

# Adagio<sup>®</sup> features not in ACCPAC<sup>®</sup> Plus<sup>™</sup>

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This document itemizes many of the improvements over ACCPAC Plus that have been made in Adagio. Even though both accounting lines use the same database structure, Softrak was able to add new features and abilities to Adagio based upon Softrak's decades of experience working with small to medium businesses and the capabilities inherent in the Windows<sup>®</sup> platform.

Softrak continues to invest in the future, creating additional features for current modules and developing new modules for Adagio.

## New features enabled by Windows platform (added to all modules)

- ◇ Graphical user interface – but mouse not needed for data entry  
Adagio is designed to maximize heads-down data entry speed.
- ◇ Back-tab  
Easy to move to prior field with single key. You can still cycle through fields in the forward direction, using the tab key.
- ◇ Copy, cut and paste, hot keys  
Part of the Windows standard. Learn these conventions once and use them for all Windows applications.
- ◇ Field is auto-selected (with highlight) when it gains the focus.  
For example, if data was entered into the wrong field, these simple steps correct it:  
1) tab to the wrong field, where the good data is automatically selected,  
2) ctrl-X to cut the good data,  
3) tab or back-tab to the desired field, (or even use the mouse), and  
4) ctrl-V to paste the correct data into the new field.
- ◇ Windows-standard field handling.  
Double click to select; shift, ctrl, and arrow keys to partially select.
- ◇ Mouse (optional).  
Go directly to any field, select a field or portion of a field, drag and drop, multi-select.
- ◇ Wheel mouse support in Finder / Smart Finder / Grid  
This is an alternative to using the slider bar, on the right side of the window.
- ◇ Multiple windows open in one application at the same time  
View data in the windows without having to bring the window to the front.
- ◇ Move and size windows, save size and position  
This gives you the flexibility to put the windows where you want them.
- ◇ Multi-select items  
For post, print, delete, copy, etc., rather than having to select by range or one by one.
- ◇ Windows help  
Context sensitive, indexed, searchable, with context-sensitive images, cut and paste from help, print help topics
- ◇ Readme in Windows help format  
Get all the advantages of search, link & navigation in Windows help
- ◇ Toolbar gives you quick access to the most commonly used functions.  
Fast access to the functions you need.
- ◇ Windows install  
Uses the same conventions as the rest of the Windows world.

Note: Comparisons with other products were made from information available and believed accurate at the time this document was prepared. As software changes frequently, please verify specific comparisons with your reseller. We welcome the opportunity to correct any inaccuracies brought to our attention.

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Other product names referenced are trademarks of their respective corporations. E&OE

## **New features in Backup (added to all modules)**

- ◇ Backup  
Allows you to easily backup either all of company data to standard ZIP format files, just a single application's data, or all data related to the application (example: backing up Order Entry also backs up Inventory and Receivables).

## **New features in Smart Finder (added to all modules)**

- ◇ Persistent smart finder  
Allows you to select an item in the list, review or edit it, and then return to the list to choose another item, without having to redo the search. In addition, since the results list remains persistent across windows in the application, you can search on one screen and recall the results on another screen.
- ◇ Smart Finder on numeric fields (Amounts, Quantities, percentages, etc.).  
For example, you can search on "Customer Balance > \$5000" or "Qty on hand < 0".
- ◇ Smart Finder searches on Booleans Y/N  
For example, you can search on "OE Order Complete?" = Y or "AR On Hold?" = N
- ◇ Grid Editor  
Allows customization by each user of the Finder, Smart Finder and grid screens, including field selection, title, size and column position. This lets each user tailor their use of Adagio to their specific task in the organization.
- ◇ The results list from the Smart Finder can be printed.  
By using the column editor, you can control which fields appear on the print out, the order of the fields, the width of fields, and the column titles. The Smart Finder is, in effect, a mini report writer.
- ◇ The results list from the Smart Finder can be exported to Excel.  
Clicking a single button launches Excel and places all the records selected in a SmartFinder search into an Excel spreadsheet, complete with formatted and frozen column titles and numeric column totals. By using the column editor, you can control which fields are exported, the order of the fields, the width of fields, and the column titles. The Smart Finder is, in effect, a universal export tool.

