



Product Guide





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Toolkit for Adagio

The Toolkit for Adagio is a collection of utilities essential for Adagio users who wish to maintain their data in an orderly fashion.

During the normal course of business, accounting data can become cluttered, unwieldy, and less user-friendly. Customer and vendor numbers can be accidentally repeated, company consolidations can wreak havoc with a chart of accounts, and inventory item lists can become long, repetitive, and less relevant. The following functions are all included in this toolkit:

Adagio Ledger

- Account/Department Code Changer
- Open Batch Changer
- Edit Posted Transactions

Adagio Receivables

- Customer Number Changer
- Contact/ShipTo/Salesperson/Territory Changer
- Re-calculate Customer Statistics
- Edit Customer Transactions

Adagio Payables

- Vendor Number Changer
- Re-calculate Vendor Statistics
- Edit Vendor Transactions

Adagio Invoices

- Item Code/Salesperson Changer

Adagio OrderEntry

- ShipTo Code/Salesperson Changer

Adagio Inventory

- Item Code Changer
- Item Format Changer
- Category Code Changer
- Location Code Changer
- Unit Of Measure Changer
- Re-calculate Item Sales History
- Clear Item Quantity & Costs
- Delete Items
- Price List Changer

Purchase Orders For Adagio

- Sundry Item Changer
- Document Format Changer
- Sundry Vendor Changer
- Ship/Bill To Changer

Adagio JobCost

- Job/Phase/Category Code Changer

All Adagio Modules

- Home Currency Code Changer

Key features include:

- Allows changes to all of your customer and vendor codes to a new format.
- Performs 'Change To', 'Combine Into' and 'Copy To' functions. When codes are combined, all associated data is combined, including statistics, posted transactions, outstanding balances, quantity, costs and notes.
- Cross-reference new codes with original codes by retaining the original codes. This may help ease the transition to the new codes.
- Multiple changes, combines and copies can be generated from one entry through the use of wildcards.
- A standard Adagio "look and feel" makes the Toolkit easy for any Adagio user to use.
- Automatic backup of your dataset prior to posting changes.
- An audit trail records all changes and can be printed in summary or detail.
- With the Item Format changer, you can change the number of segments, rearrange or resize segments. For example, you can change a single segmented item into a multi-segmented item or vice versa.
- Use the clear inventory function to reset inventory levels or create a secondary I/C database. Or, use it to clear and remove obsolete items, quantity and costs. Quantity on sales orders and purchase orders are preserved.
- Use the import function to prepare your changes in a spreadsheet and review them before importing them.

Future updates of the Toolkit will include functions that have been suggested by users and dealers.

Change codes easily.

Edit posted transactions.

Redesign customer and vendor codes.

Maintain orderly inventory items.

Recalculate statistics.



National Accounts for Adagio

National Accounts for Adagio is specifically designed for companies that sell to chain stores, branch offices or subsidiaries, where the head office pays the bill on their behalf.

Single payments from head office are easily applied to outstanding invoices, saving hours of searching for individual invoices to apply payments. National Accounts simply adds the ability to apply a single check against outstanding invoices from a number of customers.

- Each national account and sub-account is its own customer, maintaining its own receivables.
- Sub-account outstanding invoices appear in a grid as you create a cash entry for a national account.
- Associate a national account with an unlimited number of sub-accounts.
- Print Customer Trial Balances and Customer Transaction Reports by national account.
- A standard Adagio “look and feel” makes National Accounts easy for any Adagio user to learn quickly.
- Works with current and prior versions of Adagio Receivables and Ledger.
- Supports multicurrency.

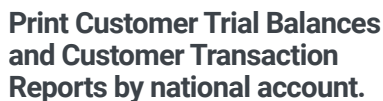
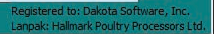
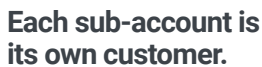
With National Accounts, you can create/print/post cash batches – the only difference to Adagio Receivables is the added ability to apply a single check against the outstanding invoices from a number of customers. Regular cash payments can also be posted.

Example:

A company sells toner cartridges to a number of schools. The schools are invoiced, but the school board pays their bill with a single check. Without this product, it is a time consuming process to finding the invoices that should be paid.

Key features include:

- Cash entry by national account. Associated customers can be easily paid with a single check
- National accounts can be assigned to any number of customers.
- Aged Trial and Customer Transaction reports can be summarized by national account.
- Standard Adagio menu functions, such as import, export, users, group security, backup and data integrity checking.
- Re-designed cash entry with field templates and sizable forms.
- ExcelDirect exports of data grids.

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Rentals for Adagio

Ideally suited to the construction industry, Rentals for Adagio is designed for companies that rent, sell or service equipment, where recurring billing and rental inventory management are crucial.

