

# Adagio 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.

## Features

- Tightly integrates with Adagio Ledger, Adagio JobCost and Adagio Time and Billing.
- Vendor inquiries on a single screen for contact, statistics, and outstanding transactions and G/L expense account distributions.
- Fully customizable checks using drag-and-drop designer technology.
- System and manual checks for one-time and recurring entries.
- Distribution sets speed expense account allocation during invoice entry. Integration with Adagio Time and Billing allows automatic re-billing of client disbursements.
- Aged Cash Requirements report facilitates cash planning.
- Electronic Funds Transfer (EFT) capabilities.

## Overview

Adagio Payables provides complete accounts payable management for users of Adagio Ledger and Adagio Receivables. Manage your vendor accounts to maximize early payment discounts. Vendor statistics allow you to identify your most important vendors. Simple point and click inquiries, with drill-down to matching transactions and G/L expense account allocation, speed response to your vendor's questions.

Record your vendor addresses and contact information, and use customizable optional fields for your vendors. Group your vendors by control accounts. Manage early payment discounts automatically. Accurately allocate invoice expenses to multiple G/L accounts. Batch transaction management ensures accurate data entry and accounting controls. Record invoices, checks and adjustments against vendor accounts. Match checks to invoices and maintain 1099 amounts for year end printing.

Locate vendor information quickly using Adagio Payables' customizable grid, or enter their 6 character vendor code directly. Softrak's SmartScanner™ technology easily locates vendors using their contact information, address, phone number or other remembered data. Double click on a vendor to put all their account information at your fingertips-contact information, account statistics and transactions, all in one place.

Tight audit control on check production increases your peace of mind. Adagio Payables supports multiple bank accounts, and its simple drag-and-drop check specification designer allows you to display the information you require on your check or advice. Place your company logo and other graphic elements to add impact to your check.

Adagio Payables contains a complete set of reports for file and account management. Report options control account selection, sort sequence and subtotaling. Aging periods are user definable. All reports are designed using Crystal Reports for Adagio, Softrak's custom report writer, so you may modify them if you wish.

Adagio Payables Vendor Master includes complete contact information, current activity and period statistics, and comprehensive transaction history.

The Vendor function provides numerous options and screens, with a great deal of statistical information as well as an interface to vendor transactions, with the option to view either current or historical transactions.

The screenshot shows a software window titled "Vendor BEN01 Benefits Group of America". The window has a menu bar with options: Vendor Information, Statistics - YTD, Statistics - Activity, Transactions, Payee, Notes, Optional Fields, and EFT. The main area contains a form with the following fields and values:

|            |                                     |                  |                          |               |                          |
|------------|-------------------------------------|------------------|--------------------------|---------------|--------------------------|
| Vendor     | BEN01                               | On hold?         | <input type="checkbox"/> | Process 1099? | <input type="checkbox"/> |
| Name       | Benefits Group of America           | Credit limit     | 1,000.00                 |               |                          |
| Short name | Benef                               | Bank ID          |                          |               |                          |
| Address    | PO Box 10712<br>Laurel, MD          | Identity number  |                          |               |                          |
|            |                                     | Reference        |                          |               |                          |
|            |                                     | Start date       | 1/29/1998                |               |                          |
| Zip/Postal | 21285                               | Account set      | USDE (USD)               |               |                          |
| Comment    | employee benefits                   | Terms            | 4                        |               |                          |
| Remittance |                                     | Distribution set |                          |               |                          |
| Contact    | Bill Wilson                         | Distribution     |                          |               |                          |
| Telephone  | (555) 491-0010                      | Acct/Dept        | 6470 100                 |               |                          |
| Fax number | (555) 494-0456                      | Report group     | EA                       |               |                          |
| Active     | <input checked="" type="checkbox"/> | Tax group        |                          | Status        | 0                        |
| Enable EFT | <input checked="" type="checkbox"/> | Price list       |                          |               |                          |
| FOB Point  |                                     |                  |                          |               |                          |
| Email      |                                     |                  |                          |               |                          |
| Website    |                                     |                  |                          |               |                          |

On the right side of the form, there are four buttons: OK, Cancel, Applied, and Help.

**Vendor BEN01 Benefits Group of America**

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

**Latest Activity**

Invoice: 983.09 on 1/6/2005

Payment: 1,253.84 on 1/14/2005

Credit: 0.00 on

Debit: 0.00 on

Adjustment: on

Maintenance: on

**Purchases**

Period-to-date: 5,572.09

Year-to-date: 5,572.09

Last year: 0.00

**Current Year**

Largest inv: 2,007.68 on 1/3/2005

Largest pay: 1,253.84 on 1/14/2005

Largest bal: 3,335.16 on 1/3/2005

Avg days to pay: 0.00

**Last Year**

Largest inv: 0.00 on

Largest pay: 0.00 on

Largest bal: 0.00 on

Avg days to pay: 0

OK

Cancel

Applied

Help

**Vendor BEN01 Benefits Group of America**

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

Current transactions
  Historical transactions
 Balance: 3,260.50

| Type | Document | Doc Date  | Reference | Current Amt | Original Amt | Status |
|------|----------|-----------|-----------|-------------|--------------|--------|
| IN   | 317      | 1/3/2005  |           | 573.64      | 573.64       |        |
| IN   | 6504897  | 1/3/2005  |           | 753.84      | 2,007.68     |        |
| IN   | 65048971 | 1/3/2005  |           | 2,007.68    | 2,007.68     |        |
| PP   | 100004   | 1/3/2005  |           | -74.66      | -74.66       |        |
| IN   | 12-5     | 1/6/2005  |           | 0.00        | 983.09       |        |
| MC   | 120005   | 1/6/2005  |           | 0.00        | -857.77      |        |
| PA   | 1414     | 1/14/2005 | 1414      | 0.00        | -1,253.84    |        |

OK

Cancel

Applied

Help