## **New features in Faxing (added to all modules)**

- ◇ Fax documents from your computer.  
Documents can be added to a queue for immediate faxing or scheduled to be faxed at a specific time from Adagio's built-in fax server.
- ◇ Print list of queued faxes  
For example, this list can be used to follow up by phone.
- ◇ Preview faxes on screen  
Allows you to confirm contents without printing
- ◇ Adagio's fax technology saves you postage and handling costs  
Built in fax manager is included in all Adagio modules that support faxing, there is no additional software to buy or install. Fax modems may be shared by multiple users. Faxing an Order Confirmation can set the status of the Order to "printed".

## **New features in Reporting (added to all modules)**

- ◇ Enhanced report features
  - Produce easy-to-read management reports with shading, date/time format, header/footer control, color, user name, and group tree (to find data on preview).
- ◇ Add comments to the report footer at print time
  - Lets you identify purpose/usage of the specific report.
- ◇ Choice of fonts, with bold and italics
  - Lets you highlight important information.
- ◇ Export reports to other formats, including Excel, Word, CSV
  - An easy way to move data between systems
- ◇ Management reports may be modified with Crystal Reports for Adagio
  - This lets you reduce or remove unneeded information.
- ◇ Email reports
  - Saves paper, is faster and more convenient to store
- ◇ Search for text in reports when previewed to the screen
  - Quickly and easily find what you need.
- ◇ Page break control
- ◇ Page numbering control
- ◇ Choose printer destination when printing a report using Printer Setup.
  - Use the Windows standard convention instead of having to change using the Plus System Manager
- ◇ Choose printer options (such as orientation, number of copies) when printing a report
  - Much more convenient
- ◇ Size reports when previewed to screen
  - Get optimum readability
- ◇ Add custom designed reports directly to the Reports menu
  - Crystal Reports for Adagio allows you to design reports that may be attached directly to a module's Reports menu, allowing an operator to print the report without leaving the application. PrintTool allows launching of a report from any desktop shortcut, allowing management access to data without requiring knowledge of the accounting system.
- ◇ Report choices are remembered.
  - The options and ranges chosen on report dialogs when you print a report are saved by company for the next time the report is printed.

## **New features in Import/Export (added to all modules)**

- ◇ User definable import / export templates
- ◇ Flexible data definition in import
  - Choose fields, field position, parse text from string fields, define filler to skip unwanted fields in import file
- ◇ Option to delete import file on completion of import
  - Avoids chance of importing the same data more than once
- ◇ Set defaults for all fields not in import file
- ◇ Import / export support for Excel
- ◇ Print import / export templates

## **New features in Forms Designer (added to all modules)**

- ◇ WYSIWYG specification editor  
When you can see what the form will look like without having to print it, you can develop forms much more quickly
- ◇ No need to memorize any spec codes.  
A Spec List window lets you grab what you want and drag it where you want, with just a click of the mouse.
- ◇ Multi-part forms with multiple different copies  
Use the speed and clarity of the laser printer to print the info you need on separate copies, instead of requiring pre-printed forms for a dot matrix impact printer
- ◇ Graphics and logos on invoices, checks and statements  
Blank forms are much cheaper than pre-printed forms. And, you don't need separate forms for different companies or bank accounts
- ◇ Color, fonts, lines, shading  
Make easy-to-read forms with emphasis on important information
- ◇ Custom page sizes  
You can use non-standard sizes that aren't supported by the Windows printer driver
- ◇ Margin control  
Insert a left margin so you can use a 3-hole punch
- ◇ Undo  
Get a "second chance at perfection".
- ◇ Autosize fields  
If there's more text in a field than would normally fit, it is still printed rather than being cut off
- ◇ Suppress duplicates on amount, quantity, string and date fields.  
Make clean reports; just highlight the information that changes
- ◇ Default date and time formats by specification, independent of report and Windows settings  
More flexibility for clarity.
- ◇ Default dollar and quantity formats by specification, independent of report and Windows settings  
More flexibility, again.
- ◇ Date, time, dollar and quantity formats for individual fields on specs  
This means you can have a date format on the statement header (Month DD, YYYY) that is different from the line details (MM/DD/YY).
- ◇ Invoices, Order Confirmations and Credit notes support two headers and footers.  
Have a different header for the first page of an invoice, than all the other pages. Have a different footer on the last page of the document (for summary totals) than on all other pages.
- ◇ Re-arrange sections without redesigning the form  
Change the order that sections print (Check-advice-advice to Advice-check-advice) by changing specification options, without having to move any fields.

