, and lower cost of maintenance.

**Softrak** *Compliments of your local Adagio dealer and...*  
**Adagio unMouse Pad**  
**Microsoft Systems Inc.**  
 Microsoft Corp., Canada  
 TEL: (905) 763-6141 / (416) 663-6776  
 TEL: (800) 766-6431  
 www.adagio.com  
 e-mail: info@softrak.com

**C**ommon short cut keys. You'll want to use these all the time!

Tab	Move to next item, whether entry field, button, or menu.
Ctrl-Tab	Flip to next index tab or window within the application.
Alt-Tab	Flip to next application.
Alt-'char'	Move to the items where 'char' is underlined, whether entry field, button, menu item, or index tab.
Arrow	Move left/right one character or up/down one line.
Ctrl-Arrow	Move left/right one word or up/down one paragraph.
Enter	Execute default button. <i>Also use Advanced short cut keys</i>
Spacebar	Tick/un-tick a checkbox, select an item in a list, or execute the default button.
Ctrl-C	Copy selected data.
Ctrl-X	Cut (copy and delete) selected data.
Ctrl-V	Insert data that was copied or cut.
Ctrl-Z	Undo last change or entry.
F1	Context sensitive help.
F5	Active Finder in key field [C], Calculator in date field [D], Calculator in numeric field [F], Refresh GridView.
H5	Active/Inactive Finder in key field [D].
F9	Recalculate in Financial Reporter, GridView, Incent.

**A**dvanced short cut keys. You can learn these later.

Home	Move to beginning of entry field or line in memo field, move to first item in grid or selection list.
End	Move to end of field or to last item.
Ctrl-Home	Move to beginning of first line in memo field.
Ctrl-End	Move to end of last line in memo field.
Page-Down	Move to next screen in list.
Page-Up	Move to prior screen in list.
Right-Arrow	Select next radio button, move from grid to buttons (or vice versa) or if focus is on an index tab, flip to next index tab.
Left-Arrow	Like Right-Arrow, but prior instead of next.
Down-Arrow	Select next radio button, select next item in selection list, activate. Enter in key field [C], Calendar in date field [D], Calculator in numeric field.
Up-Arrow	Like Down-Arrow, but prior instead of next.
C	Activate Calendar in date field [D], Calculator in numeric field.
F7	Active/Spcl Checker in memo field.
Enter	Tab highlighted entry in grid or create grid entry if last item is highlighted.
F2	Tab highlighted entry in grid or tab.
Spacebar	Select action in some grids - see Adagio manual or ask your dealer.
Alt-F4	Closes window or application.

www.softrak.com

## Things Adagio Users Love

*"The amazing Financial Reporter. For organizations that manage through their financial statements, Adagio Ledger's Financial Reporter is second to none. The reporter combines complete statement design flexibility and formatting with ease of use".*

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Many programs from 3rd party developers are well integrated with Adagio. These solutions, including some for specific business types, make Adagio a “perfect fit”.

## Evaluation, implementation, training, and support (p45)

Your accounting solution is not just software. Your system is supported by a network of consultants, dealers, and developers.

## Technical details (p46)

This section describes single and multi-user access, multi-currency features, upgrades & service packs as well as the recommended system requirements for Adagio.

## Recommended System Requirements for Adagio

- Workstation Operating System: Windows XP, Windows Vista, Windows 7.
- Workstation CPU: 2 GHz with 4 GByte RAM recommended for Windows Vista and 7; 2 GByte RAM may be used; 1 GHz with 1 GByte RAM may be used on XP.
- Workstation Disk Drive: 250 GByte recommended; 120 GByte may be used.
- Workstation Display: 1024 x 768 or better.
- Network: 1000 base-T recommended; 100 base-T may be used; Server recommended but peer-to-peer may be used.
- Server: MS Small Business Server, MS Server 2008 R1 and R2, MS Server 2003, Windows Terminal Server; Novell. Linux may be used if you have a consultant.
- Printer: Laser recommended.

# How Adagio is Different

## Specific Design Tools for Each Type of Report

### **Management reports**

Some accounting software uses only Crystal Reports for every type of report. With Adagio, Crystal Reports is used for management reports only. Stock reports can be modified using Crystal Reports for Adagio. Custom reports can be added to any module's Reports menu, subject to security provisions.

### **Forms**

The Drag and Drop forms designer is a simple tool to design invoices, checks, statements, and order entry documents. For design simplicity, formulas are not required; totals and subtotals are available to drop on the form. The creation and control of multi-part forms is simple.

### **Quick Views & Reports**

The GridView table viewer is the tool for ad-hoc enquiries. Desktop Views allow read-only access to the accounting data, subject to security, without requiring access to the accounting modules themselves.

### **Financial Statements**

The Financial Statement Designer is spreadsheet-based, the most reasonable environment for creating user-defined financial statements. It has all the computational power of Excel, but is independent of Excel so users can upgrade the Financial Statements Designer at their own pace and not worry about someone outside of the accounting department upgrading Excel, not knowing they would affect the financial statements.

## Protecting the User's Investment in their Data

Since Softrak Systems uses Adagio for our own accounting, we understand the need to minimize the impact of upgrades. In most cases, the new features in upgrades do not need to be incorporated at the time of the upgrade, but can be made later at the most convenient time. Upgrades can be installed at any point, without requiring a day-end, month-end, or year-end.

## Requiring Technology to Serve the User, Not the Other Way Around

New features and tools are added only when there are sufficient end user benefits. You don't have to worry about being on the "bleeding edge" of every fad!

# We Understand Your Business

To help you focus on the modules important for your business, refer to the grid below. For each business type, the cell for each module will have a star (★) if it is very important for your solution or a check mark (✓) if only moderately important. The catalog page number is in the final column. You'll also want to read the following pages about how Adagio works with your type of business.

If your type of business is not listed, your Adagio consultant can help you decide which modules will be best for you. Also, many of the 3rd party programs are not listed in this directory but could be important for your solution.

## Product by Industry Directory

	Distribution	Service Organization	Not for Profit	Professional Services	Public Accounting	Contracting/Building	First Nation	Module	Page
★	★	★	★	★	★	★	★	Ledger	11
		★		★		★	★	FX Pro	12
★		✓	★		★	✓		Receivables	13
★		★	★		★	★		Payables	14
★	★	★	★	★	★	★		BankRec	15
★	★		★		★			Inventory	16
	★	✓	✓			✓		Invoices	17
★								OrderEntry	18
★	★	★			★	★		PurchaseOrders	19
★	★							SalesAnalysis	20
	★		✓		★			JobCost	21
			★	★				Time&Billing	22
★	✓		✓		✓	★		GridView	23
★	★				★			Crystal Reports	24
✓	✓	★						SalesCQ	25
✓			✓	✓		✓		DataCare	26
★								linXship	36

★ = module is very important for the solution , ✓ = module is moderately important.

### Distribution

You need complete control over your inventory, both the purchasing side and the sales side.

For purchasing, you want a Purchase Order program that can easily track outstanding POs by expected receipt date, keep detailed purchase history, and generate customized POs that can be directly emailed or faxed to your suppliers. You want to be able to generate reorder reports, and create "drop ship" POs straight from a sales order.



For sales, you need an Order Entry program that can handle multiple price lists, backorder tracking, and the ability to generate custom forms such as pick slips, order confirmations, and invoices. You also want detailed sales history at your fingertips, both by item and by customer. You need the ability to flag customers, write electronic notes, and pop up alerts so that your order takers are fully informed and warned when interacting with customers.

Integration between Order Entry and shipping software such as UPS Worldship or FedEx, or with your website, is of growing importance.

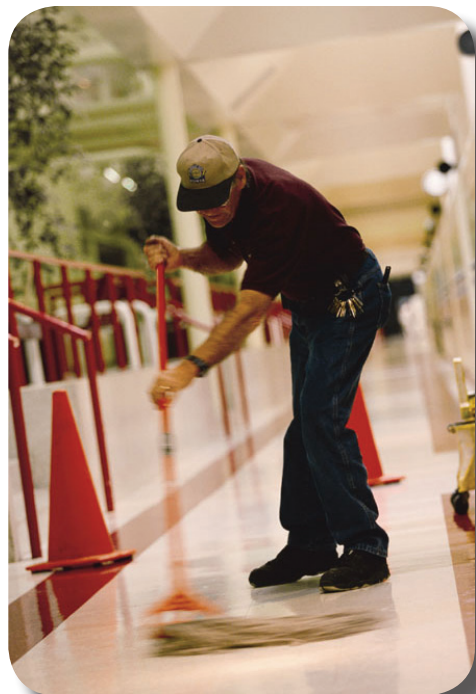
You need the ability to create custom reports such as a report of how commissions are calculated.

### Service Organization

Work order tracking and flexible invoicing are the most important features you need in a billing system. The ability to generate recurring bills for regular service visits is also desirable. You sell both services and parts, and you want to be able to integrate the parts inventory with your billing so that stock is reduced when parts are sold.

Proactive customer relations are the key to generating business. You may want to analyze sales history for trends, spotting customers whose business has slacked off, or to generate a mass mailing to customers who have bought a related service in the past.

You may have a retail store as well as a service department. You would like a Point of Sale program that integrates with the same Accounts Receivable, Inventory and General Ledger program that your service billing program does.



### Non-profit or Not for Profit

Tracking your funding variances with drill down reporting and controlling expense budgets with Purchase Orders is very important. Managers are responsible for different projects and they always want up to the minute reports. Wouldn't it be great if they could get their own reports themselves as long as there was no way they could mess up your ledger?

That's where Adagio FX comes in. It gives password controlled, read only access. You create the template for them, then they can get their reports at any time, without bothering the accounting department.

Ask your Adagio consultant how the specially priced Adagio Non-Profit Suite can work for you.



### Professional Services

Many architects, consultants, engineers, and software developers need comprehensive management of time and disbursement accounting, with WIP management and transaction billing. If you have different staff members performing a suite of tasks, using different charge out rates, work codes, activity codes, and file numbers, all the while incurring expenses on behalf of clients, the tracking and billing of the professional services can be daunting.

With a simple drill-down procedure, you can oversee who's doing what, for whom, for how long, at what cost,

and for how much longer. Adagio Time&Billing includes billable and non-billable statistics, tracks rates and over-time and can be fed to payroll systems.



Progress or final bills can be generated with write-offs or write-ups, at the file type or the work code level. Optionally, disbursements can be retrieved and marked up from Adagio Payables without rekeying. Invoices can be printed on plain paper with graphics and logos or on pre-printed forms, as well as faxed and/or emailed.

### Public Accounting

Thousands of accountants in public practice use the award-winning Adagio FX Financial Reporter to prepare financial statements for their clients who use QuickBooks, Simply Accounting, and Microsoft Office Accounting. Adagio FX is the same financial reporter as in the Adagio Ledger so the skills learned in one are easily transferable to the other.



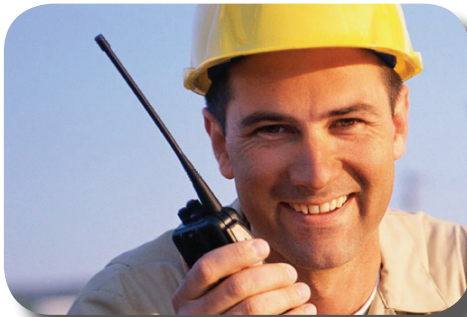
If you spend any measurable time in Excel every month creating financial statements, you should investigate Adagio FX. Create a template for a client and reuse it each period. Use that same template for other clients or easily modify for other charts of accounts. Produce side-by-side budget, prior year or departmental comparatives with absolute or percentage variances. Combine financial statements across different entities – especially great for franchisees. Use your Excel experience to customize the appearance of financial s

### Contracting/Building

Being able to monitor activity by job is crucial. You want reports that show revenue, costs and profit by job, and you want to compare actual to estimated expenses, not only at the job level, but at the sub-job level. Managing Purchase Orders is crucial for monitoring costs and job estimates.

For larger jobs, you need to meet the accounting standard requirement to recognize revenue and expenses based on a percentage completion method, or only when the job is completed.

You need to integrate your payroll and job tracking, so that time worked on a job need only be entered once. You may have payroll reporting needs, such as Certified Payroll requirements.



You need to have the ability to produce different-looking invoices to different customers, based on their requirements. Yet you want the invoicing function to be integrated with the job tracking.

### First Nation in Canada

Your band probably runs many different programs in health, education, heritage, social services, housing and more. With Adagio Ledger's superb Financial Reporter, the financial officer can produce exactly the reports needed to manage these programs effectively. In addition, Adagio GridView can put a read only reporting tool on any desk where someone needs access to the accounting data in real time.

If you have specialized programs developed for your needs and these programs export data to the accounting system, you can use Adagio's flexible importing features to bring the data into Adagio without re-entering.

Purchase Orders is the first step in controlling budget variances, with the ability to create encumbrance accounting entries for effective compliance reporting.

If your band has been running ACCPAC Plus, the people working in the band accounting office will find the move to Adagio painless. The data does not usually need to be converted, so all of the accounting data remains accessible, including the history. The data entry and daily processes



are very similar, so only simple orientation is needed for Plus users to be comfortable with Adagio.



Of course, Adagio Accounting can be an excellent solution for many of the businesses run by First Nations. Adagio can work effectively for everything from sawmills to day-care centres. There are also two Canadian payroll systems specially integrated with Adagio. Your Adagio consultant will help you choose the system that works best for you.

For strata corporations, when a unit is sold, track outstanding charges by changing the account number from the unit-# to a new customer number and create a new customer with the unit-# for the new owner. Use Optional Fields for Unit Entitlement, Floor Plan, Lease Rate, and Lease Expiry. Use Notes to keep maintenance records, complaints, records of by-law infractions, etc.

## Property Management

Property managers will find Adagio itself to be a cost-effective, powerful, integrated accounting solution. Each property can have its own company database. Set up each unit (address) as a separate “customer” and just change the name as different tenants move in and out. Generate recurring invoices with automatic calculation of additional charges. Print the bank MICR code along the bottom of blank check stock, so you only need one set of stock, regardless of the number of bank accounts you write checks on. You can make any account summarization or calculation directly on the financial statement.

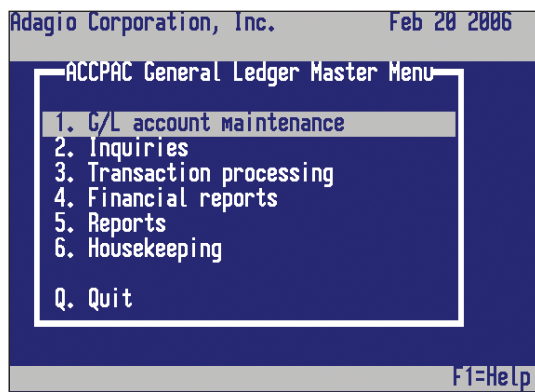


# Dissatisfied With Your Current Software?

## Using ACCPAC Plus accounting software

Softrak Systems has been developing and supporting accounting software for the small to medium sized business market for over two decades. One of the largest 3rd party developers for ACCPAC Plus, Softrak created Adagio in 1999 to use the same data structure and operational model as ACCPAC Plus. This means ACCPAC Plus users can move from DOS accounting to Windows accounting without any data conversion and very little operator training.

Adagio is the only accounting software that ACCPAC Plus users can “try before you buy” with their own data.



