



Compatibility

Adagio

BankRec 9.2A
Console 9.1A
DataCare 9.0A, 9.1A
EFT 9.2A
ePrint 9.0A
GridView 8.1A - 9.2A
Inventory 8.1E (2015.02.24)
JobCost 8.1D (2014.09.12)
Lanpak 9.2A
Ledger 9.0A - 9.2A
MultiCurrency 9.2A
ODBC 9.0A, 9.1A
PurchaseOrders 9.2A
Time&Billing 8.1D

Other Updates (if used)

Receivables 9.1A (2014.07.23)
OrderEntry 8.1F (2015.02.27)
Invoices 9.1A (2014.10.16)
SalesAnalysis 9.1A (2014.10.21)
SalesCQ 8.1C (2015.02.26)

Other

MS Office 2007, 2010, 2013
MS Windows Vista (SP2),
7 (SP1), 8, 8.1
MS Server 2008R2 SP1 or higher
Crystal Reports® 2011 and 2013
(requires Adagio ODBC 9.1A)

Note

The most up-to-date
compatibility information is on
the Product Compatibility Info
link at www.softrak.com.

Enhancements in Payables

The changes and improvements to Adagio Payables with this release are significant. To make it easier to review the various changes that have been made, we have grouped them by function in this release note.

General Features

- Adagio Payables 9.2A now installs to the \Softrak\Payables folder and the program name is Payables.exe. Previous versions were installed in \Softrak\APWin and had the program name APWin.exe.
- You can now start other Adagio modules from toolbar buttons showing the icon for the module. This allows easy switching between Adagio modules. If a module is running against the same company data, Adagio will now just switch to that running instance, rather than launching a second instance. Toolbar buttons can be rearranged under File | User preferences, or by dragging the buttons around or off the toolbar itself.
- Adagio Payables now logs user activity within the module, including login, menu choices and batch New, Edit, Copy, Delete and Post. Audit logs may be viewed with GridView.
- The Edit / View Vendors grids now display the total number of records, as well as a count of the displayed records when a Filter is active. An Ignore Style Color button has also been added. Click this button to toggle the grid between no color and Style colors or no color and banding (if it is enabled in User Preferences).
- Vendor Filters can now be displayed in Style Priority sequence. Added 'Display Priority' field to the grid in the Edit Account Filters function. This makes it easier to tell the sequence in which Styles will be applied. The setting of the sort option is saved by user.

- Grids may be "banded" with a User Selectable color and banding frequency set under File | User Preferences. Filter Styles may be disabled and replaced with regular banding if desired.
- Added Filter criteria 'Before today' and 'After today' for Floating Date Range.
- The status bar at the bottom of the main window now shows activity of various steps when the program is starting up and the database is opening.
- The Column Editor screen can be sized. The size is remembered by module on the workstation.

- Supports Transport Layer Security (TLS) / Secure Socket Layer (SSL) for secure email servers when emailing check advices. Added option 'Use TLS/SSL' added to Email Setup function.
- Updated splash screen with new Adagio logo and colors. Updated icon and toolbar button images.

Vendors

- You can now find vendors by Document Number.
- The Find by vendor Phone now shows formatted phone numbers.
- Vendors now have aging buckets on the Transactions tab, similar to Receivables. They are auto-calculated without having to click a button. Note that these aging fields do not display the values determined by Calculate Vendor Aging -- exactly the same as AR, which does not show the values determined by Calculate Customer Aging. Rather, the values are strictly based on being aged by Due Date as of the session date.
- A Find Document field and Document Type have been added to the Transactions tab in the Vendor to allow you to search for a particular document using Finder or Smart Finder.
- Vendor and Payee address fields are formatted, including dedicated fields for City, State/Prov and Country. Addresses can also be unformatted, as may be required for international vendors. The 'Format Address' setting is by individual vendor and controlled by default in the Company Profile. If the option 'North American address' is enabled, State and Province codes will be validated for North America and the country field will be populated automatically. A final option controls whether the Home country (user specified) is displayed on printed addresses. The company address in the Company Profile may also be formatted.
- The vendor master record has many new fields and fields have been made larger. New fields include:

Second vendor Name field.

Second Comment line

Last Maintenance User, Date and Time stamp fields available in vendor grids and finders, custom reports and in GridView.

Larger fields include:

Name increased from 30 to 40 characters

Address lines from 30 to 40

Contact from 18 to 30

Comments from 30 to 40.

- Added Tax Group and Tax Status default fields (used when adding new vendors) to the Company Profile, Batch/Vendor tab.
- Vendor current and history transactions are now located in a single file rather than 2 separate files. This allows all transactions to be shown on the vendor transaction grid, on a single view in GridView, or on a single custom report.
- A 'Both' option has been added when viewing transactions in the Vendor to allow you to view current and historical transactions in the same grid.