## **New features in Adagio GridView**

- ◇ Instantly create Views into the accounting data
- ◇ Full security prevents unauthorized access to the data
- ◇ Read-only prevents changes to the data
- ◇ Automatically summarize records  
Instantly see Sales by Territory, Salesrep or Item
- ◇ Update View when file changes without operator interaction  
Monitor order and item status in real time!
- ◇ Single click export to Excel
- ◇ Computed columns
- ◇ Filter records
- ◇ Process thousands of records a second!

## **New Miscellaneous Features (added to all modules)**

- ◇ Grid Editor for batch lists, etc.  
Allows customization by each user of the grid screens, including field selection, title, size and column position. This lets each user tailor their use of Adagio to their specific task in the organization. Show Customer balances with customer names. Show order totals and expected ship dates with other order information.
- ◇ Spell checker on memo fields and notes.
- ◇ Enhanced Data Integrity Checker can rebuild database including phase 1 (ISAM) errors
- ◇ Auto add new documents option
- ◇ Auto edit new documents option
- ◇ Copy master file records (customers, vendors, accounts, items)
- ◇ Copy batches and documents
- ◇ Easier selections for posting  
Posting journals can now be printed automatically after posting. If you do not purge posting journals, this saves you from having to manually select the last posting sequence when printing posting journals.
- ◇ Visual cue to distinguish the same module for different companies  
The background color of the main window can be set by company in Edit Company Profile..

## **New features in Crystal Reports for Adagio not in Quik Reports for Windows**

- ◇ Prompt for run-time variables each time a report is printed  
You can enter any values used in selection formula or reporting at the time you run the report instead of having to change the report spec itself
- ◇ Print the selection formula on your report for easy reference
- ◇ Conditional sections and conditional formatting
- ◇ Much faster printing – over 300%!
- ◇ Multi-page header and detail sections
- ◇ Running totals on reports
- ◇ Give your reports long file names – Crystal 8.5 is fully 32-bit
- ◇ No limits on the amount of reported data
- ◇ Export to ODBC, HTML, or XML as well as Excel or Word
- ◇ Create custom alerts for unusual pricing or discounts, overdue invoices, etc.
- ◇ Add custom designed reports directly to the Reports menu  
Crystal Reports for Adagio allows you to design reports that may be attached directly to a module's Reports menu, allowing an operator to print the report without leaving the application. PrintTool allows launching of a report from any desktop shortcut, allowing management access to data without requiring knowledge of the accounting system.

## **New features in Adagio FX Pro**

- ◇ Combine multiple companies into a single financial statement
- ◇ Combine multiple years for financial reporting
- ◇ Spreadsheet based financial statement designer
- ◇ Drag-and-drop statement creation
- ◇ Drill-down to the posted transactions
- ◇ Direct export to Excel maintains all statement formatting

## New features in Adagio Ledger

- ◇ Copy departments, automatically adding all required accounts
- ◇ Copy batches with option to reverse entries or change fiscal periods
- ◇ Definable import/export templates
- ◇ Visual cue for each company
  - Set background color of main window to distinguish multiple instances for different companies.
- ◇ Unpost batches
  - Either delete the transaction data from the posting run entirely, or create a batch whose effect will be to reverse the batch you are unposting