## Using Sage Accpac ERP (also known as Advantage or Accpac for Windows)

Many former ACCPAC Plus users who moved to the Windows Sage Accpac ERP Accounting System (also known as Accpac for Windows or Advantage Series) have been able to move over to Adagio cheaper than upgrading their Accpac accounting software.

If you were happy when you were using ACCPAC Plus, you'll be very happy to “Come home to Adagio” where you can use a familiar operational model, process your documents quicker, and do your accounting without frequent and expensive visits from your consultant.

## Outgrowing QuickBooks, Simply Accounting, Peachtree, BusinessVision or Microsoft Office Accounting

You've worked hard and your business has grown well. Now you need accounting software that can help you manage your growth and provide security and controls. Are any of these situations familiar?

- With so many staff, we need better security
- Our job would be easier if we could copy orders and invoices
- Our inventory needs better pricing and/or costing
- If we could group our customers by type, our reporting would be better
- Our customers should be assigned to specific salespeople
- We make so many sales, we need detailed sales analysis
- We need more accounting staff to have access to our data at the same time
- We need to print batches of checks, not just one at a time
- We've got thousands of inventory items and we're not tracking them well
- I need better reporting/exporting without spending a fortune on a consultant
- More refined departmentalization and budgets would let me pinpoint any problem areas.

# Ledger

Adagio Ledger provides a complete General Ledger for your business. Batch transaction management ensures only approved and balanced entries are posted to your ledger.

- 6 character account and 6 character optional department validated during data entry
- Includes the same award-winning Financial Reporter that is in Adagio FX (see following page)
- 12 or 13 period fiscal year, with historical, budget, forecast and statistical figures available for reporting
- Keep unlimited history, including transaction details.
- See all transactions that comprise a balanced entry on a transaction inquiry
- A single financial statement can compare up to 10 years of account activity
- Start a new year before closing the current year.
- Create next year's budget or forecast figures without having to open a new year
- De-activate accounts or close periods to prevent posting errors
- Trial Balance and transaction listings for any year, any range of periods
- Provisionally post transactions to verify their effect before committing them
- Automatically re-allocate balances to other accounts or departments
- Create new departments by copying a previously created department

**Display Accounts**

Starting account/dept.  
  Accounts receivable

As at ending of fiscal period  Dec 31 01

Acct	Dept	Description	Type	Dist.	Consid.	Balance
1000		Cash-Operating Account SIGNET	B	No	No	78,445.03
1010		Bank Crestar	B	No	No	0.00
1050		Petty Cash	B	No	No	0.00
1100		Accounts receivable	B	No	No	240,020.75
1150		Accounts Receivable Clearing	B	No	No	0.00
1200		Employee Loans and Advances	B	No	No	0.00
1300		Work In Process - TBR	B	No	No	0.00
1400		Inventory	B	No	No	106,219.56
1500		Furniture & fixtures	B	No	No	28,476.85
1600		Accumulated depreciation - F&F	B	No	No	-8,810.30
2100		Accounts payable - Trade	B	No	No	-117,581.73
2110		Inventory Receipts Clearing	B	No	No	0.00
2150		Accounts Payable Clearing (IC)	B	No	No	0.00

Buttons: Transactions, Budget/Hist., Close, Help



# Financial Reporter

Adagio Financial Reporter is included with Adagio Ledger. It provides powerful, easy to use financial reporting, with unlimited design and summarization flexibility.

- Simple drag and drop functionality, with powerful formatting, in a familiar spreadsheet layout
- Drill down from any figure on the financial statement to the totals of the amounts included, then to the period totals, then to the details
- In Group View, describe your chart of accounts and drop the account range onto the financial statement. Then select the desired columns and the statement is designed
- With SmartSheet™ technology, the financial statements automatically adjust to accommodate new accounts added to the chart of accounts
- Comments and notes can be added in rows or columns but hidden on printed financial statements
- Departmental financial statements can be selected and printed as a group with a single mouse click
- Send financial reports, complete with formatting, to Excel® with the ExcelDirect™ button
- Users who only print financial statements are prevented from making unintentional changes to the design of the financial statement
- Design one income statement and print it for all departments, automatically suppressing accounts with no activity

Adagio Corporation, Inc. Income Statement For the 12 Period(s) Ending Dec 31 99				
Consolidated Departments				
Unaudited				
	Dec-99	% Revenue	Year To Date	% Revenue
<b>Revenue:</b>				
Revenue - Consulting	34,853.94	90.18	393,952.77	87.60
Product Sales	3,774.07	9.82	55,753.74	12.40
	<b>\$38,628.01</b>	<b>100.00</b>	<b>\$449,706.51</b>	<b>100.00</b>
<b>Less direct expenses:</b>				
Subcontracted Consultants	4,505.96	11.73	60,321.89	13.41
COS - Software	1,739.41	4.52	54,687.65	12.16
	<b>\$6,245.37</b>		<b>\$114,989.55</b>	<b>25.57</b>
<b>Gross Profit</b>	<b>\$32,382.64</b>	<b>83.75</b>	<b>\$334,716.96</b>	<b>74.43</b>
<b>Costs and expenses:</b>				
Accounting fees	470.00	1.22	6,702.00	1.49
Advertising	450.00	1.17	10,180.12	2.26
Automobile expense	9.00	0.00	0.00	0.00
Bank fees	189.36	0.49	787.96	0.17
Communications	1,306.55	3.40	8,286.53	1.84
Computer expenses	0.00	0.00	5,809.89	1.31
Consultant Salaries	1,889.20	4.83	72,030.59	16.02
Contributions	0.00	0.00	605.20	0.13
Depreciation expense	0.00	0.00	0.00	0.00
Dealership Fees	0.00	0.00	300.00	0.07
Dues and subscriptions	467.00	1.22	13,287.70	2.96
Insurance - Health	0.00	0.00	16,525.96	3.67
Interest expense	48.75	0.13	49.75	0.01
Legal fees	0.00	0.00	0.00	0.00
Meets & Entertainment	0.00	0.00	0.00	0.00
Miscellaneous expense	0.00	0.00	0.00	0.00
Payroll Taxes	0.00	0.00	4,146.01	0.92
Office Expense	1,725.41	4.48	13,273.86	2.95
Postage and Shipping	346.10	0.90	2,748.47	0.61
Promotional	0.00	0.00	2,963.12	0.66
Publications & Books	0.00	0.00	193.67	0.04
Sales and Use Tax Expense	1,200.00	3.12	13,000.00	2.89
Software & Sems/1	963.33	2.50	9,260.41	2.06
Training & Seminars	1,052.00	2.74	5,443.16	1.21
Travel Expenses	0.00	0.00	3,821.85	0.85
Utilities	365.41	0.95	7,639.72	1.74
	<b>\$18,616.86</b>	<b>77.61</b>	<b>\$18,664.16</b>	<b>44.84</b>
Other Income and expense	0.00	0.00	(3.38)	(0.00)
<b>Net earnings (loss) for period</b>	<b>\$21,572.78</b>	<b>56.14</b>	<b>\$126,654.18</b>	<b>30.39</b>

Adagio FX uses the same software technology as the Financial Reporter in Adagio Ledger. Use Adagio FX to:


- 1) combine multiple entities into a single financial statement
- 2) let others access their own security controlled financial statements without allowing them access to change the underlying data
- 3) replace financial reporting for Simply Accounting®.



# Receivables

Adagio Receivables integrates with Adagio Invoices, OrderEntry, JobCost, and Time&Billing to provide complete receivables management for your business, whether you bill time or sell products.

- “Keyboard-centric” design for high-speed data entry
- Client inquiries on a single screen for contact, statistics and outstanding transactions, including those in other modules
- Fully customizable statement using drag-and-drop designer technology
- Broadcast statement faxing or emailing without operator intervention, with customizable cover pages
- Customizable grids speed account lookup and data entry
- Customer notes, with spell checking and pop-up alerts, help staff share critical information
- Optional user-defined fields allow flexibility without custom programming



**STATEMENT OF ACCOUNT**      PAGE 1  
DATE      09-May-06

**Adagio Corporation**

**A** Accounts Payable  
**T** **Bohr Drilling, Inc.**  
**E** 1234 West 54th Avenue  
**N** Suite 357  
**T** Vancouver, BC  
**I** V7P 6R5  
**O** Account Number: BOH01

**R** Accounts Receivable  
**E** **Adagio Corporation**  
**M** 100 N. Charles Street  
**I** Baltimore, MD  
**T** 21201  
**O** Phone: (555) 433-1200  
Fax: (555) 433-1201

DATE	INVOICE NUMBER	TYPE	REFERENCE	ORIGINAL AMOUNT	OUTSTANDING AMOUNT
01-Apr-01	600	IN		115.00	115.00
11-Apr-01	4075	IN		2,808.15	2,808.15
30-Apr-01	INT-0031	IT	Interest	7.69	7.69
01-May-01	632	IN		115.00	115.00
28-May-01	4108	IN		499.98	499.98
31-May-01	INT-0043	IT	Interest	4.81	4.81
				<b>1-30 DAYS OVERDUE</b>	
				<b>31-60 DAYS OVERDUE</b>	
				<b>61-90 DAYS OVERDUE</b>	
				<b>91+ DAYS OVERDUE</b>	
				<b>TOTAL DUE</b>	<b>3,550.63</b>
				0.00	

If payment has been remitted recently, please accept our thanks.  
If you have any questions regarding this statement, please contact us at (123) 456-7890.  
*This statement was printed with Adagio Receivables!*

Adagio Corporation      Adagio Receivables - Overdue Reconciliation (Summary)      Aged as of May 31 2001      Oct 17 2007  
Page 1 of 1

Sort order: Account set, customer number, customer name, customer balance  
Selection: All account sets  
All customer numbers  
All customer names  
Customer balance (0,899,999,999 to 0,999,999,999)

Customer Number/Name	1 to 30	31 to 60	61 to 90	Over 90	Total
	Current	Days Over	Days Over	Days Over	
ABL01 Atlas Cable	609.76	115.00	83,440.04		4,214.82
BOS01 BOS Engineering	5,462.36	1,480.29	9,165.89		7,027.74
BDR01 Bohr Drilling, Inc.	419.79	2,923.15	87.89		3,550.83
BOL01 Bolt Hardware	204.85	115.00	898.84	118.84	1,135.63
BRAC1 Bracon Consulting Group	128.46	85.00	827,003.65		27,213.11 c
CASP1 Case Ray Inc	101.67	10,142.87			10,244.54
CCO01 CCK Express	115.00	830.16			945.16
CHER1 Cheng Cheng Chipperfield	1,307.58	115.00	87.72		1,430.26
CHRI1 CHRIS, Inc.	97.88	7,780.27		88.31	7,966.46 c
CLA01 Clayton Publishing	88.37	2,850.10			2,138.47
COR01 Corner Air	123.70	6,511.39			6,635.09
DRAW1 Drawton Marine Submarine Ltd	115.00	115.00			230.00
DRUG1 Double D Remold Ltd	153.67	23,840.40			23,707.27
ELLO1 Ellis Mattie Sales & Rentals	27.89	20,179.00	589.41	2,569.89	22,665.97
FIR01 First Fidelity Savings Bank	87.84	1,086.91	9436.77	85.00	1,695.42
GREN1 Greenleaf Fine Concrete	8293.00	115.00			8,320.90 c
HID01 Hidden Way Resort	1,435.00				1,435.00
JACK1 Jack Bnha Box Company	115.00	115.00			230.00
JUSS1 Just Temp	87.00	714.87		466.74	1,301.21
LANO1 Lanore J. Langley, CPA	455.00	322.80		115.00	892.80
MYE01 Myers Office Products	85.00	85.00	5498.92		566.92
NAS01 Nash Chemicals, Inc.	347.40	85.00			432.40
NOR01 Norwood Business	95.99	3,760.00	52,843.67	85.00	6,794.66
PACO1 Pacific Lumber	179.45				179.45
PLU01 Pluebel & Davis, PA	119.44	2,105.60			2,823.24
PRIN1 Princeshuth Marine	3,288.81	85.00	59,807.79	85.00	6,664.80
REC01 Regency Security Ltd	1,143.52	2,034.54			3,178.06
RID01 Ridgely Day School	545.85	85.00	815.26		646.21
RCS01 Ross Pottery	100.88	686.10	82,287.63	170.00	3,447.11
SIN01 Sinter & Hoffmann, PA	347.49	871.11			1,218.60
SHY01 Shylo Air	17.71	10,775.65			10,757.96
SHY01 Smith Automotive	398.64	1,174.80	82.24		1,576.30
<b>Account set (1) totals:</b>					
	<b>21,271.04</b>	<b>100,808.81</b>	<b>40,130.02</b>	<b>3,856.87</b>	<b>0.00</b>
	<b>21,271.04</b>	<b>100,808.81</b>	<b>40,130.02</b>	<b>3,856.87</b>	<b>0.00</b>
	<b>12.88 %</b>	<b>60.42 %</b>	<b>24.18 %</b>	<b>2.32 %</b>	<b>0.00 %</b>

n indicates over credit limit.  
c account sets.  
32 customers printed.

Printed on Oct 17 2007 at 12:13 by System Account      Overdue Receivables - 1

**Customer BRAC1 Bracon Consulting Group**

Customer: BRAC1      Active?       On hold?

Name: Bracon Consulting Group      Identity number:

Short name: Bracon      DUNS number:

Format Address?

Address:

Street: 470 Favette Street

City: San Francisco      State/Prov: CA      Zip/Postal: 94131

Country: USA

Contact: Name: Jennifer Bracon      Telephone: (555) 922-4799      Fax number: (555) 922-4789      Email: Jennifer.Bracon@Bracon.Consulting.com

Comments:



# Payables

Adagio Payables provides complete accounts payable management for your business. Track amounts owed to vendors, improve cash flow by maximizing early payment discounts and speed check production.

- Tightly integrates with Adagio Ledger, BankRec, JobCost and Time&Billing
- Vendor inquiries on a single screen for contact, statistics, outstanding transactions and G/L expense account distributions of posted invoices
- Handles unlimited bank accounts with customizable checks and bank specific MICR encoding included
- System and manual checks for one-time and recurring entries
- Distribution sets speed expense account allocation during invoice entry. Integration with Adagio Time&Billing allows automatic re-billing of client disbursements
- Aged Cash Requirements report facilitates cash planning
- Prints on blank check stock, including graphics and MICR encoding, to allow printing of checks for multiple bank accounts on a single printer, without having to change forms
- EFT (Electronic Funds Transfer) is available via integration with TelPay<sup>®</sup> for Business<sup>™</sup>
- Vendor notes, with spell checking and pop-up alerts, help staff share critical information
- Optional user-defined fields allow flexibility without custom programming

**Vendor BAN01 Banner Travel Inc.**

Vendor Information | Statistics - YTD | Statistics - Activity | Transactions | Payee | Notes/Alerts | Optional Fields

Vendor	BAN01	On hold?	<input type="checkbox"/>	Process 1099?	<input checked="" type="checkbox"/>
Name	Banner Travel Inc.	Credit limit		2,000.00	
Short name	BANNE	Bank ID			
Address	15800 West Micah Street	Identity number			
	Baltimore, MD	Reference			
		Start date		05/01/2000	
		Account set		1	
Zip/Postal	21202	Terms		1	
Comment		Distribution set			
Remittance		Distribution			
Contact	Maggie Shute	Acct/Dept		6850	100
Telephone	(555) 765-5445	Report group			
Fax number	(555) 765-5456				
Active	<input checked="" type="checkbox"/>	Tax group			Status
FOB Point		Price list			
Email					
Website					

OK  
Cancel

**Print/Post Checks & Advices**

Register | Payments | Status

Pre-Check Register

Description	Payments to 06/30/2001	Pre-Check
Bank code	1	SIGNET BANK
Check date	11/05/2006	<input checked="" type="checkbox"/> Create EFT payments

EFT/Post  
Help  
Close

Transaction Selection

	Starting	Ending
Control acct		zzzzzz
Vendor		zzzzzz
Report group		zzzzzz
Check amount		0.01
		9,999,999.999.99

Take discounts if available

On or before 11/05/2006

Ignore discounts before 11/05/2006

Pay transactions  
 All selected  
 Only forced

# BankRec

Adagio BankRec is a centralized module that tracks your bank balances and lets you manage your cash position. Pick up transactions from Payables and send cash receipts to Receivables. Account for NSF checks in one step. Reconcile your accounts to your bank statement and Ledger in minutes instead of hours.