- A great fit for companies renting construction equipment, machinery, tools, scaffolding, fencing and/or forms.
- Integrates seamlessly with Adagio Receivables, Inventory, Sales Analysis and Ledger. Invoices are automatically generated, printed and transferred to Receivables.
- User-defined rental contracts can be open-ended with periodic or recurring billing of rented items, consumables or miscellaneous charges.
- Billing methods are versatile and capable of billing in advance or arrears, on different cycles and rates.
- Service records can be applied to rented items. When these are combined with original cost and rental revenue, you get a clear picture of your return on investment.
- Summarized rental and management reports are provided, to help identify booking conflicts and delinquent items.
- A standard Adagio "look and feel" makes Rentals easy for any Adagio user to learn quickly.

Key features include:

- Sales of parts and supplies
- Miscellaneous charges for shipping, handling and services
- An iPhone app to view contracts and edit notes
- Invoices are generated, printed and transferred to Receivables
- Invoices can be edited before they are posted
- Contracts and invoices are user-designed
- Reservation, quote and contract templates
- Contract and rental item notes
- Contract grids formatted with styles, filters and sort orders
- Archives of completed contracts
- Site codes for summarizing contracts and billing
- Customer and item alerts
- Optional header and detail fields
- Credit on rented or purchased items
- Ship-to addresses
- Ability to insert blocks of text and instructions
- Versatile billing methods, including minimum charge, in advance or arrears
- Item availability grid for reviewing rented or booked items
- Rental item management for rates, cost, serial numbers and history
- Service records for tracking cost, repairs and ROI
- Management reports for delinquent items, conflicts and profitability
- Sales clerk tracking
- Service codes
- Workstation options and user preferences
- Menu, function and field level security
- Supports GridView, DataCare and the Toolkit for Adagio



Rentals For Adagio - Dakota Software

File Edit Contracts Billing Inquiries Reports Maintenance Windows Help

Open Contracts Quotes History Invoices Transfer Customers ShipTo Rental Items Availability Categories Calculator Profile Exit

Contract Maintenance

Contract	Customer	Name	Start Date	End Date	Complete	Last Billed	Total Billed
4786	RCSC	Rose Florals	7/13/2011				0.00
4787	Shirley	Shirley	7/13/2011	7/13/2012			0.00
4788	RCSC	RCSC Engineering	7/13/2011	7/13/2012			0.00

Contract 4788, RCSC Engineering

Contract Information

Contract: 4788
Order date: 7/13/2011
Exp ship date: 6/25/2018
Receipt date: 7/13/2011
Rental period: 7/13/2011 to 7/12/2012
Reservation: 365 Days
Status: Current
Purchase order:
Ship via:
Site code:
Description: FRAMES CADRES 5' X 5'
Comments:
Manual:
Automatic: None

Customer Information

Customer: RCSC
Name: RCSC Engineering
Price level: Basic
Price list:
Terms code: 2/10
Reference: 2% 10 Days, Net due in 30
Contact: John Adams
Territory: LAKENIT
Salesperson: AIB
Tax status: GST
Tax group: CANADA
Tax exempt 1:
Tax exempt 2:

Registered to: Scaffold Plant (China) Inc.
Lentrol Industries Equity Partners Ltd.

Dakota Software Last Integrity Check: 6/25/2018 5:15 3/28/2018 8:12 pm

User-defined rental contracts can be open-ended with periodic and/or recurring billing of rented items, consumables or miscellaneous charges.

Edit Billing Method

Description: 28 DAYS
Rent is: Flat Fee
Due date is: Start Date Plus 28 Days
Due time is: Start Time Plus 00:00
Special first invoice is: a percentage of total estimated rent 0 %
Recurring invoices: ☒
Every: 28 days in advance, starting with month 1
Invoice date will be: synchronized to rental start date
Initial billing will commence: immediately

OK Cancel Help

Edit Rental Item AC-R-1000

Item	Contract	Line	Qty	Unit Price	Ext Price	Start	Return	St
	2912	1	1	4.00	1,464.00	4/14/2011	4/13/2012	O
	3814	1	1	3.50	1,281.00	5/27/2011	5/26/2012	O
	4007	8	1	3.50	1,281.00	6/7/2011	6/6/2012	O
	4132	11	2	3.50	2,562.00	6/13/2011	6/12/2012	O
	4163	12	1	3.50	1,281.00	6/14/2011	6/13/2012	O
	4173	1	1	3.50	1,281.00	6/14/2011	6/13/2012	O
	4264	10	4	3.50	5,124.00	6/16/2011	6/15/2012	O
	4333	13	1	3.50	1,281.00	6/21/2011	6/20/2012	O
	4581	5	2	3.50	2,562.00	7/4/2011	7/3/2012	O
	4599	7	1	3.50	1,281.00	7/5/2011	7/4/2012	O
	4676	2	1	3.50	1,281.00	7/8/2011	7/7/2012	O
	4795	5	1	3.50	1,281.00	7/13/2011	7/12/2012	O

