

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.

Vendor BEN01 Benefits Group of America

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

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	Identity number			
	Laurel, MD	Reference			
		Start date	1/29/1998	<input type="checkbox"/>	
		Account set	USDE	(USD)	
Zip/Postal	21285	Terms	4		
Comment	employee benefits	Distribution set			
Remittance		Distribution			
Contact	Bill Wilson	Acct/Dept	6470	100	
Telephone	(555) 491-0010	Report group	EA		
Fax number	(555) 494-0456				
Active	<input checked="" type="checkbox"/>	Enable EFT	<input checked="" type="checkbox"/>	Tax group	
FOB Point		Price list		Status	0
Email					
Website					

OK
Cancel
Applied
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:

Maintenance:

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

Electronic Funds Transfer

Optional Adagio EFT provides electronic payment functionality for users of Adagio Payables. Electronic Funds Transfer may be used for both system and manual check runs. Email payment advices with remittance details to your vendors.

Features:

- Tightly integrates with Adagio Payables.
- Payment method preference may be set on each vendor.
- No change to processing sequence. Pay via EFT and physical check in the same manual check batch.
- Fully customizable forms for faxing and/or emailing remittance advices.

Overview

Adagio EFT adds extended EFT processing to Adagio Payables for those clients wishing to use their traditional EFT provider. After choosing a specific EFT payment processing organization, users are prompted for specific information to complete the integration with Adagio Payables' check processing cycle. Forms can be created to fax and/or e-mail vendors your remittance information. Integration to the processing cycle minimizes training time, or the reliance on external applications.

Adagio EFT currently supports the following EFT formats:

- Canadian Payments Association (CPA) Standard 005 (accepted by most banks and credit unions)
- Bank of Montreal DEFT 80
- National Bank of Canada (CPA 005)
- Royal Bank STD152
- Scotia 105
- TD Bank 80
- VanCity Savings (CPA 005)

If your bank is not on this list, have your Adagio Consultant contact Softrak. There is no additional charge for adding a single bank when Adagio EFT is purchased.

The screenshot shows the 'Edit EFT Provider' dialog box. The 'EFT code' is 'VC'. The 'Description' is 'VanCity'. The 'EFT batch format' is 'VanCity CPA 1464 format CAD'. The 'Startup program' is 'Scotia 105 format'. The 'Payment folder' is 'RBC 152 format CAD'. The 'Filename prefix' is 'FC'. The 'Originator Id' is 'ADAG10'. The 'Data Center' is '00610'. The 'Next Sequence' is '2'. The 'Short Name' is 'Adagio'. The 'Long Name' is 'Adagio Corporation, Inc'. The 'Bank Account' is empty. The 'Send as reference' is 'Check number'. A dropdown menu is open showing various EFT formats, with 'VanCity CPA 1464 format CAD' selected. Buttons for OK, Cancel, and Help are visible on the right.