Adagio® Receivables 9.0A (2009.03.31) Release Notes

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

Adagio

BankRec 8.1B	OLEDB 8.0A
Crystal Reports® 8.5 for Adagio	OrderEntry 8.1C
DataCare 8.1A	SalesAnalysis 8.1B
GridView 6.8B – 9.0A	SalesCQ 8.1B
Inventory 8.1A (090217)	Time&Billing 8.1B
Invoices 8.1B	
JobCost 8.1B	**Other Products**
Lanpak 9.0B	Dakota Toolkit for Adagio 8.1B (090407)
Ledger 9.0A, 9.0B (see Note 1)	MS Office 97 – 2003, 2007
MultiCurrency 8.0A - 8.1A	MS Windows XP, Vista™
ODBC 9.0A	

Enhancements and revisions in Adagio Receivables 9.0A (2009.03.31)

The changes and improvements to Adagio Receivables 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.

Sign-on

♦ Options have been added to open several different functions when the program starts up, including customer edit, customer inquiry, batch edits and charts. Imports can be automatically processed. External batch management is improved with options to "Auto Retrieve Batches" and "Warn Retrieve Batches". "Auto Retrieve" launches the external batch retrieve dialog from which the user may cancel if desired.

♦ When Adagio GridView 9.0A or higher is opened from the Adagio menu Adagio Receivables 9.0A will be displayed as the first line on the Select Module screen so you do not need to scroll down to find it.

♦ The Adagio Open Data Dialog has been significantly improved. The Previously Opened database list is now saved by Adagio User rather than for all users. The first time an existing user or a new user logs into Adagio Receivables 9.0A they will be asked "Would you like your historical company access list set up?" Answer yes to have all entries from the Previously Opened list from your prior use of Receivables copied for your use. The Open Data screen and Previously Opened database list now show the date the database was last opened by the user. You may also elect to have Adagio save your Adagio User Id and Password and default them when logging into Adagio. The saved information is based on your Windows authenticated user name. This option may be turned off by editing \softrak\system\ADS.INI and adding the lines:

```
[Options]
RememberUser=0
RememberPassword=0
```

Customer

♦ Extensive improvements have been made to the grid used to select customers to view or edit. Customer grids can be sorted by Customer Number, Name or Phone Number using the right mouse context menu. The Column Editor allows you to hide inactive customers when the grid is displayed in customer number sequence. The Find button allows you to locate a customer by entering their customer number, name (without case sensitivity), telephone number or a document number. If an inactive customer is located and these records are suppressed from the grid, the user is able to activate the customer (if the user has permission to edit the customer).

♦ Entry of customer codes has been improved with the addition of several options in the Customer Tab of the Company Profile. 'Uppercase customer codes' forces all customer codes to upper case. 'Auto-fill customer' allows you to set all customer codes to the same length by automatically filling the entry form to the specified length. The fill character can be specified. A customer code mask can be used to make sure that new customer codes conform to a company standard. Customer codes are validated only when new customer records are added. These are the valid characters:

A - Uppercase alphabetic only "A-Z"
a - Upper or lowercase alphabetic only "A-Z, a-z"
B - Uppercase alphabetic only "A-Z" and blank

B - Upper or lowercase alphabetic only "A-Z, a-z" and blank

9 - Numeric only "0-9"

N - Uppercase alphanumeric only "0-9, A-Z"

n - Upper or lower case alphanumeric only "0-9, A-Z, a-z"

S - Uppercase alphanumeric only "0-9, A-Z" and blank

s - Upper or lower case alphanumeric only "0-9, A-Z, a-z" and blank

. – (period) Any case alphanumeric and "! - / "

~ - (tilde) Any printable

_ - (blank) for leading spaces

♦ Customers 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 customer can be disabled in a single tick box.

♦ Formatted address fields including dedicated fields for City, Prov/State and Country. Addresses can also be unformatted, as may be required for international clients. The 'Format Address' setting is by individual customer 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 customer master record has many new fields and fields have been made larger. New fields include:

Second customer Name field.
Second Comment line
Distribution Code
Distribution Set
Last Maintenance User, Date and Time stamp fields available in customer 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
Territory from 2 to 6 (and validated)
Comments from 30 to 40.

♦ Customers can have multiple contacts identified by a 6 character code. Contact information includes address, phone, e-mail, payment method and credit card information. Contacts may also be ship-to addresses for use in Adagio Invoices and Adagio OrderEntry. Ship-to contacts have fields to override the customer tax group, salesperson, ship-from, ship-via and territory on a sale.

♦ The Customer edit/inquiry screen is larger and can now be sized, allowing for larger fields and room for grids to display more rows.

♦ Customer 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 customer transaction inquiry (through a 'Both' option), on a single view in GridView, or on a single report. Note: The Data Integrity Check (DIC) will now check the referential integrity of history transactions. Errors in history that were undetected earlier may show up after converting to 9.0A. They can be corrected by the DIC and should not be a cause for concern unless they reappear during the normal running of Version 9.0A. Running Period End no longer precludes the printing of an Aged Trial Balance for an earlier period, or generating a customer statement for an earlier period.

♦ The transactions grids in the Customer maintain position to the same document when moving between Current/History and Both, and between Receivables, OrderEntry and Invoices.

♦ A Find Document field and document type have been added to the Transactions tab in the Customer to allow you to search for a particular document using Finder or Smart Finder.