- Added an option to sort transactions in ascending or descending order by date in the edit and view vendor functions for Current, Historical transactions or both. In previous versions, transactions were always sorted ascending.
- Added an option to sort transactions by Date or by Type/Doc No. In previous versions, transactions were always sorted by Type/Doc No.
- Added 'Total Forced' and 'Total On-Hold' amount fields to the vendor. These fields appear on the Transactions tab in the vendor and can be useful in filters, grids, finders, GridView views and custom reports.
- Vendors can now have multiple alerts, and alerts can be set to display in specific functions in a specific module. Options on an alert allow them to be disabled once they are displayed, or require a user to acknowledge the alert. User ID's are stored when alerts are disabled. All alerts for a vendor can be disabled in a single tick box.
- The vendor Notes grid in the vendor edit and view functions can be sorted to display the most recent notes at the top by right-clicking on the grid and selecting 'Sort Descending'. The selection is remembered.

Edits

- You can now edit Control Account Sets or change a vendor's Account Set without having to first purge all the posting journals. For Adagio MultiCurrency databases the new Account Set must have the same currency, unless the vendor has no transactions.
- You can now edit Banks without having to first purge all the posting journals.

Batch Entry and Posting

- You can now find vendors by Document Number in batch entry.
- A unique, incrementing, invoice number can be auto-generated for invoice batch entries by using the %n code in the Invoice Number Format field on the Accounting tab in the vendor. A Next Invoice No. field has been added to enter/show the starting/current value. The number is up to 4 digits and is trimmed. Copy batch, copy entry, import and export vendor, import invoice batch and import manual check batch (cash invoices) are supported.
- When the 'Auto-assign document number' option is enabled in the Company Profile, the document number generated for invoice and adjustment batch entries now includes the year. The format is year, batch and entry number (YY-BB-EE). This avoids potential duplicate numbers with transactions entered in previous years.
- The Distribution field is now hidden on the invoice batch detail screen if there are no Distributions on file. This speeds entry by eliminating an extra tab key or mouse click on each detail if you do not use Distributions. The Dist. Set button is hidden on the invoice batch entry screen if there are no Distribution Sets on file.
- Adagio JobCost users can now control the information sent to the Reference and Description fields in JobCost batches created by Payables, including vendor number, vendor description, Document Number, and Document Reference and a User Defined format. The fields 'Send to A/J reference' and 'Send to A/J desc.' have been added to the Integration tab in the Company Profile. The 'User defined' option allows you to format the fields using a combination of fields from the transaction, batch information (posting sequence, batch number, entry number), Job/Phase/Category, Time&Billing fields and free form text. Click on the field in Help for the list of codes.
- Added the option 'Allow posting to control account' to the Integration tab in the Company Profile. It is disabled by default to prevent you from (accidentally) entering GL

accounts used in Control Account Sets GL account during batch entry. Batch posting also checks this.

- You can now add Vendor Name and other fields from the vendor to the batch grids using the Column Editor. The Vendor Name is included by default.
- The Job Description and Estimate Description can be shown in the Job/Phase/Category finder in batch entry.

Ledger Interface

- Payables 9.2A is fully compatible with the new feature in the Ledger 9.2A Retrieve Subledger Batches function that allows separation of subledger batches on retrieve by Posting Sequence or Batch Number. For earlier versions of Payables, if the subledger batch contains transactions for system checks, reversed checks, checks cleared with error, or NSF Checks, revaluations or period end clearing entries, the Retrieval file cannot be separated by Batch.

Specification Designer and Printing Checks, 1099s and T5018s

- Added 'Print one check per invoice' option to the Accounting tab in vendors. Set this option to cause the System Check Run to print one check per invoice for the vendor rather than one check paying multiple invoices.
- You can now add Vendor Name and other fields from the vendor to the grid on the Payments tab for System Checks using the Column Editor. The Vendor Name is included by default.
- The check specification designer has been updated to support new vendor formatted address fields and increased length of some fields. Your existing checks and other forms will print without requiring any change. However, you may want to change your existing specifications to use address formatted fields or adjust the widths of the fields on the forms.
- The description of specification codes V02 to V06 and V14 changed from "vendor" to "check" to reflect that these codes actually print fields from checks not vendors.
- Added new codes to the specification designer for formatted addresses and other new fields in vendors:

Vendor address line 1..7 (compressed)	Vendor City
Vendor address 1..7 (formatted)	Vendor State/Province
Vendor Name 1	Vendor Country
Vendor Name 2	Vendor Comments 2
Vendor Name 1 + 2	Vendor I.D. number – partial
- The new Vendor formatted codes make it easier to remove blank address lines and have the Zip/Postal Code on the same line as other fields.
- Added new spec codes for formatted address from Company Profile:

M27..33 Company address line 1..7 (compressed)
M34..40 Company address 1..7 (formatted)
M41 Company City
M42 Company State/Province
M43 Company Country
- New specification codes added to show the user who printed checks, advices, 1099s and T5018 forms:

M44, current user code
M45, current user name

- Add specification code "V66 Vendor I.D. number - partial" to print the last 4 digits of the Taxpayer ID Number on 1099s. The last 4 digits are printed and the rest are asterisks.
- If a System Check Run is in progress and the EFT status is changed for a vendor, clicking the EFT/Post button will detect that a vendor status has changed and present a message stating a new payment list will be generated.

Reports

- Added Aged Open Payables report. The report is similar to the Aged Overdue Payables report but for Open Payables. It can be aged by document date as well as due date and can be calculated as of a prior date. There is an option to include Applied Details.
- Posting Journals can no longer be cleared after printing. This avoids accidental clearing. Posting Journals are cleared at year end. The 'Allow Post Journal Purge?' option has been removed from the Company Profile.
- Running Period End no longer precludes the printing of the Aged Overdue Payables report or the new Aged Open Payables reports for an earlier period.
- A new ePrint code %CDT is available to put the Calculate/Aged as of date into either the PDF filename or folder name for reports such as Open Payables and Aged Overdue Payables.
- Added an option to print a General Ledger Distribution Summary on batch listings.
- Added finder and smart finder on the Vendor Name on report dialogs to allow look up by name for a range of vendors.
- The Posting Journals were changed to use a single format regardless of whether Payables is interfaced to JobCost, Time&Billing or neither. This allows the same GridView views and custom reports to be used for any AP data regardless of interfaces.
- A Batch Description field has been added to Posting Journal records for use by custom reports or GridView.
- The Distribution Sets Report now prints the Job/Phase/Category for Job cost type Distribution Set Details.
- Adagio Payables' standard reports are now created using Crystal Reports 2013, replacing the Crystal Reports 8.5 Print Engine (CRPE32.dll). The module's management reports are now stored in \Softrak\ Payables\StandardReports. Revisions to these reports should be placed in \Softrak\ Payables\ModifiedReports. Custom reports to be added to the Reports menu should be stored in \Softrak\ Payables\CustomReports. Reports must be edited or created using Crystal Reports 2011 or 2013 and Adagio ODBC for access to the data files. Users will notice minor changes to some of the visual elements in the module and a new Print Preview window. The size and position of the Print Preview window are now remembered between sessions by user, so the Workstation Options controlling this function have been removed. Exporting to an Excel spreadsheet from the print preview window has been significantly improved. The Report Tables Drive settings and Crystal tables in the \QRASP folder are not used by version 9.2A modules.
- An updated version of Adagio PrintTool (PT) is installed in \Softrak\PrintTool. PT allows you to print / preview custom reports without needing to run Crystal Reports itself or without placing the report on the Custom Reports menu in an Adagio module, and allows reports to be placed on the Windows desktop. PrintTool 9.2A prints custom reports created with Crystal Reports 2011 or 2013 only. Adagio ODBC must be installed to create custom reports but is not required to print custom reports. Your Adagio dealer or

consultant can create custom reports for you and deploy them at your site. PT allows you to specify a report to print on the command line using the /r parameter. This allows Adagio automation batches to print custom reports (to printer – a future release of PT will allow automation batches to print custom reports to PDF). PT does not require registration with Softrak Systems but does use Adagio Lanpak licenses. Note: PT does not print reports created with Crystal Reports 8.5 for Adagio. Existing version 8.5 custom reports must be converted before they can be printed by 9.2A.

Maintenance and Miscellaneous

- Added Delete Inactive Vendors function. The option 'Exclude vendors with historical transactions' allows you to delete vendors with history transactions (vendor history does not need to be purged first) or conversely use it to delete only vendors with no history. The 'Select vendors already flagged as inactive' option can select vendors based on the 'Active' flag in the vendor.
- Added Date/Time/User Created and/or Last Maintained fields to vendor and other files, including adding batch fields from the batch status to transactions. These fields can be used in grids, finders, GridView and custom reports.
- When revaluing your accounts payable in an Adagio MultiCurrency site, prepayments are now included in the revaluation.
- The Data Integrity Check (DIC) saves results for the last 9 previous runs in files APWINERR01..09.dat (where .dat is your company data file extension). The current DIC information will always be in APWINERR. If you do check/rebuild/check without closing the DIC function the results are appended to the same file.
- Adagio Checks databases can be converted to Payables, including Vendors, Banks, Distributions and Check Specifications. When creating a Payables database, if Adagio Checks database is present, it will ask if you want to convert it. A default Control Account 'CHECKS' and default Terms Code 'CHTRMS' are created. These defaults can be changed during creation. The Checks 'Default bank code' is transferred into the 'Default bank for manual checks' in Payables.