## New features in Financial Reporter

- ◇ WYSIWYG Financial Reporter, based on spreadsheet & formulas
  - You don't need to be a programmer to make a financial statement. Never again will you write the specs, print a test copy, change the specs, print another test copy, change the specs, print another ...
- ◇ Simple drag and drop functionality
- ◇ Works like a spreadsheet
  - Familiar features make training easy
- ◇ Powerful formatting capabilities
  - Insert your company logo on your financial statements for that professional look.
- ◇ An unlimited variety of financial statements, independent of your chart of accounts structure
  - Retrieve information from any account or group of accounts onto a spreadsheet working area where you can perform any number of calculations and comparisons. Simply drag the desired accounts onto the spreadsheet, selecting the information to incorporate and print as a professional financial report
- ◇ Departmental Comparative statements – on one line.
- ◇ Export financial statements (retaining all formatting) directly to Excel
- ◇ Multi-segment GL reports
  - Using “wild-card” characters, you can report on sub-sections of the two segments of the general ledger account number (account and department).
- ◇ Automatically add any numbers on the statement to quickly check a figure
- ◇ Drill down to the posted transaction detail from any figure on a financial statement
  - You won't have to keep printing countless GL Detail Listings to track down misposted transactions.
- ◇ “Hide when print” row and column attribute
  - Allows easy recording of notes and instructions that won't be visible on the final printed copy of the statement.
- ◇ Re-arrange columns just by dragging them around.

## **New features in Adagio Receivables**

- ◇ Statement printing options
  - Print statements only for customers with outstanding transactions and/or print only the outstanding transactions on the statement – completed transactions can be suppressed
- ◇ Fax Windows style customer statements
- ◇ Customer Notes
  - Track, edit and print contacts and customer notes in AR
- ◇ Option to print additional comments from customer notes on Customer List report
- ◇ GL distribution visible on transaction inquiry
- ◇ Option to turn off batch info in description field sent to GL
  - Allows full description to be shown in the GL Single screen customer view
- ◇ Copy batches and documents
- ◇ Apply cash just by pressing the SPACEBAR
  - Cash receipts processing has never been faster
- ◇ Definable import/export templates
- ◇ Professional looking statements, with logos, can be printed on plain paper
- ◇ Drill to GL details
  - Not available in Plus AR 6.5A or 6.1A, only AR 7.0A
- ◇ Report Groups on file
- ◇ Print batch listings sorted by customer number (as well as entry number).
- ◇ Print batch listing in summary (as well as detail).
- ◇ Page break on change of batch on batch listings and/or posting journals
- ◇ Page numbering on change of batch on batch listings and/or posting journals

## **New features in Adagio Invoices (not in Plus OE)**

- ◇ Powerful archiving facility for repetitive invoicing or work order processing
- ◇ Fax Windows style customer invoices
- ◇ Can directly Add/Modify/Delete customers during transaction entry
- ◇ Multi-part, professional looking invoices, with logos, print on plain paper
- ◇ Long text descriptions for items on your invoice and on your invoice header
- ◇ Complete control of subtotaling and totaling on the invoice
- ◇ Choose which fields appear when items are chosen
  - Speeds and simplifies data entry and training
- ◇ Multiple invoice headers, footers and detail sections permits greater presentation control
  - Make sure your invoice looks exactly the way you want. Excellent for billing services.

## **New features in Adagio Payables**

- ◇ Tracks GL activity of all transactions posted in Adagio Payables
- ◇ View GL details on transaction inquiry
- ◇ Option to turn off batch info in description field sent to GL  
    Allows full description to be shown in the GL
- ◇ Vendor Notes  
    Track, edit and print contacts and vendor notes in AP
- ◇ Single screen vendor view
- ◇ Can modify a system check payment or delete check entirely without returning to “Control payments”
- ◇ Laser printing of checks (including MICR)
- ◇ Copy batches
- ◇ Definable import/export templates
- ◇ Direct Interface to Cashbook
- ◇ Tightly integrated with Adagio Time&Billing
- ◇ You can now print blank check stock for writing checks manually with a pen.

## **New features in Adagio Checks (not in Plus AP)**

- ◇ Edit check run
- ◇ Post individual checks in a batch without posting entire batch
- ◇ Laser printing of checks (including MICR)
- ◇ Adagio Checks database is upgradeable to Adagio Payables database
- ◇ Archive batches

## New features in Adagio Inventory

- ◇ Selective purge of history
- ◇ Auto-add items and auto increment item numbers
- ◇ Stock transfers between items with additional costs
- ◇ Validate unit of measure and report groups
- ◇ Persistent transaction entry (not forced to post after entry)
- ◇ Item notes
  - Track, edit and print item notes in IC