♦ Adagio Receivables supports storage of a D-U-N-S number for EDI-9 digit Dun & Bradstreet in customers, ship-to addresses and the company profile.

♦ Users can now post batches when another user has the customer grid open.

♦ The Company Profile now stores a default for Customer print method and specification files for Statements.

♦ You can enter a default overall OE discount (Totals screen tab in OE) for a customer.

♦ Copy customer allows control of 'Additional files to copy', including Alerts, Notes, Contacts, Contact Alerts and Recurring Charges and places you directly in customer edit for the newly created customer.

♦ You can now copy email addresses and websites from fields when viewing customers. The hyperlink is active on these fields when viewing customers.

♦ You can now change the Account Set in customers without having to first purge all the posting journals. For multi-currency databases the new Account Set must have the same currency, unless the customer has no transactions.

♦ A 'Both' option has been added when viewing transactions in the Customer to allow you to view current and historical transactions in the same grid.

♦ Alt Keys have been added for tabs on the customer edit and customer inquiry screens.

♦ Defaults for all customer fields have been added to the Company Profile to speed entry of new customers. You can add a new customer by entering only the customer number and name.

♦ You can now add alerts, recurring charges, contacts, notes or alerts when adding a new customer.

Batch Entry

♦ BankRec users can now enter cash in Adagio Receivables if they prefer. Cash and payments on invoices are appended to a batch for retrieval to a deposit batch in BankRec. Users can still enter cash in BankRec as before. The BankRec bank is set on the Integration tab in the Company Profile. You can optionally request a receipt to be printed in BankRec. The BankRec Bank and interface options are set in the Payment Methods. Settings are available to control whether transactions for each payment method create a new batch (representing a new deposit) or are appended to an existing batch in BankRec (perhaps awaiting an actual trip to the bank to make a deposit).

♦ Batch Entry Templates have been added. Templates allow you speed up entry and eliminate confusion caused by fields you do not use. Templates allow you to skip, disable or hide fields in invoice, cash and adjustment entry. Entry Templates can be by company or by Group.

♦ Entries in batches can be sorted. You can sort by Customer Number, Document Date, Document Number, Reference, Job Number and the optional fields.

♦ The new Distribution Sets are supported in invoice and cash batch entry. The Distribution Set can be defaulted from the customer. The default amount and units from Distributions are supported.

♦ A 'Ready to post' status has been added to the batch status. Default settings for Entered, Retrieved or Imported batches can be set in the company profile. Batches written directly to Adagio Receivables from other ledgers such as BankRec or OrderEntry will be considered to have been retrieved rather than Entered.

♦ The batch description field can be automatically populated with text, user initials (%usr), date (%dat) and time (%tim) created/edited in a user specified format. Multiple date and time formats are supported. These options are set on the Batch tab in the Company Profile. The batch description for invoices, cash and adjustments can be set independently. The batch description can edited as before when the batch is created.

♦ Cash entry allows customer lookup by document number (invoice number) using a Find button rather than having to determine and enter the customer number. This is useful when you have a check with an advice showing your invoice number but the customer number is not readily available.

♦ You can now prevent or give a warning when the date entered in a batch is for a closed period or year in the GL. The option 'Validate closed periods' on the Integration tab of the Company Profile can be set to 'Allow, Warn only, or Disallow'.

♦ Transactions now support an Accounting Date separate from the Document Date. Documents with different accounting dates may be retrieved into Adagio Ledger to the correct period using the 'Subledger period' option in the 'Retrieve Subledger Batches' function. To use this feature, set the option 'Allow edit of accounting date' on the Integration tab in the Company Profile.

♦ The payment fields can optionally be included on the invoice entry screen rather than having to click the Payment button to open The Edit Payment window. This allows you to immediately see if a payment has been entered and payment details. This is controlled by the 'Payment on invoice screen' option on the Batch tab in the Company Profile.

♦ The 'Auto-add entry' has been added in File | Options. Set this option to automatically add entries in batches (not to be confused with detail lines in an entry). Auto-add occurs while adding new entries to the batch or until you edit an existing entry.

♦ A second description has been added to batch entry.

♦ Statistical Units can be entered in batches and will be posted through to Ledger 9.0A (if the account tracks Statistical Units).

♦ Job Alerts are popped in batch entry.

♦ An Auto-Pay button has been added in cash entry. This function automatically applies the Payment amount to outstanding transactions. Cash can be applied starting with the earliest invoice date or closest due date, controlled by the 'Auto pay by date' option on the Batch tab in the Company Profile.

♦ Added 'Show All' option in cash entry. When turned off, transactions with an Outstanding Amount of zero are not shown during cash

batch entry (in Normal mode).

♦ Added 'Show all transactions' option to the Company Profile. This sets the default for entering cash. When turned off, transactions with an Outstanding Amount of zero are not shown during cash batch entry (in Normal mode).

♦ Added 'Update document number' option when copying a batch. Allows you to retain the document numbers of the original batch. This allows you retain the original document number rather than having it replaced with automatically with the new batch number and entry number.

♦ Allow enter Payment Method, credit card number, name, and expiry date in cash batch entry and on payments in invoice batch entry.

♦ Adjustment batch entry checks that the GL account entered is not used in an Account Set. This prevents accidental entry of the AR Clearing account as revenue.

♦ Transactions in cash entry can be multi-selected to show the total amount outstanding for the selected transactions.

♦ Optional fields have been added at the transaction header level. Optional batch fields are posted to the transaction file. Optional fields will flow from batches entered in related modules, such as Adagio Invoices and OrderEntry, in future versions.

