

AGS Enterprises

248 West Park Avenue

Suite 252

Long Beach, NY 11561

Tel (516) 670-9694

Fax (516) 670-9693

www.agsenterprises.com

AGS Advantage

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Access Opportunity Conference '04

Softrak Systems hosted its 11th annual dealer conference in Vancouver, BC in mid-May. Here are a few highlights...

• Adagio Academy

Although the AOC is a dealer conference, Softrak kicked it off with a day of end-user training, called "Adagio Academy". Over 40 end-users attended, and gave Adagio Academy rave reviews, like: "There was so much information that was useful. It was SO worth it. I would highly recommend it to other users." Now Adagio Academy is starting to tour North America! See www.softrak.com, or call us to find out when Adagio Academy is coming to town.

• Adagio BankRec

Softrak's biggest announcement — see the article to the right.

• Purchase Orders for Adagio

Presented by Stief Group, Purple's North American distributor, PO for Adagio presents a compelling reason to purchase Adagio's full Operational Suite for your distribution solution.

• Adagio Symposium

Adagio Symposium is a forum in which seasoned Adagio resellers share unique power tips and tricks. We've added these new tips and tricks to our kit bag! 🎒

Adagio BankRec Ships

Softrak's newest module, Adagio BankRec, integrates with Receivables, Payables and Ledger to provide an on-line view of a company's cash position. Adagio BankRec is designed to speed the monthly bank reconciliation, ease the accounting for NSF checks and make it easy to apply payments to high volume accounts.

Adagio BankRec provides a single point of entry for cash receipts into Adagio. An on-line inquiry instantly shows your current cash position, and allows you to recalculate the position "as at" any date in the past. The reconciliation process is simple and straightforward, easing month end processing chores. Unlike bank based reconciliation services, Adagio BankRec does not require you to tell your bank what checks have been issued. The deposit slip report saves you the trouble of manually listing each check on your bank's deposit slip.

BankRec's top features include:

- Up-to-date cash balances maintained to monitor cash position
- Auto-apply cash to outstanding invoices in Receivables

- Drill-down from a deposit to see the individual checks making up the deposit
- Automatically reverse NSF checks, accounting for bank fees and client charges
- Automatic creation of a cash batch for Adagio Receivables
- Automatic retrieval of all checks written in Adagio Payables
- Automatically mark cleared items in Adagio Payables
- Import checks written by other systems
- Reconcile your bank statement with a few mouse clicks
- Automatically convert your Peresoft Cashbook data for a smooth transition
- Print a bank deposit slip

Cust#	Name	Date	Amount
ABL01	Ables Cables	4/6/2001	
BCE01	BCE Engineering	4/6/2001	
BOH01	Bohr Drilling, Inc.	4/6/2001	11
CAP01	Cape May Inn	4/6/2001	16
CCX01	CCX Express	4/6/2001	8
CHE01	Cheng, Cheng, Chipperfield	4/6/2001	4
DAW01	Dawson Maine Adventures Ltd.	4/6/2001	
DDU01	Double D Rentals Ltd	4/6/2001	1

Drill down to transaction details from each bank's transaction list.

Handle NSF checks quickly and easily

Download a trial version of Adagio BankRec by visiting <http://www.softrak.com> and clicking on "Products", or simply call us today! 🎵

Customer Charges	
NSF Reference	3000 FEE
Customer Fee	\$25.00
Acct/Dept	6200 200

Bank Charges	
Bank NSF Reference	3000 FEE
Bank Fee	\$20.00
Acct/Dept	6200 100

Adagio's Right Mouse Button

Have you used Adagio's Right Mouse Button? Softrak designed useful shortcuts for Adagio into the pop-up menus that appear when you click the right mouse button. The mix of shortcuts in the menu changes based upon where you are in Adagio.

Normally, you'll see options like Cut, Copy and Paste text; but, when you have selected records in a grid, Softrak has added all the appropriate "form actions". This means you can mark checks as cleared in the Payables Check Reconciliation function, Edit a customer or Print a batch listing.

The right mouse button is even more extensively used in the Adagio Financial Reporter. The pop-up menu changes to offer useful functions at every opportunity. You can cover a selection of cells, remove the cover or clear the cell contents. Apply cell formatting. Add a ".Range", ".Verify" or ".RangeDept" command to column 1 in a SmartSheet. In fact, place the cursor over cell A1 and make a statement a ".SmartSheet" with a single click. The right mouse button makes creating financial statements a snap!

Fast Data Entry for Adagio

A common misconception from inexperienced Windows users is that data entry in Adagio is slow. It's probably because they were never shown how they can use the keyboard to navigate. They don't need to use the mouse for Adagio data entry.

Do you know these key combinations?

- **Tab / Shift-Tab** Move to next/previous item, entry field or button or menu item
- **Alt-"character"** Move to item where "character" is underlined entry field or button or menu item or index tab
- **Enter**
Execute the selected button;
Edit highlighted entry in grid;
Create new entry in grid if last item in the grid is highlighted
- **Ctrl-Tab / Shift-Ctrl-Tab** Flip to next/prior index tab
- **Ctrl-PageDown / Shift-PageUp** Flip to next/prior index tab
- **Alt-Tab / Shift-Alt-Tab** Move to next/previous application
- **Ctrl-C** Copy selected data
- **Ctrl-X** Cut (copy & delete) selected data
- **Ctrl-V** Insert data that was Cut or Copied

- **RightArrow / LeftArrow**
Move right/left one character position;
Select next/prior radio button
- **Ctrl-RightArrow / Ctrl-LeftArrow** Move right/left one word
- **End / Home**
Move to end/beginning of entry field;
Move to end/beginning of line in memo field
- **Ctrl-End / Ctrl-Home** Move to end/beginning of last/first line in memo field
- **F1** Context sensitive help
- **F5**
Activate Finder in key field;
Activate Calculator in numeric field;
Activate Calendar in date field
- **F6** Activate Smart Finder in key field
- **F7** Activate Spell Checker in memo field
- **Spacebar**
Select item in selection list;
Special action in some grids (in Check Rec, spacebar clears selected checks);
Tick/Untick a checkbox;
Execute selected button
- **DownArrow / UpArrow**
Select next/prior item in selection list (drop-down field)
Select next/prior radio button
- **PageDown / PageUp** Move to next/prior screen in selection list
- **End / Home** Move to last/first character in entry field or item in selection list
- To select more than one item from a selection list, press **Shift-F8**, the use **arrows** and **spacebar** to choose and select each item, the press **Shift-F8** when done.

"Remembering" Report Settings

Did you know that the print options you select on report dialogs can be saved and used as the defaults the next time you print the report?

To have your report settings saved, you must turn the **Remember report settings** option on. Note that the options are saved by company, so if you set different options for different datasets, they will be saved accordingly.

Additionally, report settings will only be saved if you print or preview the report. You cannot simply open a report dialog, change the settings without printing or previewing, and have those settings remembered for the future. 🎵

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