Import / Export

- Import Vendors now allows updating the Control Account Set without having to first purge all the posting journals. The vendor balance must be zero and for multicurrency databases the new Account Set must have the same currency, unless the vendor has no transactions.
- New export templates created for Excel format default the file extension to .XLXS rather than .XLS as in prior versions.

Problems Fixed

- When the Transaction details for an Invoice were changed through Vendor Edit, an invalid date message would appear on tab out of the Discount Date field if it was blank.
- When the first document in the Current transactions list is an Invoice and the Transaction details are edited to change the Document status, the Status in the list of documents did not immediately display the new Invoice Status
- When T5018 was enabled for a vendor, if additional characters were added in the Identity Number field beyond the end of a valid GST number (which is allowed) there was a validation warning in some cases and the vendor could not be saved.

- When viewing PDFs for Invoices created by PurchaseOrders in a vendor, if a Receipt and Invoice/Adjustment had the same vendor document number, when you viewed the Invoice/Adjustment PDF the Receipt was displayed instead.
- When entering a GL Account / Department in a batch, validation did not work and no warning was given when you entered a Department that did not exist for an Account -- if that Department did exist for the next highest Account. For example, you had account 8000-150 and the next account in the chart is 8001-250, then entering 8000-250 did not give a warning.
- If the 'Calculate base for discount with tax included?' option is enabled in the Company Profile and a credit note with tax was posted to an invoice, the discount base of the invoice was updated by the full amount of the credit note instead of the amount net of Tax.
- For Manual Check Payments, the Maximum Payment for invoices was being ignored. The Current Balance was defaulted as the Payment Amount. If the Check date made it eligible, Discounts were calculated. Manual Checks now matches System Checks; the Payment amount is now limited to the Maximum Payment and Discounts are not calculated when the Maximum Payment is not equal to the Current Amount.
- For Letters, the Email files created in the SOFTMAIL folder did not have the full vendor code in the PDF file name (although the attachments were correctly emailed.)
- The Vendor Transactions and the aging reports did not include vendors if the Short Name field had an extended character (e.g. French character with accent) in the first character position.
- The Data Integrity Check checks for and corrects information in address fields used by TelPay that may result from incorrect import of vendors when using export / import to configure vendors for Telpay EFT.
- In some cases in the Payables 8.1F when a dataset was newly created or converted from DOS versions, the Bank files were not created properly. This caused the Banks grid to show no banks and errors when you tried to add a bank.
- In some cases in MultiCurrency datasets, period end was not correctly updating the Period End Clearing posting journal with the clearing entries.
- In some cases, the displayed name of the EFT provider on the EFT tab in the Company Profile did not match the format selected in the System Options tab.

From previous Payables 8.1F Hot Fixes

- The EFT file for "CIBC 1464 format CAD" was rejected by the bank.
- When posting batches using automation, if the 'Require batch print before posting?' option was enabled, batches that had not been printed caused the automation job to abort and no batches were posted. Batches that have been printed are now posted, unprinted batches are skipped, and the automation job does not abort. This allows the print status to be used to control which batches will be posted. In a future release of Payables, batches will be able to be marked 'Ready to Post' to control posting during automation, similar to other modules such as Ledger.
- Adagio JobCost 8.1C users received the error "Unable to find data dictionary Phase @J81APHA, (1212)" when printing an invoice batch listing in Payables 8.1F, if JobCost 8.1A or 8.1B had not been previously installed.
- In MultiCurrency sites, where the Open Payables or Overdue Payables report were backdated, the home amounts were incorrect even in simple cases. This has been fixed.

However, in the event of multiple revaluations against partially paid invoices, it is unlikely that these reports will ever tie to the AP control account for a back dated period.