- Up-to-date cash balances available with a single mouse click
- 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 and client charges
- Automatically creates batch for unmatched items
- Matches electronic statements downloaded from your bank against outstanding items
- Automatically mark cleared items in Payables
- Import checks written by other systems
- Reconcile your statement in a few mouse clicks
- Print a bank deposit slip

Reconcile bank: SIGNET, Signet Bank

Sort by

 Check  Amount  
 Reference  Retr. Seq.  
 Date

Auto Match

Create Batch

Sort by

 Reference  
 Date  
 Amount

Last statement: 0.00  
 Statement Date: 0.00 USD  
 To Clear: -277,623.44

Date	Check	Description	Amount	Matched
31/01/20...	14-1	FR USD	100,000.00	Matched
31/01/20...	14-2	FR CAD SP	100,000.00	Matched
31/01/20...	14-3	FR JPN SP	100,000.00	Matched
31/01/20...	14-4	TO USD	-200,000.00	Matched
31/01/20...	14-5	TO CAD W	-200,000.00	Matched
31/01/20...	14-6	TO JPN W	-200,000.00	Matched
01/02/20...	17-1	USD M	1,020.30	Matched
04/02/20...	17-4	CAD M SP	903.56	Matched
09/02/20...	17-7	JPN M SP	36.66	Matched
14/02/20...	17-10	CAD RC SP	78.60	Matched
03/01/20...	100001	USD CI	-2,016.89	Matched
03/01/20...	100002	USD PY	-560.00	Matched
03/01/20...	100003	USD CI	-59.14	Matched
03/01/20...	100004	USD PP	-74.66	Matched
03/01/20...	100005	USD PY SP	-676.00	Matched

Reference	Date	Name	Status	Amount
14-3	31/01/20...	Bank of Japan	D->M	100,000.00
14-4	31/01/20...	Crestar Bank	D->M	-200,000.00
14-5	31/01/20...	Royal Bank	D->M	-200,000.00
14-6	31/01/20...	Bank of Japan	D->M	-200,000.00
17-1	01/02/20...	Miscellaneous Cash Receipts	D->M	1,020.30
17-4	04/02/20...	Miscellaneous Cash Receipts	D->M	903.56
17-7	09/02/20...	Miscellaneous Cash Receipts	D->M	36.66
17-10	14/02/20...	Ables Cables	D->M	78.60
100001	03/01/20...	Terry Smith	D->M	-2,016.89
100002	03/01/20...	Atlas Janitorial	0	-560.00
100002	03/01/20...		D->M	-560.00
100003	03/01/20...	Banner Travel Inc.	D->M	-59.14
100003	03/01/20...		0	-59.00
100004	03/01/20...	Benefits Group of America	0	-74.66
100004	17/01/20...		D->M	-74.66

**Bank Inquiry List**

Code	Description	Statement	Statement Amt	As Of Date	As Of Balance
JAPAN	Bank of Japan	25/12/2004	0	04/06/2006	8,657,442
CRESTR	Crestar Bank	31/12/2004	0.00	04/06/2006	100,100.00
JAPAN1	Japan Bank for Transfer testin	24/12/2004	0	04/06/2006	
ROYAL2	Royal Bank for Transfers	24/12/2004	0.00	04/06/2006	
ROYALC	Royal Bank	25/12/2004	0.00	04/06/2006	122,183.68
SIGNET	Signet Bank		0.00	04/06/2006	-278,987.10

Calc As of 04/06/2006 -178,887.10 USD



# Inventory

Adagio Inventory is a complete multi-location stock management and control system which tracks purchases, receipts, shipments, returns and adjustments with ease.

- 16 character part number, with user defined segmentation (max. 4 segments), allows powerful reporting
- Moving average, FIFO, LIFO, standard and user specified costing
- Five markup / discount levels by customer type or quantity purchased with date sensitive pricing by customer
- Alternate price lists and part numbers
- Menu level security by Group or User
- Detailed inventory movement log with 13 period sales history and selective history purge
- Extensive range of management reports with broad range of options for selecting, sorting, and subtotaling
- The historical transaction database allows complete analysis of stock valuation changes
- Inquiries into the transaction history can be selected by transaction type, date, location, source, customer or vendor

The screenshot displays the Adagio Inventory software interface. The main window is titled "Item Maintenance" and contains a table of inventory items. Overlaid on this is an "Edit Item" dialog box for item "BKH.UNI001 Women's Via Montega hybrid". A third window, "Display Receipt 1", is also open, showing a receipt table.

Number	Base Price	Description
BKH.UNI-001	319.99	Women's Via Montega hybrid
BKH.UNI-002	319.99	Men's V
BKH.UNI-003	269.99	Wome
BKH.UNI-004	269.99	Men's V
BKM.HUF-001	499.99	Electric
BKM.HUF-002	155.00	Ironma
BKM.ROY-001	149.00	Lake P
BKM.ROY-002	169.00	Ontario
BKM.ROY-003	250.00	ALX-8 I
BKM.UNI-001	219.99	Men's f
BKR.HUF-001	119.99	Mojave
BKR.PEU-001	1,291.99	PEUGE
BKR.PEU-002	1,155.99	PEUGE
BKR.PEU-003	1,631.99	PEUGE
BKR.UNI-001	1,099.99	Modo V
BKR.UNI-002	899.99	Modo V
BKR.UNI-003	699.99	Modo V

Item number	Description	Category code	Account set	Costing method
BKH.UNI-001	Women's Via Montega hybrid	BKH Bikes - Hybrid	Standard Inventory	FIFO

Item	Received	Unit	Cost	Extension
SBB.MDR-001	15.00	EA	150.00	2,250.00
SBB.MDR-002	5.00	EA	197.45	987.25
SBB.PAL-001	7.00	EA	219.45	1,536.15
SBD.OXY-001	6.00	EA	45.00	270.00
SBD.WLD-001	5.00	EA	76.45	382.25
SBT.NIK-001	10.00	EA	96.33	963.30
SBT.OXY-001	14.00	EA	70.95	993.30
SBT.VAN-001	5.00	EA	107.40	537.00



# Invoices

Adagio Invoices combines unlimited line items, lengthy descriptions and flexible formatting with powerful archival batch management for recurring invoicing and service billing.

- Fully formatted invoicing with optional paragraphs of text and multiple details section layouts
- Unmatched power for recurring or service billing applications
- Multiple invoice copies with field control by copy number
- Visual drag and drop Invoice Designer gives you professional looking invoices on plain paper
- Add customers or perform inquiry “on the fly” during invoice entry
- Maintain history of all invoices and credit notes, and reprint and/or restore from history
- Archive recurring invoices for batch restore and output with automatic update of invoice number and date
- Full update facility with Block Item Adjustment and Update Archive Batches
- Email or direct fax invoices with scheduled queue management or immediate send
- Built in tax tables handle virtually any tax situation
- Optional integration with Adagio Inventory and/or JobCost
- Optional user-defined fields allow flexibility without custom programming

**INVOICE**

Adagio Corporation  
1000 Ocean Highway  
Cape May, NJ 08204  
Tel: 855-475-1020 Fax: 855-475-1021

Invoice No. 700 Page 1  
Invoice Date October 17, 2007  
Total Due 4,297.80

**LOGO**

Ables Cables  
1400 Eastman Street  
5th Floor  
Windsor, ON  
M9A 5R2

Ables Cables  
1400 Eastman Street  
5th Floor  
Windsor, ON  
M9A 5R2

Customer No. ABL01 Salesperson RD Purchased Order No. Ship Via Terms 2% 10 Days Net 30

Qty	Description	Unit Price	Discount	Extended Price
1	Service: Adagio Leasing	1,250.00	0%	1,250.00
1	Service: Adagio Protection	1,250.00	0%	1,250.00
1	Service: Adagio Powerables	1,250.00	0%	1,250.00
Comments: Support Plan For the Month Ending 08/31/2007				Subtotal 3,750.00
				Tax (13.14%) 262.80
				Net Total 4,012.80
				Total 4,297.80

This invoice was produced using Adagio Invoices! Customer Check

The screenshot displays the Adagio Invoices software interface with several windows open:

- Customer List:** A list of customers including ABL01 (Ables Cables), BCS01 (BCS Engineering), BOH01 (Bohr Drilling, Inc.), BOL01 (Bolts Hardware), BRA01 (Braxton Consul), CAP01 (Cape May Inn), CCX01 (CCX Express), CHE01 (Cheng, Cheng), CIR01 (CIRS, Inc.), CLA01 (Clayton Publish), CON01 (Conner Air), DAN01 (Dawson Maine), DOU01 (Double D Rent), ELL01 (Els: Marine Sal), FIR01 (First Fidelity Sal), GRE01 (Greenleaf Park), HDI01 (Hadden Way Pl), and JACO1 (Jack: Enha Bo).
- Update Archive Batches:** A window for managing archive batches with fields for Starting (2) and Ending (12) dates, and buttons for Process, New, Edit, and Help.
- Archive Batches:** A table showing a list of batches with columns for Batch No., Description, Invoices, Status, and Batch Total.
 

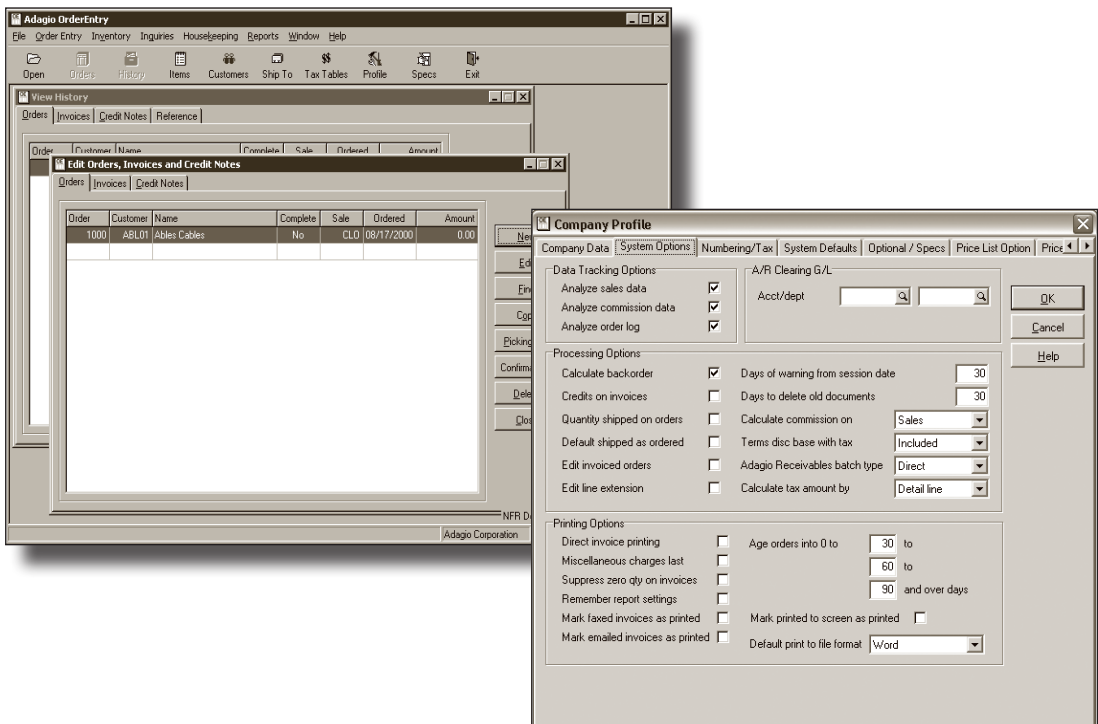
Batch No.	Description	Invoices	Status	Batch Total
2	CDN - Monthly Software Support	15	Open	1,725.00
3	USA - Monthly Software Support	17	Open	1,445.00
4	Product Sales Templates	1	Open	2,536.00
5	Upgrades CDN Jun 01 to Jun 02	3	Open	4,200.00
6	Upgrades US Jun 01 to Jun 02	3	Open	4,200.00
7	Upgrades CDN Sep 00 to Sep 01	4	Open	6,560.00
8	Upgrades US Sep 00 to Sep 01	3	Open	3,720.00
9	Upgrades CDN Dec 00 to Dec 01	2	Open	3,280.00
10	Upgrades US Dec 00 to Dec 01	3	Open	6,200.00
11	Upgrades CDN Mar 01 to Mar 02	2	Open	3,280.00
12	Upgrades US Mar 01 to Mar 02	1	Open	1,240.00
- New Invoice:** A window for creating a new invoice with fields for Document type (Invoice), Customer code (BRA01), and a Total of 15.00. It also includes a Customer Alert dialog box.
- Customer Alert:** A dialog box with the message: "Braxton Consulting must supply a PO number or payments may be delayed. Exception for service and upgrades plans." with an OK button.



# OrderEntry

Adagio OrderEntry automates your sales order entry and invoicing, allowing you to manage and track backorders, future orders and standing orders, invoices and credit notes.

- Prints, emails, or faxes Order Confirmations, Picking Slips, Invoices and Credit Notes designed with Softrak's "drag-and-drop" forms designer with multi-copy control
- Includes item details, miscellaneous charges, comments, shipping instructions, serial numbers and taxes on orders and invoices
- Supports multiple invoices per order with option for automatic back-ordering
- Order action reports highlight orders that can be satisfied from current inventory
- Runs with Adagio Inventory or standalone with a price list
- Optional user-defined fields allow flexibility without custom programming
- Manages unlimited ship-to addresses for customers
- Apply cash payments when entering an order and add customers "on-the-fly"
- Automatically prices an order or allows over-ride
- Copy orders, invoices or credit notes to create new documents
- Keeps a complete invoice and credit note history
- Menu level security and Order Template by Group or User



## Purchase Orders

A sophisticated Purchase Order and Inventory Receipts system that integrates seamlessly with Adagio Accounting. Purchase Orders completes your Adagio solution for distribution, job costing, project management or not-for-profit budgeting control. It is fully integrated with Adagio.