♦ Batch entry forms are now sizeable. This allows the more transactions lines to be shown on the screen at one time.

♦ Several user and date stamp fields have been added to batches and transactions. These fields are posted through to the transaction file. They are available in grids and can be show on custom reports and in GridView. The Last Edited by User is available on statement details.

♦ Distribution codes can be entered on Miscellaneous Cash details.

♦ The Customer Name can now be shown in batch grids.

♦ When you created a new batch entry but immediately canceled without entering any data you were asked if you wanted to save the changes. This question is no longer asked unless you actually make a change.

♦ In batch entry, selecting an inactive g/l account now generates a warning message.

♦ Adjustment batch entry now displays the 'original' document's balance, its 'current' balance and what the 'adjusted' balance will be when this adjustment is posted. This clarifies the effect the adjustment will have on the document. The 'Adjustments to Receivables' field below the grid has been changed to 'Adjustment to balance outstanding'. The values in these fields show the total of any debits or credits that the program will automatically post to the Receivables control account (i.e. the 'offsetting' part of the adjustment entry).

♦ When entering an Unapplied in cash batches you can now see the posted transactions in the finder for the 'Document number' field for reference, whereas in previous versions the finder showed no transactions.

Posting

♦ Added an option to not send tax to JobCost as 'Other Charges'. The 'Send tax as' option under the Job Costing section on the Integration tab in the Company Profile can be set to 'Do not send' (i.e. don't send tax) or 'As other charges' if you do wish to send tax to JobCost. This option is also supported in Adagio Invoices.

♦ Added the ability to send the Job, Phase, and Category to the GL description field. The code is %job and it will send Job or Job/Phase/Category depending on how the Job Tracking option is set in the Company Profile.

Statements / Designer

♦ The specification designer has had codes added to allow printing of a transaction amount in a specific aging column. These codes are calculated by both document date and due date. The new spec codes are D32 to D40 under Details in the designer. These are likely to be used with the zero-suppress option.

♦ When printing specifications (statements or letters) the list of specifications is now shows only the statements or the letters depending on the Document Type you select to print. Set the Specification Type, under File | Specification Options, to Statement or Letter, as appropriate in the Statement/Letter Designer. Start the designer by selecting Maintain Specifications in the Maintenance menu. Specifications created with earlier versions of the designer will display in all dialogs until they are edited and their document type set. A document type of "Any" causes the specification to display in all dialogs.

♦ Many new specification codes have been added to the designer. These include:

Current Date and Current Time	M31 and M32 under Company Profile
Last Edited By	D31 under Details
Transaction Description 2	D19
Transaction optional fields	D20 to D28
Payment Method	D29
Name on card	D30

- Added new spec codes for new formatted addresses, C76 to C80 and M26 to M30. In previous versions the formatted codes (C71 to C75) were used to remove blank lines. In AR 9.0A these codes are now referred to as "compressed" (spec code numbers remain C71 to C75). The new codes C76 to C80 are referred to as "formatted" to mean use the formatted address lines available in the customer when the 'Format Address' option is selected. The Formatted codes may be used when the 'Formatted' checkbox is turned on in the Company Profile.

- Added new spec codes for City (C82), State/Province (C83), and Country (C84).

- The subject line in an e-mail cover sheet can now include certain database fields. For example you may want to include a contact name when emailing a statement to a generic email address for a customer or you may want to include the customer's outstanding balance.

- Added sample statement with tear-off on right-hand side to sample data and statement designer templates. Statement name is 'Statement with tear-off'. Filename is AR$TEAR.

- Statements can be printed calculated 'As of' any date in the past for which there is history. Only invoices with amounts outstanding as at the statement date will be displayed on a statement dated prior to the last Period End date.

- There is a new way to extend vertical lines through the Detail section(s) on statement specifications. Place the vertical line object at the position where it should begin printing, right click and select 'Extend'.

- Added predefined statement specification for NEBS® Statement form L96069 to the sample data and templates for creating new statements in the designer.

Reports

- A charting subsystem has been added to Adagio Receivables to help analyze trends (**Inquiries | Charts**). Chart can be displayed, printed or exported. Charts can be automatically opened when Adagio Receivables is launched. Pie, Bar and Trend Line charts can be defined and the definitions imported and exported. Chart security is available by Group membership.

- Added 'Source and home' option for multi-currency databases on Overdue Receivables, Projected Receivables, Aged Trial Balance, Customer Transactions, and Aged Retainage reports to show both currency values on these reports.

- The Overdue Receivables, Projected Receivables, Aged Trial Balance, Customer Transactions, Customer List and Statistics, and Aged Retainage reports now have an option to exclude Inactive customers from the report. Note that excluding a customer with a balance may result in some unexpected report totals.

- The Aged Trial Balance can be printed calculated 'As of' any date in the past for which there is history. In previous versions you could only go back as far as the last clearing date. Historical versions of this report will only show transactions with amounts outstanding as of the date of the report.

- Aged Trial Balance can be printed by Transaction Date or Accounting Date.

- You can include the date and time stamped customer notes on the Overdue Receivables report. This is useful when doing collections. Notes with a date after the date specified will be printed on the report. You can print notes for a single user or all users.

- Added 'Allow Post Journal Purge' option to Company Profile. If this option is off you cannot clear the posting journals after printing them. This prevents accidental purging of posting journals. If this option is off the posting journals will be purged as part of Year End.