- The T5018 form template has been updated and changed from 3-part to a 2-part. A minor change to the T5018 Summary forms templates has also been made. You will need to create a new T5018 specification file for your company database(s) using the new template and adjust as (or if) needed for correct field alignment on your printer. The sample data is not updated by the Hot Fix but you can create new sample specifications from the new templates if needed.
- The PDF Viewer available to Adagio ePrint users in the vendor edit and inquiry functions did not show PO transactions that were Invoices posted as Invoice/Adjustments, as well as invoices posted as Receipts.
- Adagio JobCost 8.1C users received the error "Unable to open data file @J65JOB, (1213)" when trying to create an invoice in Payables 8.1F if JobCost 8.1A or 8.1B had not been previously installed.
- For Crystal Reports for Adagio users, the Custom Reports menu was missing in Payables 8.1F (2013.08.26) when you had custom reports in the \softrak\apwin\customrp folder.
- In Payables 8.1F (2013.08.26), the Vendor List report printed details multiple times if the vendor had an alert containing more than one line of text.
- Printing a report caused 'APPublicFavorite' to be inserted in the Style Finder. This caused all the styles listed below to use different colors/styles and could cause vendor styles to be incorrect.

Enhancements and revisions in earlier versions

Refer to the Readme help file for details of enhancements and revisions in earlier versions or [Historical Enhancements](#) under Products on Softrak's web site.

Installing

To install Adagio Payables you need the serial number and install code from the download instruction email sent to you by Softrak Systems.

If you are installing an upgrade, you need the upgrade serial number and install code from the download instruction email. A previous version of Adagio Payables should already be installed on your computer before installing the upgrade. If a previous version is not already installed, you can still install the upgrade. After entering the upgrade serial number and install code, you will also have to enter the serial number and install code from a previous version.

Read the section 'Upgrading' sections below before installing an upgrade.

To install Adagio Payables or an upgrade, run the program file you downloaded. Once the install program is running, you can click the View button for detailed installation instructions in the Readme help. If Adagio Payables is installed on a network, you may also need to do a workstation install at each station running Adagio Payables.

To determine if a workstation install is required, start Adagio Payables at the workstation. The workstation install will be automatically started if required. Note: If you are updating multiple applications at the same time, it may be faster to run the All Workstation install to

update all applications at once on the station. Refer to "Installing on a Network" in the Readme for instructions.

Adagio Payables 9.2A **requires these recent versions** or higher of the following modules (if used). Earlier versions of these modules will not open and/or will not work if Payables 9.2A data is present. Payables 9.2A requires certain versions of other modules (if used) as well that are not listed here. See the compatibility information at the top of this release note.

- BankRec 9.2A
- EFT 9.2A
- Inventory 8.1E (2015.02.24) SP
- Invoices 9.1A (2014.10.16) SP
- JobCost 8.1D (2014.09.12) SP
- Lanpak 9.2A
- MultiCurrency 9.2A
- OrderEntry 8.1F (2015.02.27) SP
- PurchaseOrders 9.2A
- Receivables 9.1A (2014.07.23) SP
- SalesAnalysis 9.1A (2014.10.21) SP
- SalesCQ 8.1C (2015.02.26) SP
- Time&Billing 8.1D

Adagio Payables 9.2A is not compatible with Purchase Orders for Adagio.

Adagio Payables 9.2A **requires Microsoft Server 2008 R2 SP1** or higher if running under Remote Desktop Services (Terminal Services). Payables 9.2A may be installed to Server 2003 and 2008 R1 when used as a file server from a station on a LAN.

Adagio Payables 9.2A is not compatible with Windows XP. The install and workstation install will display an error if run on XP. Note: Support from Microsoft for Windows XP ended April 8, 2014. There will be no new security updates from Microsoft. Running Windows XP after the end of support may expose your company to security risks.

Adagio Payables 9.2A requires a significant database conversion from earlier versions. You should perform a Data Integrity Check in your current version of Payables before installing the new version and converting your database. Any errors should be rebuilt or dealt with in your current version to ensure a successful conversion.

If you have custom reports and/or views for Payables created in Crystal Reports 8.5 for Adagio / Adagio GridView, they will require conversion and adjustment for use with 9.2A. You should not install the upgrade or convert Payables data until you have a plan in place to update any custom reports and views critical to your operation. See the sections below on converting reports and views for details.

Upgrading

Upgrading from 8.1E and 8.1F

Upgrade Complexity:

Difficult ♦

Installing the upgrade:

Adagio Payables 9.2A is a major upgrade, containing many changes and new features. It is very important to review the information below before installing the upgrade.

Adagio Payables 9.2A **requires compatibility upgrades or Service Packs to several other Adagio modules**. See the list above and check the compatibility chart. Do not install Payables 9.2A until you are certain you have all the compatibility releases required at your site available to be installed. This includes third-party products from Adagio Developer Partners that interface to Adagio Payables. You must check with the developer of the product or your Adagio dealer to be certain you can install Payables 9.2A.