OK Cancel Help

Contracts History Quotes Servicing

Edit Rental Item AC-R-1000

Rental Rates	Rate	Cycle	Cost
28 DAY DLY	3.50	per day	0.00
WEEKLY	21.00	per week	0.00
MONTHLY	98.00	per month	0.00
NO MINIMUM	0.00	per day	0.00
FLATMONTH	84.00	flat fee	0.00
HOURLY	0.00	per hour	0.00
DAILY	0.00	per day	0.00

Minimum charge: 0.00

OK Cancel Help

Rental item management for rates, cost, serial numbers and history.

Inventory Availability

From 4/23/2012 to 5/7/2012 Category AC ACCESSORIES

Item	Description	Cat	Status	Avail	Apr 23	Apr 24	Apr 25	Apr 26	Apr 27	Apr 28	Apr 29	Apr 30
1	AC-R-1000	MOBILE WAGON	AC	Rented	1	4795	4795	4795	4795	4795	4795	4795
2	AC-R-133-12	ACCESS LADDER/ECHELLE 3'	AC	Available	0							
3	AC-R-135-12	ACCESS LADDER/ECHELLES 5'	AC	Available	4							
4	AC-R-1350	BAKER SCAFFOLD	AC	Rented	8	4169	4169	4169	4169	4169	4169	4169
5	AC-R-137-12	ACCESS LADDER/ECHELLE 5'	AC	Available	1							
6	AC-R-1375	DRYWALL CARTS	AC	Available	0							
7	AC-R-200	TOGGLE PINS/CHEVILLES	AC	Rented	568	4813	4813	4813	4813	4813	4813	4813
8	AC-R-201	LOCK ARM/BARRURE	AC	Rented	868	4817	4817	4817	4817	4817	4817	4817
9	AC-R-202	CLAMPS/BRIDES	AC	Available	0							
10	AC-R-203	PIGTAIL LOCK PINS	AC	Rented	46	4812	4812	4812	4812	4812	4812	4812
11	AC-R-204	LOCK ARM	AC	Available	468							
12	AC-R-205	COUPLING PINS	AC	Rented	451	4712	4712	4712	4712	4712	4712	4712
13	AC-R-206	SPRING CLIPS	AC	Available	100							
14	AC-R-300	BASE PLATES-SOCLAS	AC	Rented	146	4752	4752	4752	4752	4752	4752	4752
15	AC-R-301	ADAPTOR-RACCORDEMENT	AC	Rented	16	3511	3511	3511	3511	3511	3511	3511
16	AC-R-302	ADAPTOR OFFSET	AC	Available	23							
17	AC-R-303	SWIVEL BASE-SOCLAS A PIVOT	AC	Rented	73	4583	4583	4583	4583	4583	4583	4583

Legend Available Reserved Rented In Service Not Working Sold

Refresh Help Close

Item availability grid lets you easily view rented or booked items.



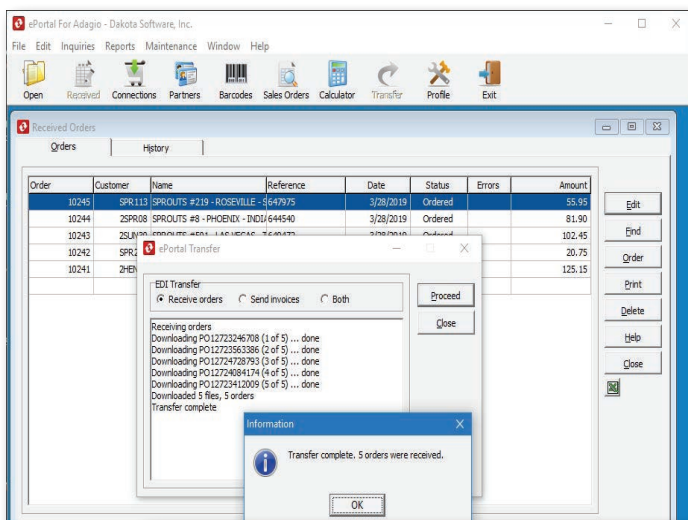
ePortal for Adagio

Save time and expense by avoiding the manual entry of sales orders from external sources. ePortal for Adagio receives orders from a variety of sources, such as EDI, eCommerce, import or mobile devices. Orders are reviewed for accuracy and then transferred to Order Entry as sales orders.