- Options for A3 and A4 paper added for the Multi-currency Report Printer in File | Options. Available only on multi-currency databases. The report layouts remain as 8.5 x 11 and Legal but users with Crystal Reports for Adagio can modify canned reports for A3 and A4 paper and place in \Softrak\Receivables\ModRP.

- The Tax Tracking report can now be printed by a range of dates.

- Added option 'Prompt to consolidate' on the Integration tab in the Company Profile. Disabling this option ensures you do not accidentally consolidate transactions after printing the 'Print/Consolidate G/L transactions' report.

- Added option 'Close report dialog after print' on the Statement/Reports tab in the Company Profile. Set this option off if you often print reports multiple times with different settings or ranges.

- Batch Listings have an option show Primary, Secondary or Both descriptions. Printing with both will use more paper.

- Aging reports show dates under the aging periods (days). You can edit the dates to change the number or days, or vice versa.

- Report printing performance has been improved.

- The Print/Consolidate G/L Transactions report can be printed by 'G/L Accounting Date' to generate a report that ties back to the general ledger.

- If an invoice has been paid but not yet cleared to history, it no longer prints on the Overdue Receivables, Projected Receivables or

Aged Trial Balance. It will only print on the Aged Trial Balance report if you 'Calculate as of' a date between the invoice and the payment.

♦ The Job, Phase and Category are now shown on the Aged Retainage report.

♦ Added options 'Active customers only', 'Print additional comments' and 'Print address block' to the Customer Notes report. You can choose not to print the Additional Comments for all customers and customers with no detailed notes now no longer print on this report.

♦ A Payment Method summary has been added to the Cash Batch Listing and the Invoice Batch Listing reports. The summary prints automatically if the batch contains any cash transaction with a Payment Method.

Edits

♦ Terms codes have new options 'Skip credit check' and 'Require payment entry'. 'Require payment entry' can be set to 'None', 'Partial' or 'Full'. Setting to 'Full' requires entry of full payment when an invoice is recorded.

♦ Salespersons are now entered in Receivables rather than OrderEntry or Invoices. Existing Salespersons in those modules are converted for use by Receivables. Note that Salespersons cannot be purged until the Salesperson Commission report has been printed and cleared in OrderEntry (if the 'Analyze commission data' option is on in OrderEntry).

♦ Distribution Sets have been added to speed entry of multiple, common accounting entries. These can be entered in invoice batches and miscellaneous cash batch entries by clicking the 'Dist. Set' button. A customer can have a default Distribution Set. The option 'Skip zero detail lines' prevents entries being added with $0.00 amounts.

♦ Default Amount and Default Units (if the g/l account tracks units) have been added to Distributions, and are supported in Distribution Sets.

♦ Territory file maintained and validated during customer edit and ship-to address edit. Territory codes are now six characters.

♦ Allows edit of Control Account Sets when Posting Journals have not been purged.

♦ Posting Miscellaneous Cash entries now updates the Tax Tracking report.

♦ Recurring charges support Statistical Units in for GL.

♦ The options 'Enable SF Export' and 'Enable SF Printing' have been added to the Edit User screen to allow you to disable Excel Direct in Smart Finders to help safeguard your sales data, customer list and other information in your database.

♦ The number of days you can keep transaction history has been increased from 999 to 9999.

♦ Listing button added on the Group Setup window prints all options or enabled options only for a range of groups.

♦ Several new User Defined codes have been added to the Send To Description field in the Company Profile, Integration tab, including: batch optional fields, job code for job-phase-category and Docket Number for Time&Billing. Refer to the help or manual for a list of codes.

♦ A Rate Type field has been added on the Payment Method screen for multi-currency databases. The Rate Type for Payment Methods that have a currency different than Home is visible and editable similar to the Rate Type in Control Account Sets.

♦ New Payment Categories '7–PreAuthorized Debit' and '8-Electronic Funds Transfer' have been added to Payment Methods.

Import / Export

♦ A new function, 'Clone Company' has been added to the Export Menu. If customers are moved to the new database, their transactions will be deleted and the customer balance set to zero. The home currency code can be changed for the target company. Clone company allows you to quickly create a new company, choosing the parts of the existing database that will be useful (such as statement specifications, company profile settings and validation files.

♦ Customer Notes can now be imported and exported.

♦ Imports may be selected to process automatically when Adagio Receivables is started. An import template must be marked for automatic processing, and the corresponding start-up option selected in the Company Profile.

♦ You can now export an Invoice or Cash batch.

♦ The manual and help were updated to include the Tech Note on import / export (from Softrak's website).

Data Integrity Check

♦ The Data Integrity Check (DIC) function can be set to automatically do a backup of the database if there are no errors reported by setting the 'Auto-backup after DIC' option on the System Options tab in the Company Profile. The backup details and backup filename are shown in the DIC log. A backup is now done automatically when you do a Rebuild on a database with errors.

Maintenance

- A new function, 'Mark Customers Inactive' has been added. Normally, customers will be marked inactive before they are deleted. The function can easily select inactive customers, and prints a report of all those who's status is changed.

- The Delete Inactive Customer function allows you to delete customers with history transactions, whereas in previous versions you were required to purge history for customers before they could be deleted. The option 'Exclude customers with historical transactions' has been added to allow the function to delete only customers with no history.

- The Delete Inactive Customer function can select customers based on the 'Active' flag in the customer.