Payables 9.2A now installs to the \Softrak\Payables folder and the program name is Payables.exe. Previous versions were installed in \Softrak\Payables and had a program name of APWin.exe. When an Adagio Payables 9.2A upgrade is installed, it **automatically uninstalls any prior version of Adagio Payables**.

The upgrade install cannot change any custom icons you may have created to launch Payables and will display a "Problem with Shortcut" error if they are launched. You must change these icons manually to run Payables from \Softrak\Payables\Payables.exe or create new ones.

Converting your database:

Adagio Payables 9.2A requires a significant database conversion from earlier versions. You can convert your Payables database at any time. However, **if you convert while a System Check run is in progress, it will be cleared** to allow the conversion to proceed. You will need to recreate the run from the Print/Post Checks and Advices function. To avoid this, **you should complete any Print/Post Checks and Advices check run prior to installing the Payables 9.2A upgrade**. You do not need to retrieve or post batches before converting your data.

If you are converting databases for other modules at the same time, the order in which you convert is not significant.

To start the conversion, open your current database that used your previous version of Adagio Payables. A warning is displayed indicating the database will be converted and a backup must be made. The program allows you to make a back up at this time, before proceeding with the conversion. You should do so if you have not already made backup.

The conversion should only take a few minutes. However, it could take a significant period of time on databases with a large number of vendors, transactions and/or history over a network. For large databases, you may want to copy your database to a local machine, convert the data, and then copy it back. The conversion on a local drive could be 10 times faster or more. We strongly recommend you contact your Adagio dealer or consultant for assistance with this procedure.

Adagio Payables 9.2A supports "formatted addresses" – it maintains separate fields for City, Province/State and Country; whereas in previous versions, this information was contained in free-formatted address lines. It will convert the information in address lines from previous versions to populate the City, Province/State and Country fields, at the same time removing this information from the address lines. Generally you should only use formatted addresses if you are located in Canada or the USA.

The program does the best it can to convert to a formatted address. In the vast majority of cases, the address will be correctly formatted. However, due to the many varied ways addresses may have been entered unformatted, and depending on your home country and whether you have domestic / North American or international vendors, it may not be able to format a given address, or the result of the formatting may not be correct or to your liking. For example, the program cannot differentiate "Wisconsin" from "West Indies" when it encounters "WI". In this case, "West Indies" should be spelled out in full if you use formatted addresses. Protectorate countries are not considered during conversion and will not form part of the converted address.

Therefore, the conversion to formatted addresses is optional during the conversion of the database. The conversion will ask you if you want to attempt to format your addresses according to conventions used. The conversion only formats addresses for customers in North America. It will populate the Country field for international vendors if it can, although the address will be left unformatted.

If you elect not to format addresses during conversion, then each vendor you wish to switch to formatted address must be done manually. This can be automated using export and import as discussed below.

It is strongly recommended that you test the conversion on a copy of your data to determine if the conversion of addresses in your database will be satisfactory for your purposes. We recommend you contact your Adagio dealer or consultant for assistance with this procedure.

After converting your database:

After converting you should immediately run a Data Integrity Check.

You may need to adjust or correct addresses for some vendors. If you elected to format addresses on conversion, you should check the resulting address changes to ensure they are correct. Use the Column Editor, Smart Finder or GridView as a fast way to check addresses.

If you did not format during conversion, then each vendor you wish to switch to a formatted address must be done manually. This can be automated using export and import. First, enable the 'Format address?' option in the Company Profile, System Options tab. Then, export your vendor addresses and re-import them. On import, Payables will read the option in the Company Profile and format each imported address. Also, because you have enabled the 'Format address?' option, each new vendor created will automatically have its address formatted.

See the help and/or manual for more information on formatted addresses.

You should enter the Country for your own company in the Company Profile, Company Data tab. You may want to turn on the 'Suppress home country on forms' option on the System Options tab. This suppresses the Country from printing in the address on checks and advices for vendors in your own country. Regardless of this setting, your Country field is used to control address entry in other Adagio modules.

Payables 9.2A expanded address lines in vendors from 30 to 40 characters. However, addresses in manual check batches are still limited to 30 characters until a future release.

Checks can print the full 40 characters when the check specification uses addresses from the vendor rather than the manual check.

Your existing checks and other forms will print without requiring any change. However, if you print checks using addresses from the manual check batch entry then you may want to enable the 'Limit address to 30 characters' option on the System Options tab in the Company Profile to prevent entry of addresses in vendors that will be too long to be fully shown on checks. Or, you may want to change your existing manual check specifications to use address fields from the vendor instead. The widths of the fields on the specification must be increased accordingly.

Sample data checks and templates have been updated to use vendor formatted addresses for the full 40-characters.