- Print, fax, or email professional looking, fully graphical Purchase Orders to your vendors
- No data conversion from Inventory Receipts for ACCPAC Plus means you are up and running instantly
- Receiving for Multiple Orders, and invoicing for Multiple Receipts
- Summary Orders are color-coded to show order status at a glance
- Sort data how you want to see it with Filtered Order Views-sort or filter by order status (open, completed, partial receipts), order date, or vendor
- Intuitive Data Flow lets you track related documents with drill down capabilities to all your record details
- Add Items and Vendors "on the fly"
- Add additional costs for alternate vendors on the same order, as the order is created, for better costing
- Create Requisitions, approve, and turn into Purchase Orders
- Create unlimited Purchase Order templates for frequently placed orders, for peak efficiency
- Multiple sub-orders, multiple vendors in multiple currencies, and/or ship-to addresses on a single order
- Multiple alternate vendor price list comparisons associated with each inventory item number
- Import sales orders from OrderEntry into PO's, import receipts from bar code warehouse solutions
- Import orders and/or receipts from 3rd party inventory and warehousing management solutions
- Proper accounting and tracking of inventory item landed costs
- Import multiple vendor orders directly from Order Entry into a single Purchase Order
- Compatible with Adagio Inventory, Order Entry, Accounts Payable and General Ledger, JobCost, MultiCurrency, Crystal Reports® for Adagio, Adagio GridView and Adagio ODBC and RF Pathways Warehouse Management solutions.

**Purchase Order # PORDRUA030**

Header | Details | Bill To / Ship To | Total | View | Data Flow

**Document Detail Information**

**Vendor Information**

AP vendors: SPO01 SportSuppliers.Com

Terms: NET90 Net 90 Days Reference: Reference

Tax group: CDN Canadian Sales Taxes Tax status: GST

Price list: Remit Remittance

Currency: USD Based on Doc Country Code Rate type:

Exchange: 1.000000 Comment: Comments

**Document Details**

Always show Additional Item Information and Serial numbers

Type	U...	Items #	Description	Vend #	Ord...	Re...	Unit price	Extended
IC	118	RBS.ROL-004	Rollerblade E PRO Recreational SPO01	1	0	1	\$137.49000	\$137.49
IC	119	RBS.ROL-005	Rollerblade E 4.4 Recreational SPO01	3	0	1	\$137.49000	\$0.00
IC	120	RBS.ROL-005	Rollerblade E 4.4 Recreational SPO01	1	0	1	\$137.49000	\$137.49
IC	121	RBS.ROL-006	Rollerblade E 4.2 Recreational SPO01	2	0	1	\$111.98000	\$0.00
IC	122	RBS.ROL-006	Rollerblade E 4.2 Recreational SPO01	1	0	1	\$111.98000	\$111.98
IC	123	RBS.ROL-007	Rollerblade Viablate TX7 Rec. SPO01	5	0	1	\$71.49000	\$0.00
IC	124	RBS.ROL-007	Rollerblade Viablate TX7 Rec. SPO01	1	0	1	\$71.49000	\$71.49
IC	125	WSA.WHN-001	Morrow Escape ES 164 SPO01	1	0	1	\$150.00000	\$150.00
IC	126	WSA.WHN-001	SS Series Waist Harness SPO01	1	1	1	\$65.45000	\$0.00
IC	127	WSA.WHN-001	SS Series Waist Harness SPO01	1	0	1	\$65.45000	\$65.45
RSC	128	Delive	Delivery cost SPO01					\$250.00
IC	129	WSA.WHN-001	SS Series Waist Harness SPO01	2	0	2	\$65.45	\$130.90
IC	130	WSA.WHN-002	SS Series Seat Harness SPO01	1	1	0	\$59.05	\$0.00
								\$59.05
								\$26,631.90

Store new sequence | Reset | Document amount

# SalesAnalysis

Adagio SalesAnalysis captures critical sales data at the detail level to allow refined analysis with online inquiry, statistics, charting, and reporting.

- Automatically records sales from Adagio OrderEntry, Adagio Invoices, or CounterSales
- Online inquiries allow quick look ups by customer, item, salesperson, territory, category, or item segment, alone or in any combination, filtered by date range or fiscal calendar
- 15 floating date ranges allow analysis by date, without requiring the user to enter specific dates or change dates for different periods
- Inquiry templates make looking up data as easy as clicking the mouse
- Compare figures like MTD sales and YTD sales side-by-side
- Inquiry results can be printed in summary or detail form, displayed or printed in popular graph and chart styles, or even sent direct to Excel for further analysis
- SalesAnalysis can scan Adagio Invoices and OrderEntry data, or ACCPAC Plus Sales Analysis, Order Entry, or Order History data files to retrieve historical data
- Statistics, like average invoice value or largest customer invoice, make it easy to compare performance in different periods
- A built-in utility can mark invoices as "Paid" based on data maintained in Adagio Receivables so you can calculate commission reports on paid sales
- Use Crystal Reports for Adagio to modify the 15 built-in reports or create new ones to add to the menu

**Edit Online Inquiry Template Cust/Category/YTD Product Sales**

Report/Selection Options      Select Fields

Available Fields	Selected Fields	Summ/Det	Report Width	86	110
Customer	Customer		Starting	Ending	
Customer name	Customer			zzzzzz	
Customer zip	Category			ZZZ	
Customer phone	Date				
Salesperson	Pref. doc. #			zzzzzzzzzz	
Territory	Quantity YTD	< , , >	0	< , , >	0
Invoice #	Amount YTD	< , , >	0	< , , >	0

Field Quantity YTD Properties:  
 Length: 15      Restrict detail selection to values:   
 Field title: Quantity YTD      Show in summary:       Hide Sum:

Select date range:

<input type="radio"/> Today	<input type="radio"/> 1st QTR	<input type="radio"/> 2nd half	<input type="radio"/> YTD
<input type="radio"/> This week	<input type="radio"/> 2nd QTR	<input type="radio"/> YTD	<input type="radio"/> This year
<input type="radio"/> MTD	<input type="radio"/> 3rd QTR	<input type="radio"/> All	<input type="radio"/> Specific dates
<input type="radio"/> This month	<input type="radio"/> 4th QTR	<input type="radio"/> All	<input type="radio"/> Specific month
<input type="radio"/> QTD	<input type="radio"/> HID	<input type="radio"/> All	<input type="radio"/> Specific month
<input type="radio"/> This quarter	<input type="radio"/> 1st half	<input type="radio"/> All	<input type="radio"/> Specific month

**Your Sales Manager will  
love Adagio SalesAnalysis!**

**View Online Inquiry Cust/Category/YTD Product Sales (Summary)**

Customer	Category	Quantity YTD	Amount YTD	Cost YTD	Margin YTD
ABL01		776.00	312,318.80	151,059.68	51.63
ABL01		2.00	230.00	0.00	100.00
ABL01	BKH	1.00	319.99	175.99	45.00
ABL01	BKR	14.00	10,832.47	5,763.61	46.79
ABL01	GLC	5.00	1,299.80	697.47	46.34
ABL01	wSA	2.00	128.00	70.40	45.00
BCS01		2.00	170.00	0.00	100.00
BCS01	BKH	2.00	485.98	296.98	38.89
BCS01	GLS	3.00	499.08	263.91	47.12
BOH01		3.00	345.00	0.00	100.00
BOH01	WSB	4.00	5,846.00	3,210.00	45.09
BOH01	WSM	6.00	2,670.00	1,470.00	44.94
BOH01	wSS	3.00	1,373.00	736.90	46.33
BOL01		3.00	345.00	0.00	100.00
BOL01	wSB	4.00	4,676.40	0.00	100.00
BOL01	wSS	2.00	696.84	373.79	46.36

Print  
Details  
Help  
Close



Adagio JobCost is the ideal cost tracking solution for construction companies, contractors, and service industries.

- Completely integrated with Adagio Inventory, Receivables, Payables, and Invoices
- Allows you to profitably measure and track all your jobs or projects
- Accurately and automatically recognize revenue as each job progresses, using any of five revenue recognition methods, including: amount billed and costs incurred to date, on completion of job, percent completion of total cost, percent completion of labor hours, or percent completion of phases/categories
- Break down your projects into phases and categories
- Six character codes for jobs, phases, categories and cost types allow flexibility in defining your project identifier
- Completed jobs can be archived for review or re-activation
- Unlimited additional comments and a chronological note history explain job progress
- Auditable change orders track authorized budget changes to a project
- Automatically allocate expenses to a job when entering invoices in Adagio Payables
- Send revenue automatically from Adagio Receivables or Adagio Invoices, avoiding duplicate data entry
- AIA Billing Work Sheet report is included

**Display Job 1 Ridgley Day Conference Centre**

Job: 1 | Description: Ridgley Day Conference Centre | Model KH136 | Manager: AVB | Aaron Bright | Customer: RID01 | Ridgley Day School | Report group: USD | United States

Start date: 6/4/2001 | Original due date: 9/28/2001 | Due date: 9/28/2001 | Original price: \$151,211.33 | Current price: \$151,211.33 | Contract number: 1

Overhead allocation method: None at job level | Retainage payable percentage: 0 | Retainage receivable percentage: 0

Overhead rate or percentage: 0.00 | Labor burden allocation method: None at job level | Labor burden rate or percentage: 0.00 | Cost plus contract:  | Cost plus percentage: 0.00

Simple cost tracking job:  | Track material in storage:  | Allow edit:  | Keep as: Balance

Phase/category cost tracking:  | Revenue tracking level: Job | Revenue recognition method: Completed contract

Phase /Cat	Description / Reference	Actual Units Measure	Cost Incurred	Date	Sc	Rate	Est Billable Amount	ProR Margin %
SITE	Site preparation							
EXCAV	Excavation							
	Thomas Homes	0.00	2,600.00	01/05/04	JC	0.00	0.00	-2,600.00 -100.00
	Thomas Homes	0.00	500.00	01/06/02	JC	0.00	0.00	-500.00 -100.00
	<b>Total category:</b>	<b>0.00</b>	<b>2,600.00</b>				<b>0.00</b>	<b>-2,600.00 -100.00</b>
	<b>Total phase:</b>		<b>2,600.00</b>				<b>0.00</b>	<b>-2,600.00 -100.00</b>
STAGE1	Stage 1							
STEEL	Structural							
	King Metal	0.00	500.04	01/05/04	JC	0.00	0.00	-500.04 -100.00
	<b>Total category:</b>	<b>0.00</b>	<b>500.04</b>				<b>0.00</b>	<b>-500.04 -100.00</b>
CONCR1	Concrete Floors & Basement							
	Pavilion Concrete	0.00	680.88	01/05/05	JC	0.00	0.00	-680.88 -100.00
	Pavilion Concrete	0.00	2,135.00	01/05/06	JC	0.00	0.00	-2,135.00 -100.00
	<b>Total category:</b>	<b>0.00</b>	<b>2,715.88</b>				<b>0.00</b>	<b>-2,715.88 -100.00</b>
LUMBER	Lumber							
	Ollis Lumber	0.00	14,475.00	01/05/06	JC	0.00	0.00	-14,475.00 -100.00
	<b>Total category:</b>	<b>0.00</b>	<b>14,475.00</b>				<b>0.00</b>	<b>-14,475.00 -100.00</b>
WINDOW	Windows							
	Centennial Windo	0.00	208.23	01/05/04	JC	0.00	0.00	-208.23 -100.00
	<b>Total category:</b>	<b>0.00</b>	<b>208.23</b>				<b>0.00</b>	<b>-208.23 -100.00</b>
	<b>Total phase:</b>		<b>17,896.15</b>				<b>0.00</b>	<b>-17,896.15 -100.00</b>
Classification	Direct Cost	Allocated Overhead	Allocated Burden	Total Costs Incurred	Estimated Billings	Profit Margin %		
Labor	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Material	15,183.27	0.00	0.00	15,183.27	0.00	-15,183.27	-100.00	0.00
Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Subcontract	5,215.88	0.00	0.00	5,215.88	0.00	-5,215.88	-100.00	0.00
Overhead	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Miscellaneous	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Job 1 Total:</b>	<b>20,399.15</b>	<b>0.00</b>	<b>0.00</b>	<b>20,399.15</b>	<b>0.00</b>	<b>-20,399.15</b>	<b>-100.00</b>	

Current price less total billings: 146,211.33



# Time&Billing

Adagio Time&Billing provides comprehensive management of time and disbursement accounting, with WIP management and transaction billing.

- Ideally suited to accountants, architects, consultants, and engineers, as well as project accounting such as software development
- Maintain an unlimited number of clients, files, disbursement codes, work codes and staff members
- Maintain files like work performed, staff involved, staff in charge, type of work, disbursements and budgets
- Add new clients and dockets on the fly while entering batches
- Choose which fields to display, and change their title, size and position using the user-specific customizable grids and finder
- Use multiple rates, including cost rates, special hourly rates, cost plus contracts and lump sum fees
- Track and account for Work in Progress
- Track billable and non-billable statistics, rates and overtime which can then be fed to Payroll systems
- Use the pop-up TimeKeeper to help staff track and submit time and disbursements
- TimeKeeper can be run remotely on lap tops or locally on the network
- Design bills with the intuitive drag-and-drop WYSIWYG bill designer, including graphics and logos
- Print your bills on blank paper, with graphics and logos, so you can print bills for multiple clients with different billing forms, without changing forms in your printer
- Predefined bill specs for several popular invoice form suppliers
- Email or fax your bills to save on paper and postage
- Drill-down to customer information, as you enter invoices
- Drill-down, to oversee who's doing what, for whom, for how long, at what cost, and for how much longer
- Automatically generate a billing batch for all unbilled time and disbursements for selected clients and files across a range of dates with a variety of filters
- Generate progress or final bills with write-offs or write-ups, at the file type or work code level
- Disbursements can be retrieved and marked up from Adagio Ledger or Adagio Payables

**Billing Batch 5, Entry 1, Ables Cables, Monthly Support**

Bill type:  Progress  Final  Description

Time type:  Time  Disbursement

From date: 1/1/2001 To date: 3/15/2001

Source code: TRE **Training Session**

Disbursement:  **All codes**

Tax group:

Fee tax status:

Staff member:  **All codes**

**Total selected**

Hours: 3.95  
Fees: \$441.55

**Total fees to be billed: RD**

Rate:   
Hours: 3.95  
Fees: \$441.55

Write-up: the remaining \$0.00

Bill	Type	Staff m.	Source c.	Date	Hours	Total amt	Hrs to bill	Amt to bill
Yes	Time	RD	TRE	3/6/2001	2.05	256.25	2.05	256.25
Yes	Time	BS	TRE	3/8/2001	0.30	10.50	0.30	10.50
Yes	Time	BS	TRE	3/8/2001	0.28	9.90	0.28	9.90
Yes	Time	RD	TRE	3/8/2001	1.32	165.00	1.32	165.00

Phrase code:

Adagio Software Installation, including installation of software, configuration of firm data, and user training

**TB ...**

Gouldm Assoc.  
0:13:02

Sheridon  
0:12:01

Conf. call  
0:16:23

# GridView

Each View in Adagio GridView displays data from a single Adagio file. The power of GridView is the ability to choose or re-arrange columns (fields), filter rows (records), automatically sort rows and link Views.