- Improved the ease of use of the Create Recurring Charge Batch function by adding a grid of available recurring charges and a Set Date button.

- The performance of the Clear History function has been improved in the case where you select all customers.

Generic

- The date control has been updated to improve the speed of data entry. You can enter just the 1 or 2 character day in any date field without having to enter the month or year. The month and year are automatically populated with the initial values from the field. For example, if the date is 1/23/2009, typing "22" and tab changes the date to 1/22/2009. You can also enter just 4 characters for the day and month (zeros are required) and the year will be populated. This change speeds up data entry in most cases where you need to enter a date different than the session date or last remembered date.

- Email settings are now saved by company (rather than by workstation). Settings are saved by application, company and user. This allows separate email settings on a workstation at sites with multiple companies, so that e-mail options do not need to be changed when a user logs into another company. User "SYS" can set the same options for all users in a company. A single set of e-mail options across multiple companies is no longer supported. The e-mail port number is now user selectable for Internet Service Providers who require SMTP transmission on a port other than 25 (587 is often used).

- The list of printers available from Windows is now refreshed immediately before printing reports and statements. When a user with a shared local printer logs in under Terminal Services the list of printers available to Windows changes because one more printer has in effect been added. If other users were in Adagio applications this resulted in the selected printer being changed in Adagio in some cases. If the user did not notice this and reselect the correct printer before printing then their report or form randomly and unexpectedly printed on a different printer.

- When installing onto a network from a Vista workstation, you can now see most network drives connected to your server. If the drive you wish to install onto is visible, then you no longer need to turn off User Account Control to complete the installation. A 'Network Drives' button describes your options for installing if you cannot see the required network drive from the install.

- Install, workstation install and Service Pack install now support installing to a LINUX server without a special command line parameter.

- The performance of the Smart Finder over a network has been improved significantly.

- Moved fax queue from QIFAX to generic filename starting with SD.

- Automatically copies help files (*.chm) to the local drive so that Service Packs do not require a workstation install just to update the readme help file.

- The multi-currency files for single currency database are now backed up when you backup a 'Complete Dataset'.

- New program and toolbar icons provide a cleaner look and differentiate this new version visually.

- WebSafe changed to vitalEsafe in Backup function to reflect the provider's name change.

- Adagio menu supports Purchase Orders for Adagio.

- The Help Menu has been modified to allow the user to launch the Adagio System Status utility (chksys.exe) and print the Adagio Lanpak registration form.

Fixes Done

- The wrong customer was selected when you double-clicked on the last customer in the grid if the screen was sized such that the last line could not be completely shown. The screen size is now adjusted when you size it so this can no longer happen.

- Miscellaneous Cash Receipts now always send the Document Number (check number) to the G/L Reference (regardless of the selection for the Send-to G/L Reference).

- You can now create custom Crystal reports from the Receivables G/L Transactions batch when Ledger 9.0A is used.

- The summary Overdue Receivables report showed blanks instead of zeroes.

- You can now switch between cash entry methods when entering cash batches without losing any of the previously entered data.

- Import Cash batches can now apply cash to document types other than Invoice.

- History transactions viewed in the Customer now show the Original Due Date field previously only shown in current transactions.

- When revaluing your accounts receivable in a multi-currency site, unapplied cash is now included in the revaluation.

- Added Lookup fields and Links missing in earlier versions to the AR9 dictionary for use by GridView.

- Customer notes could be saved with a blank date.

- Cash entry, normal method, new detail – If you used the same number as a previous detail the amount on the new detail updated the applied amount on the first detail. In cash entry, direct method, you are now prevented from accidentally paying the same invoice more than once.

- Batch entry of CN and DN transactions now pickups up the Job number if there was one on the original invoice.

- The Customer Transactions Report would not print if Adagio Time&Billing was used.

- Leading zeros in Salesperson are allowed.

- Focus returns to the date field, rather than the next field, after you get a warning saying the date is more than the specified number of days from the session date.

- The Year End function did not display the warning about having to print statements and do a period end to move completed invoices to history on single currency databases if Clear Transaction Details was set to 'Period End'.

- The Customer Transaction report prints the GL transaction details in home equivalent when the report is printed in Home only. (If printed in 'Source and Home' it prints both the source and the home GL amounts for each account/distribution.

- When an invoice was posted with a Cash Payment and realized gain or loss is generated, the gain/loss did not appear on the Cash Posting Journal.

- The Adagio JobCost Phase and Category now show on transactions in the cash entry grid where applicable.

- Invoice and Adjustment batch entry now handle Jobs with the revenue recognition at the Category level that have a valid Estimate that is only a Job and a Phase, where Categories to not apply. Previously you were forced to enter a Category.

- Added Payment Methods to the Crystal Reports for Adagio table. This is useful for creating a custom "cash out" report in OE.

- In Receivables 8.1A, when you emailed (but not when you printed) Letters, it prompted to Clear All Paid Transactions? Clearing paid transactions is only prompted for when you print Statements.

- Posting the Invoice for a 'to be applied' payment where that payment had been applied to other invoices and moved to history resulted in a data integrity error. This has been fixed.

- The printer changes out from under an app when another user with a shared printer logged on off the server or terminal service. It could happen even if you had a specific printer selected under File | Options. If you did not notice and reselect the correct printer your statements or reports could print on the wrong printer. The printer list is now refreshed immediately before printing so this can no longer happen.