PurchaseOrders 9.2A can print the full 40 character addresses on documents. There is no need to set the 'Limit address to 30 characters' option to prevent entry of longer addresses, like for Receivables and OrderEntry. However, you may need to adjust your existing PO document specifications to increase the widths of the fields.

PO document specifications in the PurchaseOrders 9.2A sample data and document templates were updated to use vendor formatted addresses for the full 40 characters.

Converting reports and views:

Adagio 9.2A uses the current version of the Crystal Reports runtime engine with Adagio ODBC drivers to view and print reports, replacing the Crystal Reports 8.5 Print Engine (CRPE32.dll). Adagio 9.2A installs Crystal Reports runtime and, if not already installed on your machine, the Microsoft® .NET Framework. The Adagio install will automatically download these install packages from the internet as required. Adagio ODBC drivers are installed by version 9.2A applications – the Adagio ODBC module does not need to be installed to print reports.

While users are printing / previewing reports, the Active Users List function in Adagio shows the User Name in application "Adagio Reporting". The Active Users List in Adagio Console and the Currently Logged In List in Adagio xConsole show a grid row with App Prefix of "OD" (ODBC) for users printing / previewing reports. A Lanpak license is not used to print or preview reports.

Reports in Adagio Payables have been converted for Crystal Reports 2013 and can be modified with Crystal Reports 2011 or 2013. Custom reports created with Crystal Reports 2011 or 2013 can be added to the Reports menu by placing them in \Softrak\Payables\CustomReports. The Report Tables Drive settings and Crystal tables in the \QRASP folder are not used by version 9.2A modules.

The report viewer remembers the window size, position and zoom level. Therefore, the Print/Preview options, including Preview Zoom Factor and Preview Window State (Full screen / Partial screen) were removed from Workstation Options.

Adagio module buttons have been added to the toolbar for 9.2A. They will be enabled by default. The 'Adagio Toolbar' option in User Preferences on the General tab is used to configure the toolbar.

Converting Modified and Custom Reports:

If you have modified any of the standard reports installed by Adagio Payables, you will have to redo those modifications for Payables 9.2A. Modified reports are files with a .rpt extension that you copied from \Softrak\APWIN\StandardRP to \Softrak\APWIN\ModRP and modified using Crystal Reports 8.5 for Adagio. Your modified reports from your prior version will be copied to the folder \Softrak\Payables\ModifiedReports.priorversion. These same reports must be recopied from \Softrak\Payables\StandardReports to \Softrak\Payables\ModifiedReports and re-modified using Crystal Reports 2011 or 2013. Adagio ODBC must be installed to be able to do this.

When you are certain the original modified reports are no longer needed, you can delete the \Softrak\Payables\ModifiedReports.priorversion folder.

Custom reports created in Crystal Reports for Adagio for earlier versions of Payables will have to be converted or recreated. Your custom reports from your prior version will be copied to the folder \Softrak\Payables\CustomReports.priorversion. Converted or recreated custom reports must be placed in \Softrak\Payables\CustomReports.

A Report Converter Utility is available from Softrak Systems for the purpose of converting Crystal Reports 8.5 reports that use the old Crystal Reports Print Engine (CRPE32.dll) to Crystal Reports 2011/2013 format, using the Adagio ODBC driver. Converted reports can be edited and new reports can be created using Crystal Reports 2011 or 2013. Adagio ODBC must be installed to be able to do this.

The Report Converter Utility and related files are installed to \Softrak\System\ReportConverter. It converts reports created with Crystal Reports 8.5 but will also convert reports from 9.2A to future versions of Adagio.

See the Tech-Tip and Show Me How video on converting reports on Softrak's website at <http://www.softrak.com/resources/technicaltips/technicaltips.php>. You must scroll to the Tech-Tips.

Softrak provides only limited support on the Report Converter. We do not support new versions of Crystal Reports itself, except as support is related to assisting you to locate data in the Adagio tables. We will continue to provide support for Crystal Reports 8.5 for Adagio until further notice.

As Adagio 9.2A reports use the same data dictionaries as the application, the Adagio Data Dictionary Exporter tool (DDE) is useful for locating the tables and fields in the Adagio Payables 9.2A dictionary. The DDE program, help and manual can be run from the Windows Start menu.

The 9.2A data dictionaries contain 2 tables for each physical file - one for use by the Adagio module and one for use by reports in 9.2A modules. Standard reports in the modules and custom reports created with Crystal Reports 8.5 for Adagio use tables where the description ends with "(View)" in the DDE. The standard tables used by the module (and by GridView) do not. In Crystal Reports, the View table names end with "crview" (eg. ap92avmscrview). Standard tables do not (eg. ap92avms). Use the "crview" tables for modified reports or when converting existing custom reports. When creating new reports, use the standard tables without "crview". Future versions of Adagio will begin to use the standard tables for reporting. You must create a shortcut and add the parameter /ODBC to include the "crview" tables in the export to Excel.