- The perfect way for staff outside the accounting department to display information from Adagio without giving them access to the full accounting programs
- Examples of how your company can use GridView... Executive snapshot of Current Receivables, Payables, Orders, Invoices, Cash (from the GL); All items on backorder in OE, with quantities on PO and on hand in IC; Views of Customers, Vendors, Time&Billing Dockets, Inventory Items, GL Accounts; Salesperson view of Customers, Customer Balances, and transaction views; Recent Invoices by Customer in OE or Customer in Invoice History; Recent Sales by Customer in Sales Analysis; Recent Prices by Customer; Recent Invoices by Vendor; Customers who have purchased Product A but have not purchased Product B
- Formulas and filters let you use simple or complicated if/then/else expressions and common functions to select records
- DateRanges make it easy to create date sensitive views such as month-to-date sales or today's invoices
- Filters can be applied to calculated fields
- The order of columns in the grid can be re-arranged
- The rows can be instantly sorted in ascending or descending order of a specified column or columns
- Where there is a data field in common, views can be linked
- Automatically total numeric columns
- Update a View automatically whenever a data file changes
- Many sample Views included to get you started, filter and formula expressions can be easily reused
- Columns can be hidden when printed to improve the formatting of GridView reports
- The ExcelDirect™ button lets you easily export accounting data to Excel®
- Views can be added to the Inquiries menu in other Adagio modules
- For large databases, GridView Server can greatly increase the speed
- Use the GridView-RW add-on to make changes in a GridView view and then write back to the Adagio database.

An underlined column heading indicates that this data has been linked to another View. Linking Views gives you great flexibility in viewing related data, as in this example where clicking on a customer number in the first View calls up their current transactions in the second View.

Salesperson	Cust #	Name	Balance Outstanding	Credit Limit	On Hold?	Contact	Tr
1	RD	ABL01 Ables Cables	4,460.00	10,000.00	False	Lynne Cullen	55
2	AVB	BCS01 BCS Engineering	4,841.00	10,000.00	False	John Adams	55
3	JEL	<u>BOH01</u> Bohr Drilling, Inc.	8,739.60	10,000.00	False	Rodney Bohr	55
4	AVB	BOLD1 Bolts Hardware	(1,600.00)	50,000.00	False	George Bolts	55
5	AVB	CAP01 Cape May Inn	3,700.00	10,000.00	False	Nancy Chapman	55
6	DAR	CLA01 Clayton Publishing	2,480.00	25,000.00	False	Eric Clayton	55
7	RD	FIR01 First Fidelity Savings Bank	1,000.00	10,000.00	False	Carol Anderson	55
8	LOB	MYE01 Myers Office Products	550.00	10,000.00	False	Stephen Connery	55
9	CLO	NAS01 Nash Chemicals, Inc.	3,000.00	10,000.00	False	Peter Nash	55
10	LOB	NOR01 Northern Electric	2,000.00	15,000.00	False	Lindsey Schaub	55
11	DAR	SMY01 Smyth Automotive	2,875.85	10,000.00	False	Joe Smyth	55
12			<b>\$32,146.45</b>	<b>\$170,000.00</b>			

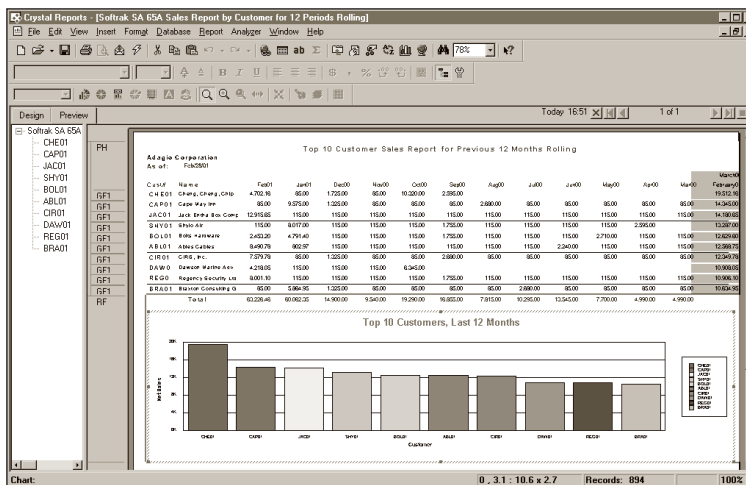
  

Cust #	Trx Date	Trx Type	Doc #	Description	Original Amt	Current Amt	Due Date
1	BOH01	30-Jul-99	IN	3	4,731.00	4,731.00	29-Aug-99
2	BOH01	30-Jul-99	IN	23	2,508.60	2,508.60	29-Aug-99
3	BOH01	01-Jan-99	IN	SUP5000 Support- West Coast Div. 200	750.00	750.00	31-Jan-99
4	BOH01	01-Feb-99	IN	SUP5003 Support- West Coast Div. 200	750.00	750.00	03-Mar-99
5					<b>\$8,739.60</b>	<b>\$8,739.60</b>	

# Crystal Reports® for Adagio

The industry standard reporting engine for accounting systems, specifically designed to work with your accounting data.

- Uses the industry standard Crystal Reports V8.5 engine
- All the formatting capabilities and graphic abilities that come with Windows
- Multiple built-in graph styles, including maps, line and box drawing
- Two-Pass reporting lets you generate percentages of totals
- Drill-down capabilities let you view details instantly
- Unlimited sorting, and sorting on groups with user-defined sequences
- Instant distribution via fax or e-mail
- Modify Adagio's management reports, and add custom designed reports to Report menu for Adagio modules
- Softrak's PrintTool utility, included with module, provides ability for other workstations on the same network to print reports without purchasing an additional copy of Crystal Reports for Adagio for each workstation
- Specifically designed to access data from all Adagio modules and most ACCPAC Plus and 3rd party products
- Includes over 70 sample reports that demonstrate run-time parameters, multiple detail sections, report alerts, conditional formatting, subreports, on-demand subreports, and linking by subreport when a link is not otherwise available
- Indispensable for increasing the management information available from Adagio SalesAnalysis, OrderEntry, Inventory and Time&Billing with company specific reports tailored to meet specific needs



## 5 Easy Steps...

1. Select a Report Wizard
2. Choose the desired Adagio module
3. Choose the desired fields
4. Sort on any field or group
5. Print, fax and/or e-mail the report

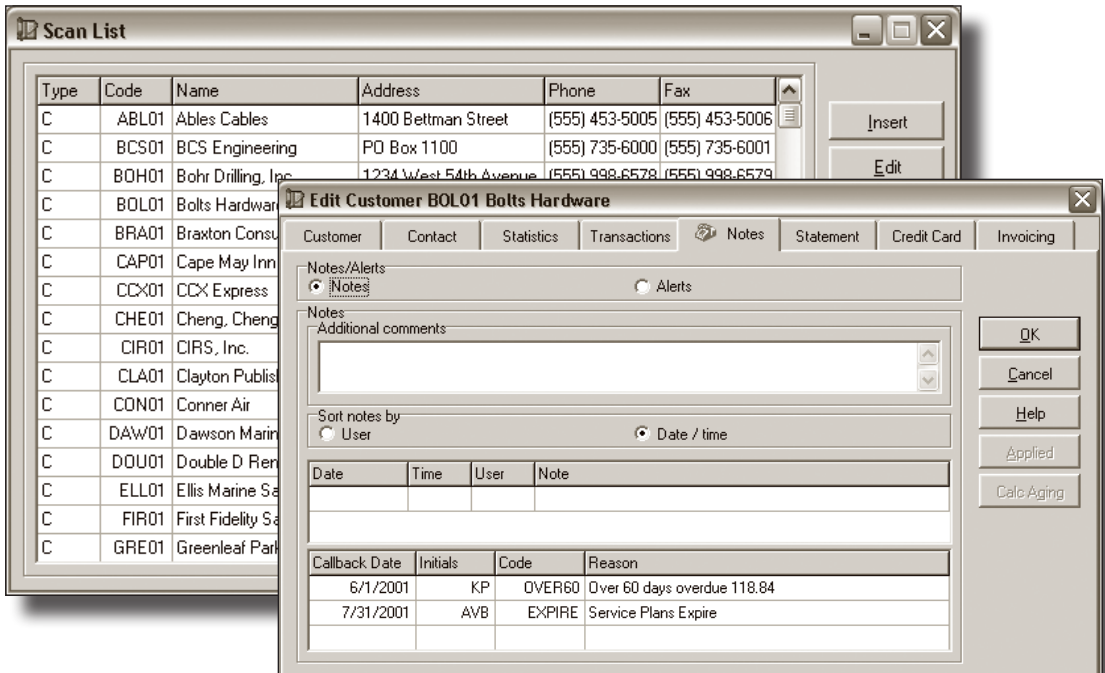




# SalesCQ

Adagio SalesCQ is a great tool for anyone who deals with customers or prospects — Customer Service, Tech Support, Credit, or Sales. Get both Contact Management and Quote Management in one module.

- Combines the information in Receivables, OrderEntry, and Invoices with contact management features such as callback dates, reasons and reports, individual or mailmerge letters or faxes
- Track, select, and view customers and prospects
- Prospects can be turned into customers with just a couple of mouse clicks
- Customer/prospect notes, with spell checking and pop-up alerts, help staff in all departments share critical information
- Create and use scan lists as task lists, phone lists or to mailmerge letters or faxes
- Scan lists can be based on customer/prospect Notes, Callback Dates or Reasons, and/or other categories from Receivables, OrderEntry, or Invoices
- Define 9 optional fields (text, numbers, dates) for additional details and selections
- Create, print and manage quotes to assure correct pricing and approvals
- Turn a quote into a sales order with a single mouse click



Adagio SalesCQ allows you to scan your customer and prospect database for marketing and customer relations purposes, using numerous selection criteria.

# DataCare

Adagio DataCare automatically checks all your Adagio data, unattended! If you are running multiple Adagio modules, or working with multiple company data sets, Adagio DataCare will provide peace of mind and ensure the integrity of your accounting data.

- Set up DataCare once, and let it work its magic every night while your accounting staff are at home
- Opens and reads all your accounting data files, validates the information in the files, and creates a log of the work performed
- Define DataCare jobs, specifying the modules you want checked, and the tests you want performed
- Automatically back up your data prior to checking its integrity. Copy the backups to another directory too.
- Keep a log of all integrity checks performed, and their results
- Email any user, or group of users, on success or to alert them of failure of a job. Attach the results log to the e-mail for review.
- Use Windows' Scheduler to have Adagio DataCare run at night, when the accounting data files are not in use
- Have DataCare automatically run the rebuild function on any damage data it encounters
- DataCare can automatically compact files by removing deleted records to free up disk space and improve the overall responsiveness of your accounting system
- Automatically print the log, so it's available when you arrive at work in the morning

The top screenshot shows the 'Edit Job ALL' dialog box. It has two tabs: 'Job' and 'Options'. The 'Job' tab is active, showing a 'Code' field with 'ALL' and a 'Description' field with 'Check All Data'. Below this is a table with columns: Application, Version, Prefix, File Check, App Check, Compact, and Backup. The table lists several Adagio applications with their respective settings.

Application	Version	Prefix	File Check	App Check	Compact	Backup
Adagio FX	6.8B	AF	Yes	Yes	No	Yes
Adagio Payables	8.0A	AP	Yes	Yes	No	Yes
Adagio Receivables	8.0A	AR				
Adagio BankRec	6.8B	BR				
Adagio DataCare	8.0A	DC				
Adagio Ledger	8.0A	GL				
Adagio Inventory	8.0A	IC				
System Currency	6.1A	MC				
Adagio OrderEntry	8.0A	OE				

The bottom screenshot shows the 'Edit Company Profile' dialog box. It has four tabs: 'Company Profile', 'Job Defaults', 'Backup / Email', and 'On Success / On Failure'. The 'Job Defaults' tab is active, showing a list of options with checkboxes. The 'Perform file integrity check' checkbox is checked. Other options include 'Rebuild file integrity errors', 'Perform application integrity check', 'Rebuild application integrity errors', 'Force check in application', 'Require exclusive access', 'Auto print report upon completion', 'Auto print detailed results', 'Display detailed results', and 'Backup error considered a fail'. On the right side, there are checkboxes for 'Compact indexed files', 'Compact when free space is' (set to 10.00%), 'Run a delayed job', and 'Delay the job until'.

The company profile stores options available to be used when setting up your DataCare jobs.

Automatically make and copy backups, control which checks are performed and e-mail people on success or failure of the job.

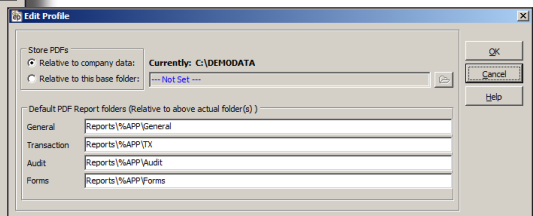
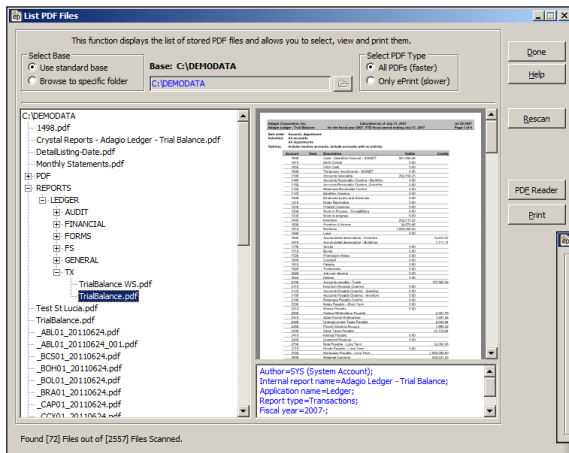
Adagio ePrint enables printout management and filing within all Adagio modules. When Adagio ePrint is installed, all reports and forms in Adagio can be automatically “printed” to PDF and saved with unique, meaningful, auto-generated names in a filing system of your choosing.

## Features

- Force all reports to PDF prior to printing – only create paper when absolutely necessary. Protect your audit trail, making certain that critical audit reports are safely saved.
- Save PDF output in separate Folders for Audit, Transaction, General, Financial Statement and Forms “print-outs”.
- Decide whether a specific report is an “audit” or “transaction” report, and make sure it is filed in the correct Folder.
- Browse and scan generated printouts to quickly locate a specific report.
- Quickly pays for itself in paper and staff time saved from manual filing.

## Overview

- Adagio ePrint provides a simple interface to scan, search and print reports generated from Adagio. Folder paths may be relative to either the company data Folder or to a specific Folder, to make data relocation simple, and provide easy management of storage requirements.
- A Preview window shows a thumbnail of each report as it is selected. File properties automatically set by each Adagio module allow quick searching of hundreds of files to locate the information you need.
- Adagio ePrint adds options to each module’s Company profile to control Report management. These options can be set once per company, or on an individual basis if desired.
- In Adagio Ledger, the following section is added to the Company Profile | Posting/Reports tab:
- Separate Folders are available to save each type of output. The setup can be locked, to enforce the filing method company wide, or Users may make their own individual choices. As organizations move away from paper, tighter control of audit reports may be required. File conflict strategies can be designed to prevent the over-writing of important reports.



# Adagio Developer Partners

## Adagio Developer Partner Solutions

Many programs from 3rd party developers are well integrated with Adagio. These solutions, including some for specific business types, make Adagio a “perfect fit”. For more details, contact your accounting software consultant or use the contact info at the bottom of each product page.