- The right hand edge of some reports was cut off on A4 paper. In version 9.0A the program no longer forces the form size (i.e. override the setting in customized reports). This allows users to use the ModRP feature to change the standard reports to make them narrower.

- Export/import with a path greater than 65 characters resulted in an Access Violation error. You now get a message explaining the problem.

Enhancements and revisions in earlier versions of Adagio Receivables

- Refer to the Readme help file for details of enhancements and revisions in earlier versions.

Installing

To install Adagio Receivables, you need the serial number and install code from the Product Label that came with the Product CD or from the download email sent to you by Softrak Systems.

If you are installing an upgrade, you need the serial number and install code from the Upgrade Product Label that came with your upgrade CD or from the download instruction email. A previous version of Adagio Receivables 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 to this Version' below before installing an upgrade.

If you are installing a Service Pack, you do not need to enter a serial number or install code. However, a previous version of Adagio Receivables 9.0A must be installed before the Service Pack can be installed.

To install Adagio Receivables (or an upgrade), insert the CD in the drive. If the install program does not start automatically, run ADAGIO.EXE from the root of the CD. Or, if Adagio Receivables was downloaded, run the program file you downloaded. Once the install program is running, you can click the Help button for detailed instructions. If Adagio Receivables is installed on a network, you must also do a workstation install for each workstation running Adagio Receivables. Refer to the manual or "Installing on a network" in the Readme help for instructions.

To install the Adagio Receivables Service Pack, run the Service Pack program and follow the instructions on the screen. After installing the Service Pack, a workstation install may be required at each station running Adagio Receivables. To determine if a workstation install is required, start Adagio Receivables 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.

Upgrading to this Version – considerations before installing an upgrade

Adagio Receivables 9.0A is a major upgrade, containing many changes and new features. It is very important to review the information below before installing an upgrade from Adagio Receivables 8.1A or earlier.

Adagio Receivables 9.0A is not compatible with Windows 2000 workstation. Windows Server 2000 remains a supported platform, although running Adagio Receivables 9.0A from the server console or from a Remote Desktop Connection (RDC) to the server is no longer supported.

Adagio Receivables 9.0A **requires compatibility upgrades to several other Adagio modules. Do not install Receivables 9.0A until you are certain all the compatibility upgrades required at your site have been released and you have them available to install. This includes third-party products from Adagio Developer Partners that interface to Adagio Receivables. You must check with the developer of the product or your Adagio dealer to be certain you can install Receivables 9.0A.**

Adagio Receivables 9.0A requires the following modules (if used) to be at the version indicated, or higher:

BankRec	8.1B
DataCare	8.1A
Inventory	8.1A (090217) Service Pack. Note: if OrderEntry 8.1C is used, Inventory must be 8.1B or higher
Invoices	8.1B
JobCost	8.1B
Lanpak	9.0B
Ledger	9.0A or 9.0B (see Note 1)
OrderEntry	8.1C
SalesAnalysis	8.1B
SalesCQ	8.1B
Time&Billing	8.1B

Some of the above required versions will not be available until some time after Receivables 9.0A been released.

Unlike for Ledger 9.0A, Adagio Receivables 9.0A does **not** keep parallel files to maintain downward compatibility with existing versions of products that interface to AR. The versions listed above are required. Note that they are compatible with earlier versions of AR as well as with 9.0A.

Note 1: Adagio Receivables 9.0A requires Ledger be 9.0B if you use the new Accounting Date field in batches to force individual transactions into a different period than indicated by the transaction date. Otherwise Ledger 9.0A is required.

Adagio Receivables 9.0A will NOT convert an earlier version of AR data if pre-GL9.0A data is found. If you are using an earlier version of Ledger you must convert your GL data first. If you attempt to open your AR data for conversion and older GL data is found,

an error will be displayed and you will not be able to convert your AR database.

Adagio Receivables 9.0A **requires Adagio Lanpak to be version 9.0B** or higher.

Adagio Receivables 8.1B is not compatible with DataCare 8.0A. It is only compatible with DataCare 8.1A or higher.

Adagio Receivables 9.0A converts databases from earlier versions. Once converted, **the database is no longer compatible with earlier versions of Adagio Receivables or ACCPAC® Plus™ Accounts Receivable.** It is not compatible with other ACCPAC Plus programs that interface to A/R, including O/E, I/C, G/L, J/C, and S/A. It is not compatible with third-party DOS programs that interface to A/R.

You can convert your AR database at any time. You do not need to post batches, clear posting journals, retrieve invoice or cash transaction batches from other modules, or retrieve the AR transaction batch in Adagio Ledger before converting your data.

Adagio Receivables 9.0A data is not compatible with ACCPAC Plus Accounts Receivable. ACCPAC Plus A/R will not open the database and will display the error "This data is for a newer version of Accounts Receivable". The Adagio Receivables database will not be harmed. However, to prevent Plus A/R from being run accidentally, you may want to rename the \ARASP folder to \ARASP.renamed.

Upgrading to this Version – installing the upgrade

Adagio Receivables 9.0A will be installed to the \softrak\receivables folder. Previous versions were installed in \softrak\crwin.

When installing an upgrade to 9.0A you can delete (uninstall) the previous version (8.1A or older) or leave it installed. If the install detects a prior version it will ask you if you want to remove it.

In most cases users will not need the previous version. This is unlike for Ledger 9.0A, where the previous version was needed in some cases to adjust prior year backup databases in the pre-9 version before retrieving them. However, if you have databases for multiple companies and do not want to convert them all at the same time you may want to leave the previous version installed.

