



***Adagio Receivables integrates with Softrak's Adagio Invoices and/or Time&Billing to provide complete receivables management for your business whether you bill time or sell products.***

- ◇ Windows-based Accounts Receivable, tightly integrated with Adagio Ledger, Adagio Invoices, and Adagio Order Entry
- ◇ Client inquiries on a single screen for contact, statistics, and outstanding transactions
- ◇ Fully customizable statements using drag-and-drop designer technology. Special statement formats may be created for selected customers.
- ◇ Integrated fax management for statement faxing from the desktop
- ◇ Email statements as a PDF attachment through MAPI compliant email clients (such as Outlook) or directly using SMTP. Cover letters for email (in text format) may be entered, stored on file and selected by customer when emailing statements
- ◇ Customizable grids speed account lookup and data entry
- ◇ "Keyboard-centric" design for high-speed data entry

Adagio Receivables provides Accounts Receivable management for users of Softrak's Adagio Invoices or Time&Billing. Manage your customer/client accounts with complete aging and analysis reports. Customer statistics allow you to identify your best clients. Statements and automatic interest processing encourage prompt payment. Simple point and click inquiries with drill-down to matching transaction detail speed response to your clients' questions regarding their account status or that of specific invoices.

Record your client addresses and contact information including e-mail addresses. Group your customers by billing cycle and control accounts. Manage early payment discounts automatically. Accurately allocate invoice revenue to multiple G/L accounts. Transaction batch management ensures accurate data entry and accounting controls. Record invoices, cash receipts and adjustments against client accounts. Match payments to invoices for open item customers or simplify cash application with balance forward customers. Multiple control accounts allow easy management of several "classes" of customers.

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

Complete account management often requires regular statements for your customers. Softrak's simple drag-and-drop approach to statement design will make creating your statement a snap. Place your company logo and other graphic elements to add impact to your document. Format your statements with customizable aging to make sure your account gets attention. Softrak's built-in fax technology allows you to fax statements from your desk, saving on postage and handling costs.

Adagio Receivables 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.

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