## Adagio Developer Partners

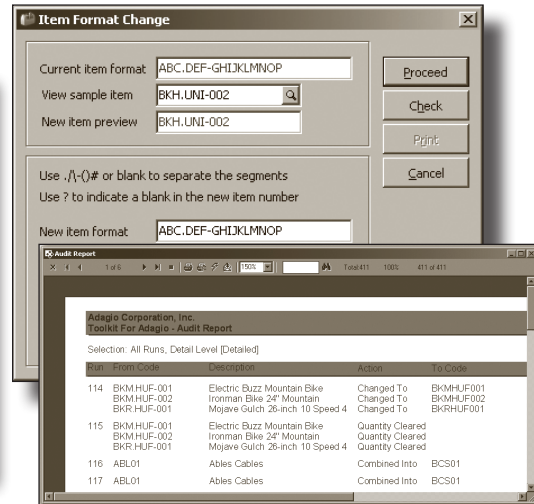
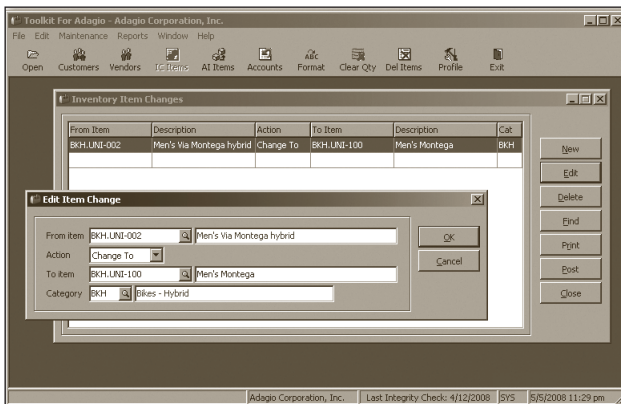
- CRW Systems: Social Assistance, Housing, Medical Transportation
- Dakota Software: Toolkit (number changers), National Accounts
- Edisoft: EDI
- Hilbert Software: 21st Century Payroll (US)
- IMS Island MicroSystems: POS, Purchase Orders, Job Tracking, Label Printing and Inventory Utilities
- Lenmax: EDI, WMS Warehouse Management, Webstore, Made-to-order
- Link2 Systems: X-company, Link2 Points and more
- linXsoft: CRM, Shipping, Order Entry, and Collections
- QLab Systems: PayDirt Payroll (Canada), Social Assistance for First Nations
- SRSOft: Electronic Document Storage, Fixed Assets
- Telpay: Electronic Payments
- Virtual-Vendor: Webstore, Product Catalog Publishing
- vitalEsafe: Web Backup and Disaster Recovery
- Wellspring Software: Printing Solutions and Blank Checks

**Custom Solutions**—Adagio has developed over the years to be quite flexible and these 3<sup>rd</sup> Party solutions increase the flexibility even further. But, if you have specific requirements that will improve how you can use Adagio, consider custom solutions from Dakota Software ([www.dakotasoft-ware.com](http://www.dakotasoft-ware.com)). They have a close technical relationship with Softrak Systems.

# Dakota Software for Adagio

The Toolkit for Adagio is a collection of utilities essential for Adagio users who wish to maintain their data in an orderly fashion.

- Performs 'Change To', 'Combine Into' and 'Copy To' functions. When codes are combined, all associated data is also combined, including statistics, posted transactions, outstanding balances, quantity, costs and notes.
- Cross-referencing: to ease transition to your new numbers, you can choose to leave the original code in place (cross-referenced), with the name changed to reflect the new code. Then, after a user-defined number of days, the cross-references can be removed.
- A standard Adagio "look and feel" makes the Toolkit easy for any Adagio user to use.
- Automatic backup of your dataset prior to posting changes.
- An audit trail records all changes and can be printed in summary or detail.
- With the Item Format changer, you can change the number of segments, rearrange or resize segments. For example, you can change a single segmented item into a multi-segmented item or vice versa.
- Use the clear inventory function to reset inventory levels or create a secondary Inventory database. Or, use it to clear and remove obsolete items, quantity and costs. Quantity on sales orders and purchase orders are preserved.
- Use the import function to prepare your changes in a spreadsheet and review them before importing them into Adagio.



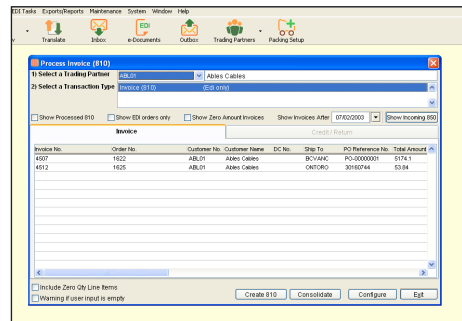
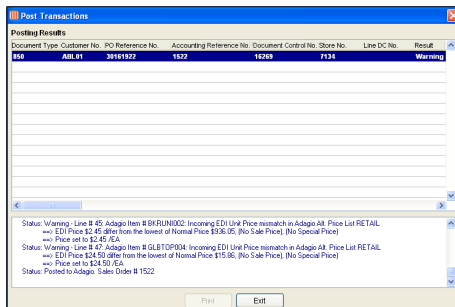
**Dakota Software**  
**3919 Frames Place**  
**North Vancouver, BC V7G 2M6**

**Tel: 604-986-1198**  
**Fax: 604-648-9885**  
**Web: www.dakotasoftware.com**

# Edisoft Ltd.

Edisoft Merchant is a fully integrated and optimized EDI solution for Adagio!

- Integrates via the API in real time with Adagio Order Entry, Inventory and Receivables helping you leverage the investment in your ERP/Accounting system to keep order transaction costs down!
- Post incoming electronic purchase orders (850 EDI documents) seamlessly into Adagio OrderEntry and automatically generate ASN 856 documents, as well as, convert any Adagio OrderEntry invoice into an electronic document such as an 810 invoice.
- Eliminates the re-keying of order information, workflow redundancies, costly customizations and maps while ensuring your orders are accurate and timely to avoid non-compliance penalties/chargebacks.
- Merchant for Adagio includes a communication module that supports a wide range of common network connectivity protocols such as FTP, AS/2 and value added network provider's proprietary network protocols. This flexibility allows Adagio customers to minimize or all together eliminate monthly VAN fees.
- Over 1700 tried and proven, ready to use trading partner kits containing all the EDI maps required to exchange various documents (POs, Invoices, ASNs, etc.) via EDI with such major retailers as Wal-Mart, Home Depot, Target, Amazon.com, etc.
- Scalable and easy to add on software modules such as the Remote Warehouse module for Adagio allows a company an easy and "worry free" way to exchange 940/945 documents with any number of remote warehouses or 3PLs. Best of all Adagio customers are able to transmit order details of any sales order in the Adagio OrderEntry module whether the order was posted via EDI or posted via an on-line web store.
- Expert business process consulting and EDI technical support is available from Edisoft as a result of years of successfully implementing end to end integrated EDI solutions across various vertical industries such as Food and Beverage, Apparel, Footwear, Housewares, Sporting goods, Electronics and many others!
- ASN module includes configurable packing rules designed to generate ASN 856s faster for larger volume shipments, as well as, expedite the printing of shipping compliant GS1 labels. Your company benefits by producing faster and more accurate shipments and improving your company's retail scorecard with specific trading partners.
- The #1 preferred integrated EDI solution of the Adagio community based on value and quality of software and services!



Edisoft Ltd.  
1200 Sheppard Ave. E, Suite #514  
Toronto, ON  
Canada M2K 2S5

Sales 1-877-EDI-0030 #1  
Fax: (416)299-3079  
Web: [www.edisoft.com](http://www.edisoft.com)  
Visit our Youtube Channel to see a self-running demo of Merchant for Adagio!



# Hilbert US Payroll for Adagio

21st Century Payroll for Adagio is a full-featured US Payroll application that automatically produces batches for retrieval by Adagio Ledger and JobCost. Flexible setup options give you complete control over customizing Payroll according to your company's practice.

Includes data conversions from ACCPAC Plus Payroll and Payroll Companion™.

- Unlimited Pay Factors – set up all the income types, deductions, accruals, noncash benefits, and taxes that your business needs.
- System-Defined Taxes – federal and state income and unemployment taxes and some local taxes are built-in and supported by tax table updates.
- User-Defined Taxes – create unlimited payroll taxes to cover local and any other jurisdictions not system-defined.
- Payroll expense or both expense and liability posting by department – easy departmentalization for true cost center accounting, on a factor-by-factor basis if need be.
- Optional manual earnings distribution that “remembers” distributions from one Payroll run to the next.
- Timecards bring speed and power to Payroll with easy input of hours worked plus unlimited distribution of payroll expenses. Create Recurring timecards as customized reusable templates.
- Transfer data to Adagio Ledger and Adagio JobCost – automatically and transparently send Payroll transactions to Adagio.
- Workers' Compensation tracking – report wages and hours for workers' compensation-covered jobs.
- File W-2s electronically, or print them on plain paper so they always fit on the form.
- Employee categories – sort reports by categories that you define.
- Custom Pay Summary Reports – easily design as many as you want and control the contents.
- Tax Form Kit (available separately) – produce 941, 940, TWC quarterly report, and CA DE 6, ready to file.
- Direct Deposit (available separately) – after employee setup, run Payrolls as usual to automatically produce the file for submitting to your provider.

Contact us to request a Features CD, or to find the nearest authorized Reseller in your area.

Sample Data Company, Inc.  
Custom Pay Summary  
Health Benefits

Pay Period	Employee	Department	SSN	Premium	Payout	Savings	Deduction
<b>2006.03.31</b>							
2001	Bennett, Elisabeth	150	452-11-5555	33.77	0.00	12.50	
150		452-11-5555	33.77	0.00	12.50		
3001	Williams, David Matthew	100	654-32-1234	27.50	0.00	12.50	
150		654-32-1234	27.50	0.00	12.50		
3002	Wang, Jon	100	888-77-6666	15.40	20.00	11.00	
150		888-77-6666	30.80	40.00	22.00		
200		888-77-6666	7.70	10.00	5.50		
250		888-77-6666	23.10	30.00	18.50		
3003	Fitzpugh, Hugh	150	346-67-4567	55.00	300.00	45.00	
3004	Marquez, Gilberto	150	888-77-5432	82.00	10.00	25.00	
<b>Report Total:</b>				<b>336.54</b>	<b>410.00</b>	<b>175.00</b>	

Printed by Jean Black

Hilbert Software  
1112 Reagan Terrace  
Austin, TX 78704

Tel: 877-740-0112  
Web: www.adagiopr.com

# Products by IMS Island MicroSystems

## CounterSales

- CounterSales provides retail and commercial sales invoicing with flexible payment management and control functions, fully integrated with IMS JobTracker and SerialTracker, plus Adagio Inventory, Receivables, Ledger and Sales Analysis. Use integrated or stand-alone
- Process sales, credits, payments on accounts, and paid outs
- Payment types are user defined. Any payment type can be supported, including cash, check, credit card, gift certificate, Interac and On Account

CounterSales - Sale

Salesperson: Susan  
Customer: Sara

**\$612.84**

Sale	Qty	Description	Unit	Unit Price	Ext Price
Autosell Off/On		1 Women's Via Montega Hybrid3	EA	\$319.99	\$319.99
Body Comment		1 Callaway Mini-Tour Bag	EA	\$239.95	\$239.95
Customer		1 Fuji35 Evil Evil-Sun 11Pk.	EA	\$35.95	\$35.95
Discount		1 TT-32000 Super Triamuk	EA	\$16.95	\$16.95
Edit Salesperson					
Fetch/File Inv					
Gross Profit					
Header Comment					
Item					
Job					
Release Drawer					
Ship to					
Total					
View/Edit					

Buttons: Accept, Exit

Date: 08/11/2011 Lines: 4

## JobTracker

- JobTracker schedules jobs and resources, then tracks parts and labour costs required for completion. JobTracker is fully integrated with CounterSales, POTracker, and SerialTracker and will utilize Adagio Receivables, Payables, or Inventory when available. Use integrated or stand-alone
- Create and manage jobs, quotations, templates, RMAs and Recurring jobs
- Drill down to the job from the calendar schedule
- Group by job, customer, object, phase or job type

Job - IMS Universal Data

Job Number: 1000-1 Previous: 1000 Status: Confirmed

Description: General tune-up on three bicycles

As Of: 30/06/2010 21:21

Invoice: Phase: Type: REPAIR

Customer: Code: CCK01 Contract: Georges Barnes

Phone: (604) 555-5555 Fax: (604) 555-5555

Address: 1460-560 Burnard Street Vancouver, BC

Zip/Postal: V3K 1N3

Details: Due: 05/08/2010 12:00  
Created: 04/08/2010 11:35

Parts: \$131.20  
Labour: \$180.00  
Total: \$311.20

Buttons: Accept, Parts, Labour, Ship To, Print, Notes, Copy/Paste, Delete, New, Exit

Footer: Ctrl+Enter for new line 08/11/2011

Schedule - IMS Universal Data

View: November-08, November-09, November, 2011

Tasks:

- 8:00am - 9:00am: Unassigned
- 9:00am - 10:00am: 8:59am-11:28am General tuneup on three Bicycles
- 10:00am - 11:00am: 9:59am-12:30pm Check kayak before summer season
- 11:00am - 12:00pm: 12:59pm-1:30pm Order items for Sara
- 12:00pm - 1:00pm: Unassigned
- 1:00pm - 2:00pm: Unassigned
- 2:00pm - 3:00pm: Unassigned
- 3:00pm - 4:00pm: Unassigned

Buttons: View Day, View Week, View Month, View Year, View Timeline, Gantt View, Exit

Footer: 08/11/2011



# Products by IMS Island MicroSystems

## POTracker

- Purchase Order and receipt management fully integrated with Adagio Inventory, Payables, Ledger and IMS JobTracker, or stand alone as required
- Purchase inventory items, miscellaneous items and services
- Process additional vendor and external costs
- Track purchases to a budget

Item #	Description	Unit	Prev	Qty Po	Qty Rc	Cost	Extended Cost	Comment	Vendor Item	Category	Salesperson
BKH.UNI-001	Women's Via Montega hybrid	EA	2	2	2	\$172.00	\$344.00		SP10-900-1	BKH	A
BKH.UNI-003	Women's Via Caisma hybrid	EA	1	3	1	\$148.49	\$148.49			BKH	A
BKR.SPE-	Special order bikes	EA	1	1	1	\$195.00	\$195.00			SPE	A
BKR.UNI-001	Modo Volare, Road	EA	1	1	1	\$604.99	\$604.99			BKR	

## SerialTracker

- Manage serialized inventory items, integrated with Adagio Inventory, Order Entry plus IMS CounterSales, POTracker and JobTracker

## LabelPrint

- Print item shelf and barcode labels based on quantity received, in stock, or on file

## LotTracker

- Manage lotted inventory item, integrated with Adagio Inventory, Order Entry plus IMS CounterSales, POTracker and JobTracker.

**IMS Island Microsystems, Ltd.**  
**160 - 10th Avenue**  
**Campbell River, BC V9W 4E3**

**Tel: 250-286-0624**  
**Fax: 250-286-0102**  
**Web: www.islandmicro.com/adagio**



# Link2 Points

Link2 Points maximizes your loyalty points using this practical solution to simplify Credit Card and Buying Group payments in Adagio. With Link2 Points you can:

- Associate multiple credit cards with multiple vendors.
- Have unlimited Buying Groups. Link2 Points makes Buying Group payment processing easy. Use single check payments for consolidated invoice/vendor payments.
- Transfer invoices and/or credits from vendor purchases to another vendor account for your regular Payables payment. Link2 Points even calculates vendor discounts on transfers.
- Get a complete audit trail showing invoice references and source vendor names, including to/from details for both the payment vendor and the source vendor.
- Improve traceability through both GL transaction reporting and segregated source Vendor statistics.
- Integrate easily with Adagio Payables. Link2 Points is compatible with MultiCurrency and Payables.