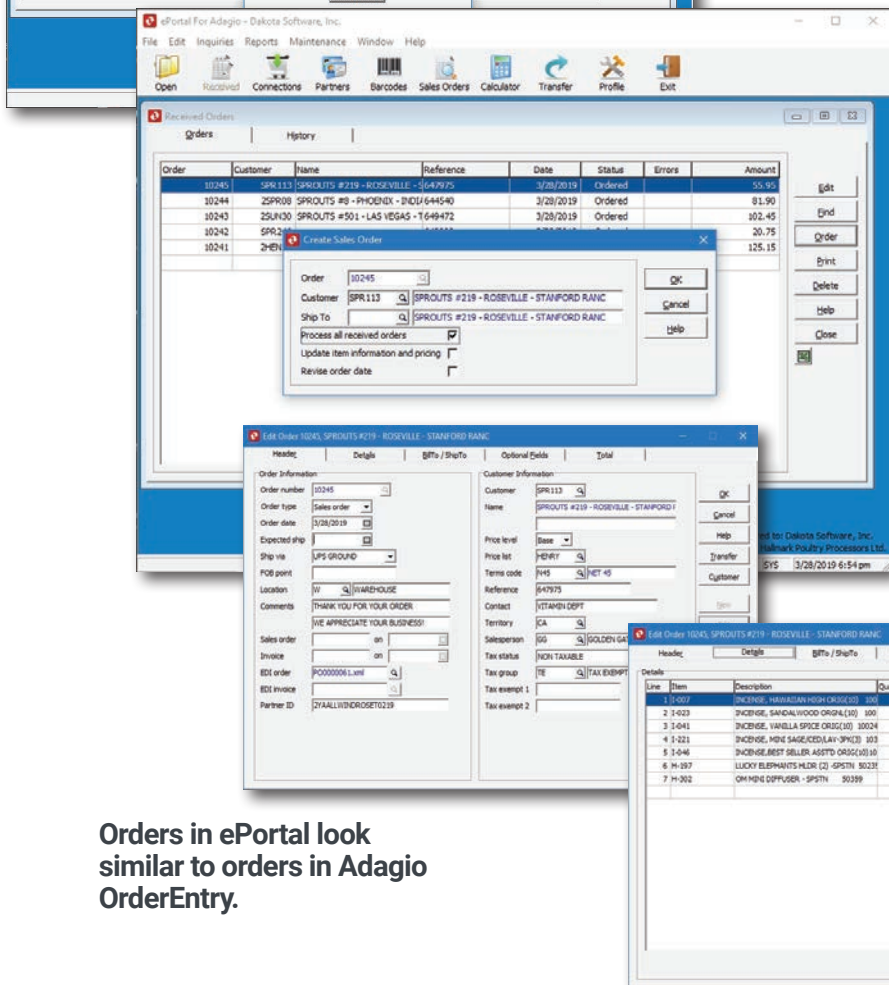
Pair ePortal for Adagio with Mobile Orders for a mobile sales force solution.

Key features include:

- Receive orders from EDI, eCommerce, by import, mobile devices, or any combination thereof.
- Orders are reviewed before they are transferred to Order Entry. Problematic orders are flagged and cannot be transferred to Order Entry until their issues are resolved.
- Time wasting manual entry is completely avoided.
- Receive EDI 850 Orders and send EDI 810 Invoices.
- eCommerce support for SBS Commerce, CommerceHub, Cin7, RevCascade, SellerCloud, and more to follow.
- Functions are provided to set up your connections, trading partners and barcodes.
- Trading Partner IDs are connected to customers.
- Barcodes are connected to inventory items.
- Import order spreadsheets that are completed by your customers.
- Receive orders from salespeople on mobile devices using Mobile Orders for Adagio.
- Use the ePortal transfer utility to schedule transfers at specific intervals, or at a specified time.
- Several line types are supported, including items, miscellaneous charges, comments, text blocks and serial numbers.
- Listing reports and audit trails are included.
- Use Order Entry specs to print order confirmations.
- Adagio User group security, menu level and functionality are supported.
- Make Customer, Item and Sales Order inquiries just like Adagio OrderEntry.
- Export to Excel for all data grids.
- Supports GridView, DataCare and the Toolkit for Adagio.



Orders can be received by EDI or other sources. Trading partners are connected to customers and barcodes are connected to items.





Mobile Orders for Adagio

Mobile Orders for Adagio pairs with ePortal to allow salespeople to collect and send orders from the field using their iPads or iPhones.

