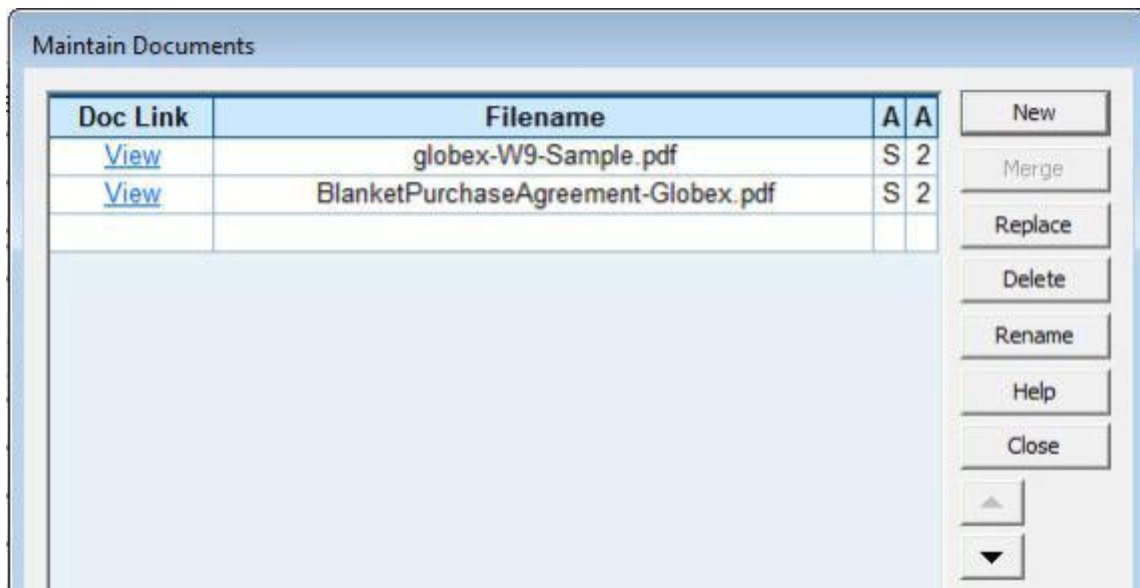


Adagio DocStore enables the manual and automatic linking of PDF documents to Adagio accounting transactions and master files. Generated PDFs (Check remittances, Invoices, Credit Notes, Inventory Receipts) are automatically attached to their source transaction. Accounts Payables invoices can be attached or scanned during batch entry. All reports can be generated to PDF and automatically filed. Once a document is attached to a transaction in a batch, the document will automatically “flow” to transactions in other modules. For example, an Invoice processed in Adagio PurchaseOrders will be attached to the invoice in Payables. When that invoice is paid in Payables, a remittance advice and the invoice will be attached to the bank credit in Ledger. The controller, chief financial officer or auditor can click on a credit in the bank general ledger account and view the remittance advice for the check and all invoices paid by the check.

FEATURES:

- PDF's can be attached to transactions (Invoices, Cash Receipts, Orders, Credit Notes etc.) and will "flow" through Adagio as the batches are posted. They can be viewed in the vendor and customer transactions tabs. Attached PDF's flow through to and stay attached to transactions in Adagio Ledger and can be viewed from Account transactions and financial statements
- PDF's of general interest can be attached to Master Records (Customers, Vendors, Inventory Items and banks).
- Documents can also be attached to previously posted transactions so that records can be updated after they are posted.
- PDF's can be attached from:
 - File (Browse or Drag-and-Drop)
 - Email (Drag-and-Drop)
 - Scanner (TWAIN or Fujitsu ScanSnap)
- PDF's can be attached, deleted, reordered and combined



- Folder structure modeled on typical accounting office filing cabinet
 - § Vendor
 - Invoices
 - Notes
 - § Customer
 - § Bank

- When printing checks in Accounts Payable, a custom remittance advice is automatically attached to the transaction.
- Invoices generated from Adagio Order Entry V9.3 and Adagio Invoices 9.3 will automatically be attached to the customer transaction for viewing
- In Adagio Receivables V9.3, checks received from customers can be scanned and attached to the customer transaction for viewing
- Transactions from Adagio sub-ledgers (Payables, Receivables, Order Entry, Invoices, Purchase Orders) flow through with the transaction itself into Adagio Ledger for drill-down from the Ledger account details.
- At year-end, all documents for a fiscal year are moved to an archive folder for audit purposes and to facilitate record retention rules.

ADVANTAGES:

- Reduce physical storage requirements. No longer need to keep hard copies of vendor invoices (Please consult with your lawyer and CPA for hard copy document retention requirements before disposing of any hard copies. Must have redundant and offsite backup of DocStore data)
- Simplify audit preparation. You can easily copy all vendor invoices for the year to a thumb drive and give it to your auditors.

Adagio DocStore-featuresheet.docx, Last updated Feb. 8, 2018