AP Transactions Available

Supplier	Name	Invoice Date	Invoice No.	Amount	Disc%
PAC01	Pacific Marine Ocean	11/14/2007	96804	98,577.50	0.00
PAC01	Pacific Marine Ocean	1/07/2008	37015	11,812.50	
PAC01	Pacific Marine Ocean	1/03/2008	97532	27,438.50	
PLU01	Plusbell & Davis, PA	12/31/2007	51-17	2,000.00	
PLU01	Plusbell & Davis, PA	1/02/2008	51-17#001	4,000.00	
SNO01	Snow and Sail Wareh	11/28/2007	14800	5,930.25	
SNO01	Snow and Sail Wareh	1/04/2008	14811	4,987.70	
SNO01	Snow and Sail Wareh	1/08/2008	97126	22,422.80	
SPO01	SportSuppliers Com	11/29/2007	140465	13,031.95	

AP Transactions Included

Group	Group Name	Invoice Date	Invoice No.	Amount
PAC01	Pacific Marine	1/07/2008	37015	11,812.50
PAC01	Pacific Marine	1/03/2008	97237	27,438.50
SNO01	Snow and Sail	11/28/2007	14800	5,930.25
SNO01	Snow and Sail	1/04/2008	14811	4,987.70
SPO01	SportSuppliers	11/07/2007	140156	12,693.90

Record Counts and \$ Totals

5 AP Transactions Included

62,662.85

Generate Batch

Click to Complete the invoice transfer

Intuitive Invoice Selection Options or Just Click to select

Selected Invoices are highlighted for easy review

L2 Points Groups

Group Code	Group Name	Terms Code
COM02	Computer Warehouse	1
VAP01	Variety Magazine Services Ltd	1
VISA	VISA Credit card	NET30

Select a Vendor or Buying Group

Link2 Systems designs and builds other software productivity tools that integrate with Adagio, including the following value-added modules:

Ship2 Link: Integrates Adagio to 3rd Party Shipping Solutions

- Transfers order shipment addresses and line item details.
- Writes tracking number details, shipping dates and freight charges back to Invoices.
- Integrates with UPS Connect, Purolator, UPS Worldship, DHL, USPS and Canpar.
- Integrates with 3PL (3rd Party Logistics) applications, for warehouse processing.

Link2 POS: Integrates Adagio into Microsoft RMS POS

- Customer and Item information is downloaded from Adagio with contract pricing, and POS transactions are uploaded to Adagio.
- Integrates with OrderEntry, Receivables, Inventory, SalesAnalysis and BankRec

# X-Company by Link2 Systems

X-Company is an efficient accounting solution to allocate and distribute intercompany transactions across unlimited companies. It improves your posting efficiency and saves countless hours trying to reconcile intercompany accounts.

- Eliminate the duplication of entries between entities that share allocations from vendor invoices, payroll distributions, customer invoices and journal entries.
- Integrate into Adagio batch processing for Payables, Receivables, JobCost and Ledger, including MultiCurrency.
- Eliminate month-end due-to and due-from reconciliations of intercompany accounts.
- Unlimited intercompany entities, batches, batch entries and allocations.
- Intercompany allocations drill across the intercompany entity's chart of accounts to select accounts and/or departments.
- An X-Company posting batch is created only when the originating batch is posted, to ensure balanced entries.
- Automatically retrieve allocation sub-ledger batches from each intercompany entity.

Link2 Systems also designs, develops and implements custom solutions for specialized requirements in the distribution, manufacturing and service sector, including databases, EDI, bar-coding, shop floor data collection and web and mobile device interfaces.

## Link2 Simple Costing: Date-sensitive Solution to Job Costing WIP Accounting

- A modified process to accrue WIP and deferred revenue, using Crystal Reports and a custom database.
- Truly simplifies setup and processing, and creates new balancing reports.

## Link2 Social Services: A Job Cost Solution to Track Costs for Social Services Reporting

- Custom database enables event and cost tracking to meet INAC child and family services reporting requirements by case.

**Link2 Systems Ltd.**  
151 Frobisher Drive, Suite D-214  
Waterloo, ON N2V 2C9

**Tel:** 519-746-3118  
**Toll Free:** 1-800-540-3164  
**Web:** [www.link2systems.com](http://www.link2systems.com)



# linXship for Adagio

LinXship is a carrier management tool fully integrated to Adagio and major carrier service companies to manage the workflow of shipments, including shipping cost (rates), bills of lading, shipping manifests and a tracking facility.

## Benefits:

- Transferring shipment information to the carrier system eliminates double entry, speeds up the order process, and can provide better customer service by e-mail tracking and shipping information
- Eliminates entry of carrier charges and tracking information and speeds up the invoice process
- Maintains one common database of shipping information - Reduces errors saving carrier charges, while complying with carrier rules
- Bottom-Line - Cost Savings in labor and carrier charges with major productivity gains

## Features:

- Transfers order shipment information from the order
- Retrieves and posts carrier charges and tracking numbers from completed shipment information to order.
- Uses multiple billing options, including Prepaid, Freight Collect, COD and Consignee Billing
- Stores comprehensive shipment history that is available in reports and inquiries for better customer service and cost management
- Provides the ability to up charge/discount freight charges by fixed amount or percentage.
- Tracks shipments in real-time via a web interface
- Summarizes weights by class code from detail line items entered for rate checking and Bill of Lading preparation.
- Prints complete Bill of Lading with the ability to select from pre-designed formats
- Can select items to ship in the BOL from different orders.

## Carriers Supported:

- Supports UPS Worldship/Connect, FedEx/Fedex Ground, DHL EasyShip (in development) and many LTL carriers.

The image displays three overlapping screenshots of the LinXship software interface. The top-left window is titled "Batch Processing - UPS - WorldShip" and shows a "Sort Order" section with "Ascending" selected and a table of orders. The top-right window is titled "Order - Shipment History" and shows an "Order Summary" for Order Number 11872, including "Order Date: 05/12/2004", "Actual Cost: 150,000", and "Rate Charged: 150,000". Below this is a "Shipment History" table. The bottom-right window is titled "Package Details" and shows a table with columns for "Package Weight", "Length", "Width", "Height", "Declared Value", "COO", and "Actual Tracking No.". The Adagio logo is visible in the bottom-left corner of the overall image.

Order Number	Customer Name	Order Number	Order Date	Status	Ship Via	Service
1111	Pacific Lumber	1111	04/03/2004	0/4	2ND Day Air	
1112	Portsmouth Farms	1112	04/08/2004	0/5	2ND Day Air AM	
1113	Palmer Day School	1113	04/03/2004	0/5	Next Day Air	
1114	Ross Florists	1114	04/03/2004	0/4	2ND Day Air	
1115	Shuler & Hoffman, PA	1115	04/08/2004	0/10	3 Day Select	
1116	Smith Automotive	1116	04/03/2004	0/2	Ground	
1117	BUS Engineering	1117	04/08/2004	0/6	Next Day Air	
1118	Braxton Consulting Group	1118	04/09/2004	0/4	2ND Day Air	

Shipment No.	Ship Date	Carrier Service	Ship Via	Freight Code	Rate Charged	Actual Cost	Tracking No.	Handling
1	05/12/2004	Next Day Air		1	150.00	150.00	1Z0564P01431087016	0.00

Package Weight	Length	Width	Height	Declared Value	COO	Actual Tracking No.	
1	3.00	5.00	6.00	2.00	0.00	0.00	37.5011Z0564P01431087016
2	6.00	6.00	6.00	7.00	0.00	0.00	37.5011Z0564P014403227
3	5.00	5.00	6.00	7.00	0.00	0.00	37.5011Z0564P01431087016
4	5.00	5.00	6.00	7.00	0.00	0.00	37.5011Z0564P01431087016

# linXware for Adagio

LinXware is a family of products that promotes CRM by linking Adagio accounting customers, sales history and product information into popular contact manager and CRM packages like GoldMine®.

## linXsync: Data sharing and integration

- Maps customer information to CRM fields with an easy to use mapping tool
- Synchronizes mapped accounting data and detail sales history with all popular schedulers for automatic and unattended updates
- Promotes a prospect to a customer directly to the accounting system with bi-directional updating

## linXsales: Customer preferences and buying patterns

- Queries and Graphs sales history by different criteria for the selected customer
- Drill-down to customer information and sales details from resulting query results with option to send to Excel for further analysis
- Sorts and Totals selected information on dollar amount and quantity
- Displays many additional invoice detail fields (Purchase Order, salesperson, ship to information)
- Live Link to current order information when connected to the accounting system

## linXorder: Makes Order Entry a Front Office function

- Create new orders/quotations with part numbers and previous pricing from Sales History or enter new items never sold to the customer
- Secure the order by definable controls on pricing, terms, credit limit, and delinquency
- Post the order to the accounting system
- Direct printing of orders with unlimited number of forms. Supports all printing destinations (email, preview, printer, etc.)

## linXcollect: Live integration to Accounts Receivable Details and Aging

- Selects and displays accounts receivable transactions and aging (invoices, payments) according to user specified aging criteria in multiple viewing modes: Netted, Detailed, Payments only or Extended
- Drill-down to sales details from invoices
- Tracks accounts with the CRM functions like scheduled call backs, status updates, notes and activity History
- Facilitates the generation of effective letters (e-mails, faxes) by providing detail accounts receivable information to address specific collection criteria

\*\*\* Professional version also available (linXcollect Pro) with additional functionality (Promise tracking, enhanced reporting, collector productivity, third party assignment)

**linXsoft**  
24881 Alicia Pkwy. E-314  
Laguna Hills, CA 92653

**Tel: 877-linxsoft**  
**Fax: 714-508-2493**  
**Web: [www.linxsoft.com/adagio](http://www.linxsoft.com/adagio)**



# PayDirt Payroll (Canadian) for Adagio

## Social Assistance

## Social Assistance Payments (Payments, Reporting, and Tracking System)

Now you can relieve the recurring headache of preparing and tracking all payments made under the Comprehensive Funding Arrangement (CFA) or the Canada/First Nation Funding Agreement (CFNFA) including:

- Make direct deposit payments to clients' bank accounts for their monthly needs.
- Track payments made on behalf of clients to third parties like utilities, rental agencies, transportation providers.

And you stay in control:

- Record monthly budgets and requirements by individual client using the standard and familiar budget and decision form.
- Print Social Development Financial and Statistical reports as needed to prove compliance with funding agreements.
- Also print the SDFS report in detail showing each recipient's name, the amount paid, any 3rd party payments made, and the date of each transaction. This shows each individual box that the amounts are being reported in on the report itself making auditing any amount a simple process.
- Make payments to clients by cheque or by direct deposit.
- Track guardians (children in care) and their assigned homes by beginning date and end date in each home, view their history and report that information automatically on the SDFS report monthly.
- Automatically produce third-party payment cheques consolidating amounts for many clients and providing detailed advice slips showing all client account numbers and amounts being paid.

**PROTECTED A**  
Indian and Northern Affairs Income (CIC 630996-90-349117 (2010-2011))  
 Affaires Indiennes et du Nord Canada

**SOCIAL DEVELOPMENT FINANCIAL AND STATISTICAL REPORT**

The information you provide in this document is collected under the 2003 Income Assistance Funding Authority for Social Development for the purpose of paying and program management. Information on individuals is used by Indian and Northern Affairs Canada's Social Policy and Program Branch employees who need to know the information in order to respond to your request under the program requirements. We do not share the personal information with other government departments. The personal information will be kept for a period of 5 years. Individuals have the right to the protection of and access to their personal information under the Privacy Act (Justice Privacy Act (<http://www.privacy.gc.ca>)). The information collected as described under the Treasury Board Personal Information Bank Program Records Number: IVA-527-014 which is detailed at [www.infoaccess.gc.ca](http://www.infoaccess.gc.ca)

Administrative Authority Name: **First Rive** Administrative Authority No.: **201102** House (YYS/038)

If an Amendment to an original or a previous amendment, identify Amendment No.:

Income Assistance	Client Categories	No. of Heads of Households (Applicants)	No. of Dependents of Heads of Households (Spouses and/or Children only)	Expenditures \$
Employable	One Parent Families	6	7	20,323
	Two Parent Families	2	6	2,296
	Children Couples			
	Singles	12	N/A	22,629
Persons with Persistent Multiple Barriers (PMMB)	One Parent Families			
	Two Parent Families			
	Children Couples			
	Singles	6	N/A	13,469
Persons with Disabilities (PWD)	One Parent Families			
	Two Parent Families			
	Children Couples			
	Singles	1	N/A	3,572
WOPASARET/OLA Transfers	One Parent Families			
	Two Parent Families			
	Children Couples			
	Singles		N/A	
<b>Total Income Assistance Expenditures (A)</b>				<b>62,279</b>

No. of WOP Projects (since April of the fiscal year, cumulative total):

Shelter - Regular Clients	No. of Housing Units	Expenditures \$	Shelter - WOP / ASARET Clients	No. of Housing Units	Expenditures \$
Rent CMHC	3	8,479	Rent CMHC		
Rent Non-CMHC			Rent Non-CMHC		
Rent Private/Other	2	2,914	Rent Private/Other		
Fuel/Utilities/Other	9	19,275	Fuel/Utilities/Other		
<b>Total Shelter Expenditures (B)</b>			<b>30,668</b>		

Health Benefits and Barials	No. of Clients	Expenditures \$	Assessment Fees	No. of Assessments	Expenditures \$
Health Benefits (Non-Barials)			PMMB		
Barials			PWD	1	75
<b>Total Health, Barials and Assessment Expenditures (C)</b>				<b>75</b>	

**Total Basic Needs Expenditures (A + B + C + D) 93,913**

Guardian Financial Assistance	No. of Children	Expenditures \$	Special Needs	Expenditures \$
	7	37,444	(E)	1,075
<b>Total Guardian Financial Assistance Expenditures (F)</b>				<b>1,075</b>

Adult In-Home Care	No. of People	No. of Hours	Expenditures \$	
Homemakers				
Personal Care			N/A	
Meal Program			N/A	
Adult Day Program			N/A	
Other In-Home Program			N/A	
<b>Total In-Home Care Expenditures (G)</b>				<b></b>
<b>Total of All Expenditures for the Month (D + E + F + G) 131,532</b>				

The information provided is accurate to the best of my knowledge.  
 Given name: Family Name: Date (YYYYMMDD): 20110127  
 Title: Telephone No.:

BC Hydro Period : Jan 1, 2011 to Jan 31, 2011

Account#/Client	Amount	Account#/Client	Amount	Account#/Client	Amount
TOTAL	2,055.91				
Newmarket, Harry	192.08	1234 123	202.50	1234 5553 122	162.00
1234 8001 122	127.56	1234 8001 123	426.09	1234 8008 112	65.40
1234 9999 444	44.50	1234 9999 555	139.00	1234 9999 901	94.00

You already know how much easier PayDirt Payroll is for handling First Nations payrolls. Now you can take advantage of the same great features and timesavers in PayDirt SA.