## New features in Adagio OrderEntry

- ◇ Complete Order/Invoice Credit Note History.
  - Historical orders can be kept separate from active and recent orders. This speeds up searching for and recalling documents, Day End, and reports, including custom reports written with a report writer such as Quik Reports or Crystal Reports for Adagio. Retrieves data from Softline's Invoice History databases.
- ◇ Flexible day end purge / move to history options.
  - Allows complete control of when each document type (orders, invoices and credit notes) is moved to history and/or purged. For example, you can keep recently completed invoices in current but move completed orders and credit notes to history, or keep invoices in history for an extended time but purge the original orders.
- ◇ Ability to copy orders, invoices or credit notes to create new orders.
  - Allows use of existing orders as templates for new orders, or easily creates a new order similar to a previous order for the same or a different customer.
- ◇ Restore orders from history, optionally updating prices from Adagio Inventory and changing customer number.
- ◇ Import orders, with definable templates.
  - Allows importing of orders downloaded from e-commerce web sites using products such as Virtual-Vendor. Supports several popular formats, allowing great flexibility in how an external application generates orders.
- ◇ Data entry templates by user.
  - You can customize screen defaults for different types of order entry by different users.
- ◇ Add customers or items on the fly while entering orders.
  - No need to start Adagio Receivables or Adagio Inventory to add new records. Saves on the number of Lanpaks required by your organization.
- ◇ Ability to edit customers on the fly while entering orders allows you to quickly and easily correct or change customer information without starting Adagio Receivables and without using a Lanpak unit.
- ◇ View item details while entering orders
  - Types of details include quantities in inventory, item notes, sales history, costing (when permitted), and discounting information. Does not use a Lanpak unit.
- ◇ View item costs while entering orders (when permitted by security settings).
  - Allows you to set the price based on cost and prevents selling below cost or minimum allowable margin.
- ◇ Multi-part, professional looking invoices, with logos, print on plain paper.
  - Save on the cost of preprinted forms. More convenient.
- ◇ Fax order confirmations, invoices, credit notes or picking slips
  - Faxes can be sent immediately from your computer or schedule them to be sent later from the built in fax server. Handy for instantly sending your customer a duplicate invoice while making dunning calls.
- ◇ Option to prevent deletion of orders
- ◇ Option to suppress lines with zero quantity shipped on invoices

## **New features in Adagio SalesAnalysis not in Softrak Sales Analysis (DOS)**

- ◇ Online Inquiry permits multiple comparative columns
- ◇ Inquiries can be printed, exported to Excel or charted
- ◇ Editing a single record can update all lines from the selected invoice or credit note  
    Makes editing documents much easier
- ◇ Custom reports may be added to the menu

## **New features in Adagio Time&Billing not in Time, Billing & Receivables (DOS)**

- ◇ All the new features of Adagio Receivables not found in receivables in TBR.  
    For example transaction matching and history and unlimited control accounts.
- ◇ Pop-up TimeKeeper application included.  
    Users can automatically track time and enter disbursements against a Client / Docket / Source Code. Can be set so that the rates are not displayed.
- ◇ Security
- ◇ Backup
- ◇ Direct faxing of Bills
- ◇ Customer Notes
- ◇ User definable grids and finders
- ◇ Persistent Smart Finder results, printable results
- ◇ Enhanced reports.  
    Shading, date/time format, header/footer control, color, user name, group tree to find data on preview
- ◇ Professional looking bills on plain paper.  
    Include graphics, logos, fonts, lines, shading, multiple different copies
- ◇ WYSIWYG forms designer
- ◇ Spell checker
- ◇ Integrity Checker can rebuild phase 1 errors
- ◇ Copy batches, and copy/move entries with revisions to dates
- ◇ Edit Dockets (Files) has Inquiry for current WIP  
    Includes filters for Source Code, Staff, Staff Class, or Disbursement/Activity
- ◇ Copy existing Dockets as templates for new ones
- ◇ Bill history files are kept  
    Can be reported on using Crystal Reports for Adagio
- ◇ Batches finder and grid  
    Improved batch handling: Batch grid is a single stop. Can print Listings and Bills right from the Batch List or Post, Delete, Copy batches.
- ◇ Totals screen on billing
- ◇ Purge non-billable from WIP added to Purge T&D Ledger
- ◇ Improved bill generation.  
    Improved sorting and grouping can significantly reduce the number of bill lines generated, simplifying editing the batch and the bill itself.