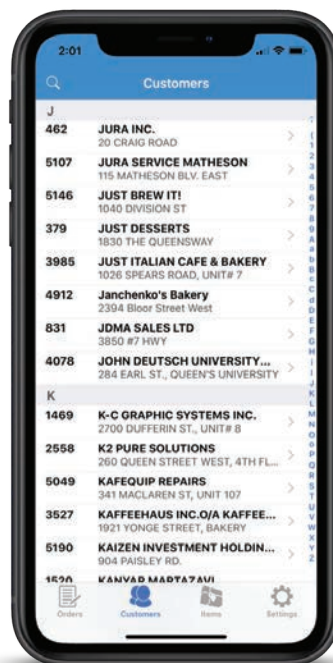
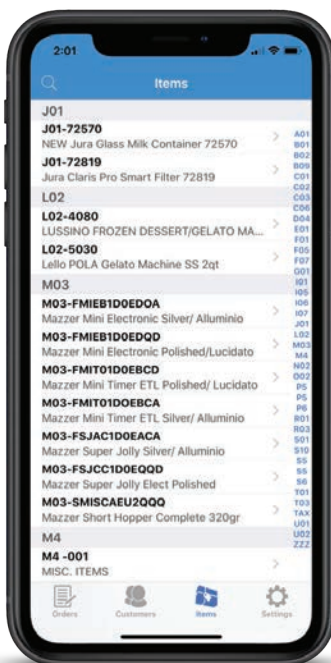
Mobile Orders works in tandem with ePortal for Adagio to connect salespeople in the field with the office. It offers simple, intuitive order entry functionality which mirrors Adagio OrderEntry in a mobile iOS application. Item, customer and order inquiries are fast and simple. Completed orders are sent to a secure hosted database, and are then retrieved by the host (office) via ePortal for Adagio, where they are reviewed and subsequently sent through to Adagio OrderEntry for processing.

Key features include:

- Start orders from either the order screen or the customer screen.
- Search allows the salesperson to look up items, customers and orders quickly by description or code.
- Supports price lists and alternate items.
- Handles all taxes as defined within Adagio.
- Add comments to orders, using predefined text blocks, or free form, with the option to display or hide comments from the customer.
- Handles miscellaneous charges.
- Orders are displayed as either open, held, confirmed or received.
- Uses intuitive iOS functions like swipe to delete, pop-up calculator, scrolling date selection, share to email and Maps.
- An approval field allows the customer to add their signature via touch screen.
- View the order as a PDF.
- Share order PDFs via email or AirDrop.
- Print orders via AirPrint.
- Link to Maps from the customer screen to simplify service calls for salespeople.
- Initiate emails from within the customer screen.
- Download and upload on demand, or use the ePortal transfer utility to schedule transfers either at specific intervals or at a specified time.



Simple, intuitive order entry functionality mirrors Adagio OrderEntry in a mobile iOS application.





POS for Adagio

Point Of Sale for Adagio is a highly configurable retail point of sale solution with seamless integration to Adagio Receivables, Inventory, Invoices, Sales Analysis, JobCost and Ledger.

POS for Adagio can easily be set up to handle a simple or complex retail sales environment with customized views, optional fields and printed forms designed to your specification. Adagio users will appreciate the familiar “look and feel” and functionality of POS for Adagio.

- Process sales with a wired or wireless bar code scanner. Scan item bar codes, sales receipts or customer cards.
- Accept all forms of payment, including credit cards, debit cards, gift cards, cash and checks.
- Keep customers coming back by rewarding them with loyalty dollars and branded customer cards. You can easily check a customer's past sales, stats or standing.

Key features include:

- Handles sales, returns, layaways, work orders, quotes and paid outs
- Supports bar code scanners, till slip printers, customer displays and cash drawers
- Supports customer loyalty programs for tracking loyalty dollars or points
- Keyboard, mouse and/or touchscreen compatible
- Includes specification forms for lasers, till slips or labels
- Optional fields for transaction headers, details or bar codes
- Multiple line types, items, miscellaneous charges, comments, text blocks or serial numbers
- Multiple bar codes per item
- Multiple payment methods
- Customer and item alerts
- Item quantity by location
- Multi-store transfers
- Transaction filters and styles
- Sales reports and salesperson statistics
- Customer and Item maintenance and inquiries
- Import/export for bar codes, items and categories
- Day-end processing and reporting
- User group security, menu level and functionality
- Comprehensive audit trail
- Station configuration and user preferences
- Every grid can be exported to Excel
- Supports GridView, DataCare and the Toolkit for Adagio
- Also operates as a standalone system



POS For Adagio - Front Desk - Adagio Corporation

File Edit Transactions Inquiries Reports Maintenance Filters Window Help

Open Sale Transactions History Customers Items Barcodes Calculator Day End Transfer Profile Exit