To request a free WebDemo of PayDirt SA call:

**QLab Systems Ltd.**  
**Creators of PayDirt Payroll**

**Tel: 604-484-9125**  
**Fax: 604-628-9860**  
**Web: [www.qlabsystems.com/adagio](http://www.qlabsystems.com/adagio)**



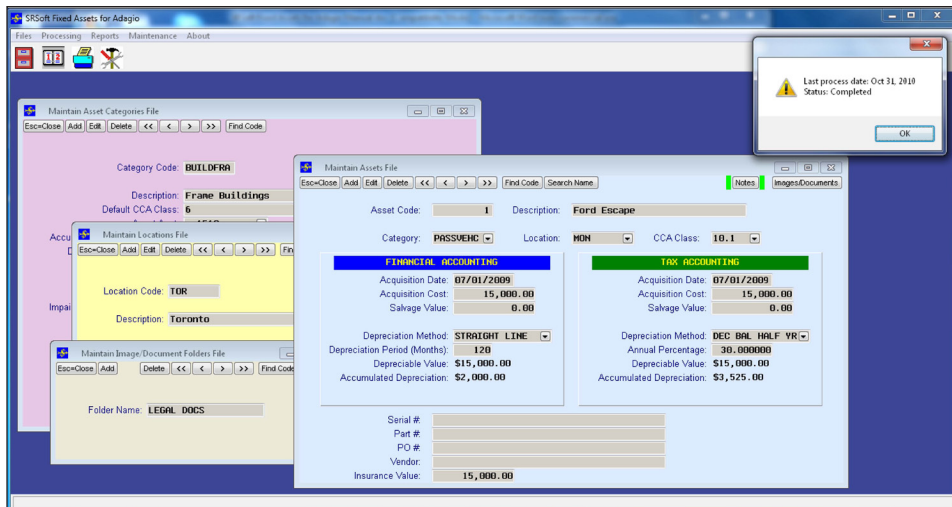


# PayDirt PR

## Fixed Assets for Adagio

SRSOft's easy to use Fixed Assets for Adagio is a complete asset management system. It's ideal for First Nations or any organization who wishes to maintain a complete inventory of their Tangible Capital Assets together with all associated documents for each item. It's also particularly useful for any organization with critical record-keeping needs (such as maintenance and inspection records).

- Register of individual assets organized by category, location and CCA class
- Account postings defined by asset category, so general users do not need accounting expertise
- Real-time posting of journal entries as data is entered
- Simple period-end process calculates depreciation and posts to Adagio Ledger
- Various depreciation methods are supported and can be linked to asset category
- Financial depreciation and tax depreciation accounting run independently and concurrently
- Partial asset disposals and reversals of disposals
- Individual assets can be assigned to any CCA Class
- Comprehensive range of reports, which can be output to Web browser or Excel
- A limitless amount of notes, electronic documents, and photos can be added to each asset record and stored within the system's database





## SMARTRECORDS for Adagio

- In SmartRecords, the term “records” refers to a combination of database information and documents associated with any given case or entity managed by your client’s organization.
- The system is highly user-configurable to capture different types of information and documents for different types of entity.
- A key strength of the system is that it does not need expert programming assistance to set-up new data fields and document types. In this way, as your clients’ information needs change the system can easily be tailored to meet these needs.
- The system has many powerful features including:
  - » Searches – to quickly locate any information or document
  - » Automated document versioning – when users modify documents a version history is retained
  - » Compliance management – reports on missing documents or incomplete information, to ensure your clients’ office policies are enforced
  - » Workflow and diary – to efficiently distribute work within your office
- Record types can be set-up corresponding to master file entities in various Adagio modules, e.g. Vendors, Customers, Jobs, Assets
- Records are refreshed as information changes in Adagio
- Powerful security and access controls can be implemented

## SMARTRECORDS HR for PayDirt Payroll

- The SmartRecords HR version maintains records and associated documents for every employee in PayDirt Payroll.
- With SmartRecords HR, it is easy to set-up a distributed HR environment in which your client can deploy the system over their network to departmental managers who can use it to access and update records for their employees only. For example, all employee performance appraisals, absence and sick documentation, etc. can be organized by the departmental managers, and this process can be reviewed electronically by HR staff after completion.

# Telpay for Business

## Telpay for Business

Pay any business expense electronically, in Canada or internationally.

- Eliminate paper cheques while maintaining solid checks and balances.
  - » Save time and money by reducing or eliminating postage, envelopes, stamps, courier fees, bank fees, and wire transfers.
  - » You are not required to contact your vendor to collect bank account information. Telpay does this on your behalf.
- Enjoy flexible and secure payment authorization.
  - » Approve payments internally or remotely by email and transmit payments to Telpay.
  - » The Telpay system is capable of handling single or dual signature controls.
- Benefit from using two systems that pay well together.
  - » Seamless integration lets you export payment details from Adagio Payables to Telpay for Business software.

Telpay for Business electronic payments software is 'The Better Way to Pay'.

The screenshot shows the Telpay Payment Services web application interface. The title bar indicates "TelPay Payment Services Payment Session: 11 Total: \$0.00". The interface is organized into several sections:

- Navigation:** Includes the Telpay logo, "telpay.ca", and a "Welcome ABC COMPANY" message. A sidebar on the left contains links for "Switch to Classic View", "About TelPay for Business", "Logon Again", "Help", and "Exit".
- Bills and Payables:** Features an envelope icon and options to "Pay Bills and Setup Payables" and "Receive and Pay E-mailed Bills (0 e-bills)".
- Accounts Payable:** Features a calculator icon and options for "Reporting and Payment (1 invoice accrued)".
- Manage Billers:** Features a person icon and options to "Add New Billers" and "View and Modify Billers".
- Importing or Creating:** Features a document icon with a green arrow and options for "Payroll Files", "Collection Files", and "Payable Files".
- Reporting:** Features a printer icon and the option to "View and Print History".
- Transmission:** Features a globe icon and options to "Review and/or Transmit Payments" and "Delete Transmitted Payments".
- System Administration:** Features a wrench icon and options for "Payments and A/P Settings", "Authorization and Password Control", "Payroll Remittance Settings", and "International Payment Settings".

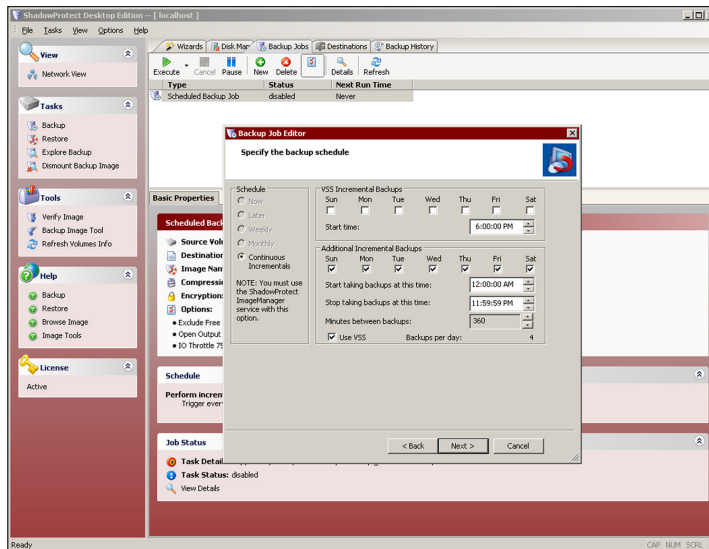
Telpay Inc.  
298 Garry Street  
Winnipeg, MB R3C 1H3

Tel: 1-800-665-0302 or 1-204-947-9300  
Fax: 1-866-396-2548 or 1-204-947-2591  
Web: [www.telpayforbusiness.ca/adagio](http://www.telpayforbusiness.ca/adagio)

## vitalEsafe...more than just online storage

vitalEsafe provides secure online storage for your Adagio Accounting data and reports. Adagio by Softrak now includes vitalEsafeDirect technology that makes secure offsitebackups of your critical accounting data as easy as local backups.

- **NEW**—Our new Backup and Disaster Recovery service (we call shadowSafe) provides block-level point-in-time backups for entire servers or workstations. Individual file, volume, or complete machine recovery is possible through a bootable CD-ROM (no operating system restore required). Replace your antiquated and hard to manage backup solution with shadowSafe today!
- Backup to vitalEsafe is now a standard feature of in all Adagio modules. Make daily backups of your data into your secure vitalEsafe folder to protect against loss. With DataCare, you can even automate your uploads for completely unattended operation.
- Share individual folders (with access rights) with other vitalEsafe users. Print, upload and share financial or operational reports with partners, employees, outside accountants, etc. Gain access to information from any computer with Internet access.
- In minutes, you can create a secure Wide Area Network (WAN) linking employees, accountants, lawyers, vendors, suppliers, etc. without investing in expensive communications equipment or expertise. Secure collaboration is an extremely powerful feature of vitalEsafe. Add or remove users with a few mouse clicks.
- vitalEsafe's vitalTools includes a utility (Vsend) that allows you to send (or broadcast) files to any vitalEsafe user's Inbox folder(s) for easy and secure report/file distribution. Now you can send files (up to 4GB!) both securely and efficiently (something that is not true of email).



# Wellspring Software for Adagio

PrintBoss is a Windows printing utility that extends the printing capability of Adagio. PrintBoss lets you print any documents out of Adagio Accounting or any modules from Adagio Developer Partners onto blank laser paper.

## Flexibility

- Select any source paper tray on any printer for each copy of a document. Use a different color of paper for each copy
- Send a copy of the document as a PDF to any email address—save on postage and envelope costs; no folding or inserting
- Use conditional formatting to customize each copy of the document. For example, omit discount text entirely if no discount is available for the client

## Convenience

- Print one copy of a document on demand and save the other copies for batch printing. Give one copy to client/driver and batch the accounting copies for later printing.
- Send a document to any output tray on any printer for each copy. For example, send the original invoice to Accounting's printer; packing slip to Warehouse printer; sales copy to Sales Dept printer.

## Security for Payables Checks and Payroll Checks

- Automatically create a positive pay file of the checks your bank is authorized to process. This is the most effective way to eliminate check fraud.
- Automatically print signatures based on a security encrypted "signature" disk

## Appearance

- Use conditional formatting to only print information appropriate to the specific copy of the document. No need to include extraneous information on any document.
- Make your documents more attractive with borders with rounded corners.

## Save Money

Save time and money while increasing your security with Adagio Blank Checks from Wellspring Software. Call Softrak today to find out more!



**Wellspring Software**  
445 Sovereign Court  
Manchester MO, 63011

**Tel: 1-800-600-6861**

**Fax: 636-527-0012**

**Web: [www.adagio-accounting.com/printboss](http://www.adagio-accounting.com/printboss)  
[www.adagio-accounting.com/blankchecks](http://www.adagio-accounting.com/blankchecks)**



# Evaluation, Implementation, Training & Support

Adagio is supported by a wide network of consultants and dealers in North America, the Caribbean, Singapore and the Far East, Australia, and Africa. They can help you evaluate Adagio, select the appropriate modules, implement the system, train your staff and provide continuing support.

## Evaluation



The easiest way to evaluate Adagio for your company is in the comfort of your own office, with a consultant on the phone, and your workstation mirroring the actions on the workstation in the consultant's office. There is no obligation.

The next step would be to use Adagio on your own computer. If you are an ACCPAC Plus user, you can evaluate Adagio on a copy of your own accounting data; users of other accounting software will need to use the sample data provided with Adagio. Once again, there is no obligation.

To begin your evaluation, call the Customer Service team at 1-800-663-9798 or email [info@sofrak.com](mailto:info@sofrak.com) to have a consultant contact you.



## Implementation

Once you've decided Adagio is right for you, the Adagio modules will be installed and custom fitted to your organization. If you use ACCPAC Plus now, this is an easy step, since Adagio already works the way you and your staff are used to operating. However, with all the new features

available in Adagio, you will want to carefully select the features to be implemented.

## Training

Training in the use of Adagio is usually provided by your dealer or consultant but there are many ways to learn how best to use Adagio.

- Webinars: 60 minute presentations over the web.
- Online Academies: 90 minute in-depth training each day for a week.
- Classroom Academies: either full day or half day, in the US, Canada, or the Caribbean.
- Adagio Training Conferences: comprehensive, multi-day, hands-on training.
- Adagio courses: provided in and by educational institutions.
- Adagio Opportunity Conference: an annual training and networking event for Adagio clients, resellers, consultants, and developer partners.

For details about training available in your area, talk to your dealer or consultant or check with Softrak's Customer Service team.

## Support

Technical support for Adagio modules is provided by your dealer or consultant. Users on an Upgrades Plan can post their questions on the Softrak Products Technical Support Forum. Users on a Support&Upgrades Plan can get technical support direct from Softrak by phone, fax, or email.

# Technical Details

## Single and Multi-User Access

One user (workstation) can access an Adagio module without requiring any additional Adagio Lanpak licensing units. If more than one workstation needs to use the Adagio modules at the same time, or if that same workstation wants to use multiple copies of that Adagio module at the same time, an additional Lanpak unit is required for each extra simultaneous use of each Adagio module.



## Multi-Currency

The Adagio MultiCurrency module enables multi-currency features in all Adagio modules at version 8.0A and higher.

## Upgrades & Service Packs

From time to time, Softrak develops new versions of the Adagio modules with new features or functionality (Upgrades), or fixes (Service Packs).

Each Adagio module includes a free two month Upgrades Plan or extended 15 month plan. You will receive program upgrades automatically while your module is on an Upgrades Plan.

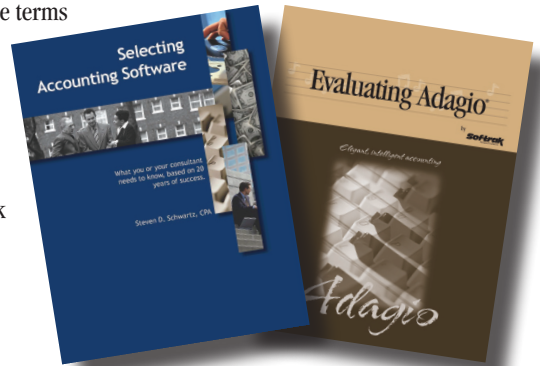
Service Packs are free to registered users of the module.

# Learn More About Adagio

## How to Choose Accounting Software – Free electronic reference library

If you are selecting software for your own company or recommending software for a client, request this free electronic reference material:

- **Selecting Accounting Software** – a generic presentation of the terms and concepts to consider in choosing a new accounting software system. There is no mention of Adagio by name or any other accounting software.
- **Evaluating Adagio** – describes Adagio's approach to the terms and concepts presented in Selecting Accounting Software to help you determine if Adagio is the best solution for you or your client.
- **Adagio Accounting Catalog**– describes the “best fit” types of companies for Adagio Accounting and catalogs the Adagio modules and Third Party modules which work with Adagio.



Visit [www.softrak.com/sas](http://www.softrak.com/sas) to request your free copy.

## To Learn More About Adagio Accounting

The most effective way to evaluate Adagio Accounting is a no obligation online demo with an Adagio consultant. This way, you can ask questions and see exactly how Adagio will work for you. It is the fastest way to determine if you should invest more time in evaluating Adagio. To select a consultant, call Softrak's Customer Support Team at 1-800-663-9798 or email [info@softrak.com](mailto:info@softrak.com).

If you prefer to investigate Adagio Accounting by yourself, visit [www.softrak.com](http://www.softrak.com).

### Things Adagio Users Love

*“The great information lookup features. The drill down ability is so convenient. For example, when you create a batch, you can quickly drill to a customer record and bring up all of the sales statistics and transaction history for that customer.”*

*“The integration with Excel. A single click sends your financial statement to Excel, preserving all the formatting. Any fields from any file can be exported using only a few mouse clicks.”*

**Softrak**  
Packages of Intelligence

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