When you are certain the original reports are no longer needed, you can delete the \Softrak\Payables\CustomReports.priorversion folder.

An updated version of Adagio PrintTool (PT) is installed in \Softrak\PrintTool. PT 9.2A prints custom reports created with Crystal Reports 2011 or 2013. It uses the Crystal Reports runtime engine. Adagio ODBC must be installed to create custom reports but is not required to print custom reports. Your Adagio dealer or consultant can create custom reports for you and deploy them at your site. Note: PT does not print reports created with Crystal Reports 8.5 for Adagio. Existing version 8.5 custom reports must be converted before they can be printed by 9.2A.

Converting GridView Views:

A data dictionary change from 'Adagio Payables 8.1B-8.1F' (@P81B) to 'Adagio Payables 9.2A' (@P92A) was required in order to support new features added for this version. GridView views created for earlier versions of Adagio Payables should be recreated using tables from 'Adagio Payables 9.2A'. GridView has the ability to convert existing views to a new table.

Views from your prior version located in \Softrak\APWIN\Views will be copied to the folder \Softrak\Payables\Views.priorversion. Recreated views must be placed in \Softrak\Payables\Views. When you are certain the original views are no longer needed, you can delete the \Softrak\Payables\Views.priorversion folder.

See the Tech-Tip and Show Me How video on converting GridView views on Softrak's website at <http://www.softrak.com/resources/technicaltips/technicaltips.php>. You must scroll to the Tech-Tips.

You may find the Adagio Data Dictionary Export Tool useful for comparing tables in the Adagio Payables 9.2A dictionary to previous versions using Excel. The exporter can be found under on Softrak's website at <http://www.softrak.com/resources/technicaltips/technicaltips.php>.

Note: Although Payables 9.2A itself uses the dictionary @P92A it also installs the dictionary @P91A. It is required by some other modules when Payables data is 9.2A. The @P91 dictionary should never be used to create views or reports.

Upgrading from 8.1B, 8.1C, 8.1D

Upgrade Complexity:

Difficult ♦

A new Report Groups table is created. The conversion scans the vendors and populates the new table with existing Report Groups found in all vendors.

The Data Integrity Check (DIC) now checks History Transactions during the Application Integrity Phase. The Aged Overdue Payables report now allows you to backdate the report by setting the 'Calculate as of' date. The backdated report uses History Transactions. Therefore, to ensure correct results on the report, the DIC must check that invoice, payment and adjustment transactions are correctly matched and without error. The first DIC run after upgrading (including DataCare) may detect errors in History Transactions that were not previously reported. These errors can and should be rebuilt before printing backdated reports. The time it takes to complete the DIC increases due to checking the History Transactions. The amount of extra time required will depend on the number of

History Transactions you have on file and the length of time since the Purge Vendor History function was last run.

The DIC rebuild function can add transaction matching records missing from history due to previous database problems. This can correct problems in the Aged Overdue Payables report when printed with the new option 'Calculate as of' option. Any added matching records will be shown if the 'Applied details' option is set for the Open Payables and Vendor Transactions reports.

If you are upgrading from a version earlier than 8.1C (2011.07.29), the first DIC run may detect and rebuild a large number of errors within the Payables GL Distribution Details table that were not checked in previous versions. This is not a cause for concern. While the DIC is rebuilding, progress is not shown (the number of orphans deleted is not updated). This may take several minutes. Note: this may also occur in Adagio DataCare the first time you check the data if you never ran a DIC from Payables 8.1C (2011.07.29) or higher.

If you were using 1099 functions to track and print T5018s you should switch to using the new T5018 functions. There were 3 new T5018 specifications added in 2012. They are available from Open Templates in the Designer: You should use these specifications:

- T5018 Summary Revised 2012
- T5018 3prt Vendor Revised 2012
- T5018 Govt&Intrnl Revised 2012

Users who print 1099s should use the updated new 1099 and 1096 files added in 2012. They are available from Open Templates in the Designer:

- Sample 1096 2012
- Sample 1099 2012

Upgrading from 8.1A or earlier

Upgrade Complexity: Difficult ♦

This Release Notes does not cover upgrading from 8.1A or earlier versions. If you are upgrading to 9.2A from these version, **before installing the upgrade**, it is very important to review this information in the 8.1F Release Notes on Softrak's website.