New Sale, Station 1

Document: NEW Active Total lines: 2
Salesperson: BS Brian Smith Subtotal: 1,219.94
Customer: VES01 VISA Discount: 0.00% 0.00
Date: 3/28/2019 State: 61.00
Comments: Total: 1,280.94
Amount due: 1,280.94

Type	Line	Barcode	Item	Description	Qty	Unit Price	Ext Price
R	1	10273022256...	(301)UNI-001	Women's Via Montana hybrid	1	319.99	319.99
R	2	8006363005...	GLC-CAL-024	Steelhead X-14 3-Pw Graph	1	899.95	899.95

New Edit Delete

Adagio Corporation Last Integrity Check: 4/16/2018 SYS 3/28

Process sales with a wired or wireless bar code scanner. Scan item bar codes, sales receipts or customer cards. Accept all forms of payment, including credit cards, debit cards, gift cards, cash and checks.

Payment

Payment 1
Payment type: VA VISA
Card number:
Card holder:
Expiry date:
Payment: 1,280.94
Authorization:
Total: Subtotal 1,219.94
Discount 0.00% 0.00
State 61.00
Total 1,280.94
Payment 1 1,280.94
Amount due 0.00

Payment 2
Payment type: CA CASH SALES
Payment: 0.00

Print Type: Invoice T8 Slip No Print
Specification: Delta T8 Slip
Printer: Adobe PDF

OK Cancel

Edit Detail

Detail type: Item
Bar code: 057700225608
Item number: BKH-UNI-001
Description: Women's Via Montana hybrid
Quantity: 1 EA
Unit price: 319.99 EA
Extension: 319.99
Tax status: Taxable Item
Category: BKH Bikes - Hybrid
Location: BC Vancouver Retail Store

Qty on hand	Loc	On Hand	On SO	On PO	Available	Measure
>	BC	10	7	0	3	EA
	MD	3	0	0	3	EA
	ON	3	0	0	3	EA
	WA	6	0	0	6	EA
Total		22	7	0	15	EA

OK Cancel Help Prices Item

View item quantity by location.

Edit Company Profile

Ledger Receivables Inventory Job Cost Day End System
Company Options Transactions Statistics Printing Bar Codes

Transaction Fields

<input type="checkbox"/> Status	<input type="checkbox"/> Comment 2	<input type="checkbox"/> Ship Via	<input type="checkbox"/> Optional Header
<input checked="" type="checkbox"/> Customer	<input type="checkbox"/> Location	<input type="checkbox"/> Price Level	<input type="checkbox"/> Optional Line
<input type="checkbox"/> Ship To	<input type="checkbox"/> Job	<input checked="" type="checkbox"/> Weight	<input type="checkbox"/> Header Discount
<input type="checkbox"/> Invoice	<input type="checkbox"/> Territory	<input type="checkbox"/> Line Discount	<input type="checkbox"/> Misc Charges
<input type="checkbox"/> Reference	<input type="checkbox"/> Terms	<input type="checkbox"/> Total Before Tax	<input type="checkbox"/> Bar Code
<input type="checkbox"/> Contact	<input type="checkbox"/> Price List	<input type="checkbox"/> Customer tax status	
<input type="checkbox"/> Comment 1	<input type="checkbox"/> Tax Group		
	<input type="checkbox"/> Tax Status		

Default Values

Salesperson: BS Customer: Price level: Base
Location: BC Layaway customer: Leaving float: 100.00
Tax group: HSTBC Station: Customer tax status: 1
Terms: 90 Payment type: VA Deposit percentage: 0
Price list: Territory:

Sales Transfers

Transfer folder:
Head office: ☒

OK Cancel

Edit Customer ABL01

Customer: ABL01

Name: Ables Cables Start date: 1/1/2018
Comment: Credit limit: 10,000.00
Contact: Lynne Cullen Tax group: HSTON
Address: 1400 Bettman Street Tax status: Taxable HST
5th Floor Tax exempt 1:
Tax exempt 2:
Price level: Base
Zip/Postal: N/A BKC On hold:
Telephone: (555) 453-5005 Loyalty active: ☒
Fax number: (555) 453-5006 Loyalty card: 00003913240
Report group: JEAT Loyalty earned: 10.00

Statistics

	Year To Date Amount	Count	Last Year Amount	Count
Invoice sales	748.36	3	35,645.27	35
Credit notes	0.00	0	-524.24	2

OK Cancel

Keep customers coming back by rewarding them with loyalty dollars and branded customer cards. You can easily check a customer's past sales, stats or standing.



ePack for Adagio

ePack for Adagio provides bar code scanning for orders that are picked, packed and shipped. Shipments are expedited with greater accuracy, reducing credits and returns.