Note: If you run an old version of Receivables on the same machine as 9.0A, there can be some unexpected affects on screen sizes and positions and on grid, finder and smart finder settings, as these settings will be shared by both versions. If you are running on a network, help will not be available for Receivables 8.1A – the help window will show "Action canceled".

Uninstalling the previous version removes everything from the program folder that got installed but leaves everything else that you may have created manually, including the CustomRP, ModRP and Views folders.

The install checks that you have the required versions (as listed in the section above) and displays a warning if the version you have is not compatible. You may proceed as along as you have the required compatibility upgrades to the other modules and are prepared to install them after completing the installation of Receivables 9.0A.

The upgrade install cannot change any custom icons you may have created to launch Receivables and they will continue to run your previous version if it was not uninstalled or will display a "missing shortcut" error if it was uninstalled. You must change these icons manually to run Receivables from \softrak\receivables\receivables.exe.

Upgrading to this Version – converting your database

You can convert your AR database at any time. You do not need to post batches, clear posting journals, retrieve invoice or cash transaction batches from other modules, or retrieve the AR transaction batch in Adagio Ledger before converting your data.

To start the conversion, open your current database that used your previous version of Adagio Receivables. 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, <u>before</u> proceeding with the conversion.

Adagio Receivables 9.0A 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. AR 9.0A 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 customers, 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 address for customers in North America. However it will populate the Country field for international customers if it can, although the address will be left unformatted.

If you elect not to format addresses during conversion, then each customer 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.

The conversion to 9.0A could take a significant period of time on databases with a large number of customers, 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.

Note: If the conversion is aborted or does not complete for any reason you must restore your backup. Before restoring your backup you MUST first delete the AR data files (AR*.ddd, where ddd is your company data file extension). Failure to delete the AR data files before restoring your backup will result in future problems and database corruption. In general you must always delete the existing database before restoring a backup and be certain your backup is viable before deleting the database.

Upgrading to this Version – after conversion

After converting you may need to adjust or correct addresses for some customers. 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 customer you wish to switch to formatted address must be done manually. This can be automated using export and import. First, turn on the 'Format address?' option in the Company Profile, System Options tab. Then, export your customer addresses and re-import them. On import, Adagio Receivables will read the option in the Company Profile and format each imported address. Also, because you have turned on the 'Format address?' option in the System Options tab, each new customer created in Adagio Receivables will automatically have its customer 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 statements for customers in your own country. Regardless of this setting your Country field is used to control address entry in other Adagio modules.

The Previously Opened database list is now saved by Adagio User rather than for all users. The first time an existing user or a new user logs into Adagio Receivables 9.0A, they will be asked "Would you like your historical company access list set up?" Answer yes to have AR add all entries from the Previously Opened list from your prior version of AR. Note that, if a new user is added to Adagio after conversion (no matter how long after conversion), they will be asked the question and will probably want to say no to this question. It is no longer possible for all users to share the same Previously Opened list.

Statement and Dunning Letter specifications must be converted for AR 9.0A. To convert your specifications, you must open each one with the statement designer and save it. From the Maintenance menu in Receivables, select Maintain Specifications, then click the Open button on the toolbar. The spec codes L1 to L18 under the 'Detail with Matching' section in the field list in earlier versions of Receivables are not needed and have been removed in version 9.0A. The choice of detail with or without matching transactions is controlled by the Detail Type field under the properties of the Detail Line section. Opening and saving existing specifications will automatically convert the L spec codes in existing specifications to corresponding D codes and set the Detail Line section accordingly.

While you are converting your specifications, you may also want to set the Specification Type, under File | Specification Options, to Statement or Letter, as appropriate. The print statements and letters functions restrict the list of specifications according to type.

No other adjustments are required to existing statement specifications in AR. Likewise, existing specifications in other modules that print customer addresses, such as Invoices, BankRec, OrderEntry, and SalesCQ do not require adjustment. However, in all cases you may want to take advantage of the new specification codes added in these releases.

Statement specifications created by or edited by Adagio Receivables 9.0A are not compatible with earlier versions of Adagio Receivables.

Custom import/export templates for customers and batches defined in earlier versions of Receivables are converted and will continue to work without change. Invoice or cash batches created by third-party products for retrieval or import to Adagio Receivables will continue to work without change.

If you have a third-party application that creates a customer import file for Adagio and you use the default import template, you might need to make minor adjustments to the file as the default customer import template changed for 9.0A.

The program folder moves to \softrak\receivables for version 9.0A. Previous versions of Adagio Receivables are installed to \softrak\crwin. Likewise, the program filename changes to Receivables.exe for version 9.0A. Previous program versions were named

crwin.exe.

The Windows Start list entry for version 9.0A will default to 'Receivables 9'. The Windows Start list entry for earlier versions defaulted to 'Receivables', and this entry will be left on your start list unless you uninstalled the earlier version. Use the new entry for Receivables 9 when opening Receivables in most cases. When installing an upgrade **you should change any icons on your desktop or in desktop folders to run Receivables using the new program name and folder (see above paragraph).** If you open Receivables 9.0A data with an older version of Receivables, you will see a message – for 8.1A: "Your current version of Adagio Receivables is not compatible with the version of the Adagio Receivables database you are currently using (8.1A)", or for 8.0B and older: "Old AR data found. Program will not convert. Please backup data and start again." This indicates you need to change your icon.