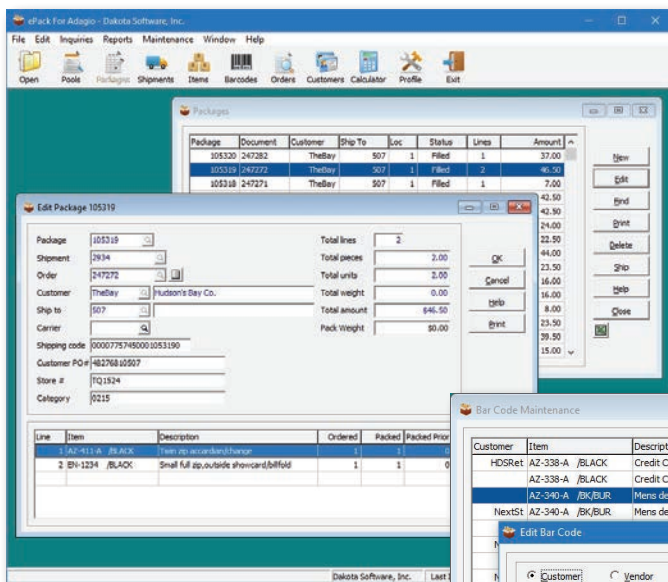
Packed items are validated using a wired or wireless bar code scanner. Orders can be individually packed or pooled for greater efficiency using criteria set by the user. For example, you can pool orders for a particular customer, purchase order, or carrier.

Once the order has been packed, ePack can then update the order's shipped quantity.

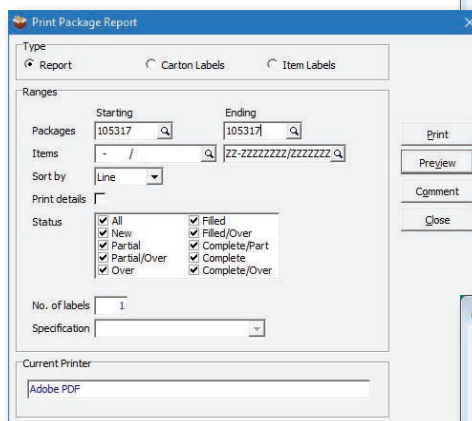
- ePack maintains its own bar code database. Define multiple bar codes per item, customer's item or units of measure.
- Bar code labels can be fully customized.
- ePack seamlessly integrates with Adagio Order Entry, Inventory and Receivables. Adagio DataCare and the Toolkit for Adagio are both supported.
- Adagio users will appreciate the common 'look & feel' and shared functionality. For example, data entry, reporting, importing, exporting, and inquiries for orders, items and customers work just like in Adagio.

Key features include:

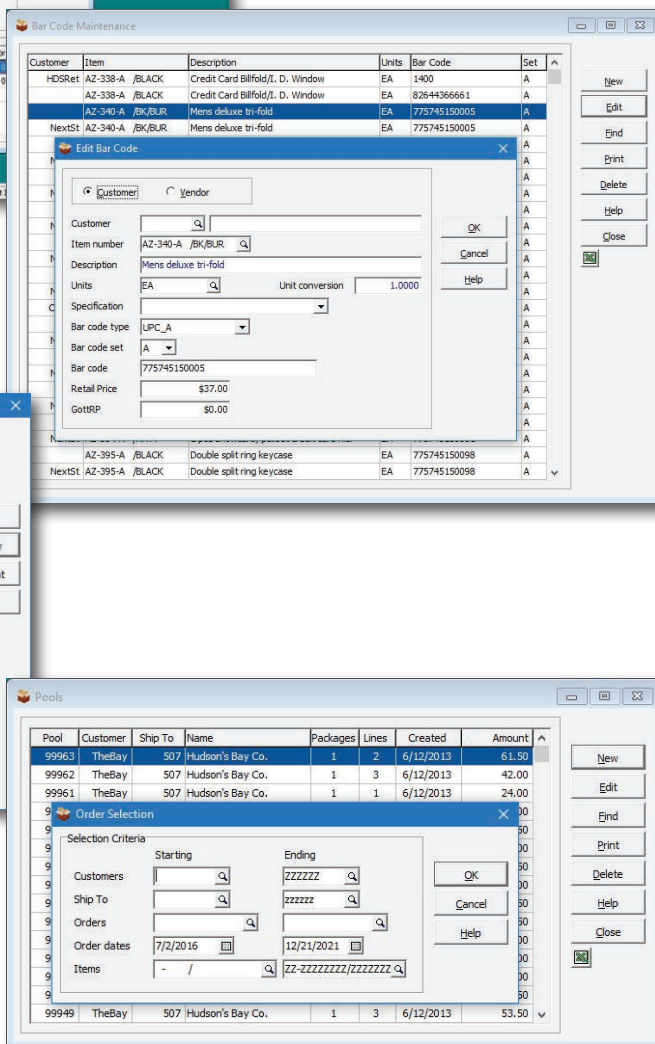
- Packed items are validated using a wired or wireless bar code scanner.
- Reduce costly shipping errors and order cycle times by scanning products for packing.
- Once packed, orders can be automatically updated in Order Entry.
- Orders can be pooled for efficient picking, packing and shipments.
- Define multiple bar codes per item, customer's item or units.
- Bar code labels are fully customizable.
- Import/export bar codes and shipments.
- Define shipments, print UCC carton labels, and export for ASNs.
- Define a variety of optional fields.
- Seamless integration with Adagio Order Entry, Inventory and Receivables.
- Supports GridView, DataCare and the Toolkit for Adagio.
- Make inquiries on orders, items and customers.
- Use ExcelDirect export on all data grids.



Define multiple bar codes per item, customer's item or units.



Orders can be pooled for efficient picking, packing and shipments.



Exporter for Adagio

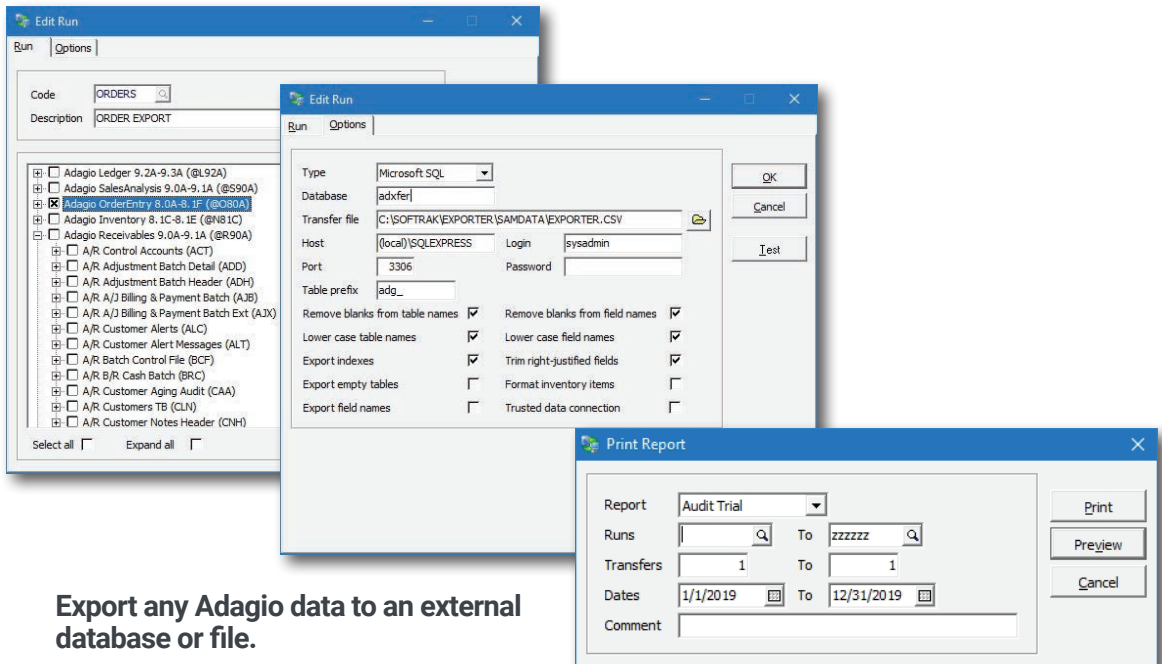
Exporter for Adagio exports Adagio data to an external database or file. Supported databases include MSSQL, MySQL and MS Access.

The external database can be remotely located, on another server, online, or in the cloud. For example, you can use Exporter to upload item information to a web store.

Exporter for Adagio supports all current and prior versions of Adagio Accounting.

Key features include:

- Export any Adagio data to an external database or file.
- Supported databases include MSSQL, MySQL and MS Access.
- Tables in the external database are automatically created.
- Export to a CSV (comma separated value) file.
- Configure runs to export different tables at different intervals.
- Schedule exports.
- Get summarized or detailed audit trails of past exports.
- Supports all current and prior versions of Adagio.



Headquartered in Vancouver, BC Canada, Dakota Software has been designing and developing robust operational and accounting software products since 2003.

Our reputation as a trusted and dependable provider of IT solutions is proven through results, exceptional support and a long-term commitment to our clients.

Be sure to check out our website for product demonstrations, training videos, screen shots, and more.

www.dakotasoftware.com



(604) 986-1198

inquiries@dakotasoftware.com

www.dakotasoftware.com