Many settings made in the Column Editor to grids, finders and smart finders for previous versions of Receivables will need to be redone for Receivables 9.0A.

The File | Options, Field Verification option has been removed. Fields are always verified during entry.

Receivables 9.0A expanded address lines from 30 to 40 characters. However, the compatibility upgrades to BankRec, Invoices, OrderEntry, SalesCQ and Time&Billing support only 30 characters. They will support 40 characters in their 9.0A versions. Until then you may want to set the 'Limit address to 30 characters' option on the System Options tab in the Company Profile to prevent entry of addresses in AR that will be too long to be shown the other modules.

Edit the Company Profile and enter the Country for your company on the Company Data tab. This field is used to blank the country from printing as part of the address on statements for domestic customers.

Upgrading to this Version – converting custom reports and views

Reports

If you have modified any of the standard reports installed by Adagio Receivables, you will have to redo those modifications for Receivables 9.0A. Modified reports are files with an .rpt extension that you copied from \softrak\crwin\StandardRP to \softrak\crwin\ModRP and modified using Crystal Reports for Adagio. The standard report filenames for 9.0A are generally similar to those in earlier versions of Receivables. Your modified reports from your prior version will be copied to the folder \softrak\receivables\ModRP.priorversion. Re-modified reports must be placed in \softrak\receivables\ModRP for Receivables 9.0A.

Installing a Receivables 9.0A upgrade does not delete your original modified reports in \softrak\CRWin\ModRP, even if you uninstall your prior version. When you are certain these reports are no longer needed, you can delete the \softrak\CRWin\ModRP folder.

Custom reports created in Crystal Reports for Adagio for earlier versions of Receivables will have to be modified or recreated for use with Receivables 9.0A databases in most cases. Your custom reports from your prior version will be copied to the folder \softrak\receivables\CustomRP.priorversion. Recreated custom reports must be placed in \softrak\receivables\CustomRP for Receivables 9.0A. Installing a Receivables 9.0A upgrade does not delete your original custom reports in \softrak\CRWin\CustomRP, even if you uninstall your prior version. When you are certain these reports are no longer needed, you can delete the \softrak\CRWin\CustomRP folder.

See the Tech Note entitled "Converting Crystal Reports for Adagio Receivables 9.0A" on Softrak's website under Support | Technical Tips www.softrak.com/resources/technicaltips/technicaltips.php.

The structure of batches changes in Receivables 9.0A. Any custom Crystal reports will have to be adjusted or recreated. The Crystal tables for 9.0A are 'ARW90' and 'ARB90'.

The 'Installed only' method of selecting tables for Adagio when defining reports in Crystal Reports for Adagio using ADAGIO.SSI to find your database is not supported for Receivables 9.0A. Find your database by the alternate method of searching for the Receivables company profile (global) file 'ARGLOB' instead. Existing reports are not affected by this change.

Views

GridView views created for earlier versions of Adagio Receivables must be recreated using tables from 'Adagio Receivables 9.0A'. GridView 9.0A and higher has the ability to convert existing views to a new table.

Views created for earlier versions of Receivables will have to be converted or recreated for use with Receivables 9.0A databases in most cases. Views from your prior version will be copied to the folder \softrak\receivables\Views.priorversion. Recreated views must be placed in \softrak\receivables\Views for Receivables 9.0A. Installing a Receivables 9.0A upgrade does not delete your original views in \softrak\CRWin\Views. When you are certain these views are no longer needed, you can delete the \softrak\CRWin\Views folder.

See the Tech Note entitled "Converting GridView for Adagio Receivables 9.0A" on Softrak's website under Support | Technical Tips www.softrak.com/resources/technicaltips/technicaltips.php.

The structure of batches changes in Receivables 9.0A. Any custom GridView views will have to be adjusted or recreated. The GridView dictionary is 'Adagio Receivables 9.0A'.

In previous versions of Receivables, each batch was a separate file pair and you used a Wildcard to select the batch number in

GridView views. For Receivables 9.0A, batches are all in one file pair (per batch type: invoice, cash or adjustment). The batch number is a field in the file and you use a filter to select the batch you want to view. To show batch fields from the header and detail, you will need to define a link between the 2 tables.

You may find the Adagio Data Dictionary Export Tool useful for comparing tables in the Adagio Receivables 9.0A dictionary to previous versions using Excel. The exporter can be found under on Softrak's website Support | Technical Tips
www.softrak.com/resources/technicaltips/technicaltips.php.

A new Composite dictionary "Adagio {Composite Tables 9.0A}" that links to Receivables 9.0A tables is required for use with GridView. The 9.0A Composite dictionary no longer contains tables that link within the same module – it contains only tables that link between modules. Composite tables containing links within the same module have been moved to the standard dictionary for the module. Accordingly, the composite tables linking customers with transactions and notes have been moved to the "Adagio Receivables 9.0A dictionary". These tables are "*AR Trans w Cust" and "*AR Notes w Cust". Note: All customer information is contained in a single table for AR 9.0A and the customer extension table is no longer needed. In addition, the customer current and history transactions are now located in a single file rather than 2 separate files. Therefore the number of composite tables linking to customer has been reduced. If you have existing views using the old composites "*AR Hist w Cust, *AR Hist w Cust Ext, or *AR Trans w Cust Ext, these views must be recreated using the 2 composite tables available for 9.0A. GridView 9.0A can convert existing views using a new dictionary. You may be able to convert your views, otherwise they will need to be re-created.

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