

**Release Notes**

The most up-to-date compatibility information is on the **Product Compatibility Info** link at [www.softtrak.com](http://www.softtrak.com).

**Adagio**

Crystal Reports® 8.5 for Adagio	ODBC 9.0A
BankRec 8.1B (Note 1)	OLEDDB 6.8A – 8.0A
DataCare 8.1A	OrderEntry 8.1C (Note 1)
GridView 6.8A – 9.0B	SalesAnalysis 8.1B (Note 1)
Inventory 8.1A - 8.1B (Note 1)	
JobCost 8.1B	<b>Other Products</b>
Lanpak 9.0B	MS Office 2003, 2007
Ledger 9.0A – 9.0C	MS Windows XP, Vista, Win 7
MultiCurrency 8.0C, 8.1A	
Receivables 9.0A (required Note 1)	

**Enhancements and revisions in Adagio Invoices 9.0A (2010.05.03)**

- ◆ The changes and improvements to Adagio Invoices 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. This release fully supports formatted addresses and related features found in Adagio Receivables 9.0A, as well as many new features specific to Invoices.

**General Enhancements**

- ◆ Fully compatible with Windows 7. Supports MAPI email interface to Outlook and other mail clients on Windows 7.
- ◆ Added new function User Preferences under the File menu. It allows you to set certain options by user that were previously global, including options previously found under File | Options, Reports | Report Options and from the Company Profile (company background color and On Start-up functions). The preferences can optionally be set for all users and preferences can be printed. If no individual user preferences have been set up for a user, all preferences originally set for the Adagio System Administrator, user SYS, will be used.
- ◆ The option 'Auto-advance smart finder' has been added (in the User Preferences function). It controls whether the focus is on the previously found grid or on the search criteria field when the smart finder is opened. Select the option if you want focus to be on the next row in the grid, allowing you to press F6, Enter and select each item in turn through the found list. Turn it off if you usually want to search by new criteria each time the smart finder is invoked. In either case the position is advanced in the grid each time the finder is opened. When the smart finder Grid is opened, you can toggle the focus between the Grid and the selection criteria by pressing F6.
- ◆ The option 'Implied decimal' has been added (in the User Preferences function). Turn the option on if you want a decimal automatically entered before the last two digits. For example, typing 400 in an amount field and tabbing to the next field will result in the number being changed to 4.00; typing 400.00 and tabbing to the next field will leave the number as 400.00. With the option off, typing in 400 will result in the number being changed to 400.00 (the behavior in previous versions). Percent fields and exchange rate fields are not affected by this setting. The setting is by Adagio user, for all companies, and when set in any Adagio module, it is set for all Adagio module versions that support it.
- ◆ Added an Excel Direct button to various grids, including Edit / View Customer and the customer transactions tab for Receivables, OrderEntry, Invoices and Time&Billing transactions. Also Edit / View Items and IC Items, and View Invoices History. Use the 'Enable SF Export' option in Edit User to enable or disable the Excel Direct button.
- ◆ Excel Direct now has a progress bar and cancel button for use on grids with a very large number of rows.
- ◆ The Help | About dialog now has a 'System Info' tab showing the version and path to various DLLs used by the program.
- ◆ New toolbar icons provide a cleaner look and differentiate this new version visually.
- ◆ Excel Direct (from finders, smart finders and from grids in some modules) can be configured to export an ASCII CSV file (instead of sending data direct to Excel) and start an application that automatically opens the file. This allows export when Excel is not installed and provides support for other spreadsheets such as OpenOffice.org. Note that unlike Excel Direct there is no formatting with CSV. To enable this functionality, entries must be made manually in the file \softtrak\system\ssi2xl.ini. Refer to the Configuring Excel Direct to Export to CSV section for details.

**Database Conversion**

- ◆ Conversion from previous versions is now faster across a LAN.

### **Import / Export**

- ◆ Import / Export templates have been added. The old style import / export functions for the preset import file structure have been removed. There are seven default templates. The 'Invoices Version 7 Default' template will import the old preset format file in use at existing sites, including supporting the Customer Type (C1, C2), Text Type (T1,T2) and Detail Type (D1, D2) codes to indicate how the fields are to be imported.
- ◆ With the addition of templates, you can now import/export payments on invoices. You can also import the GL revenue account to override the default on items.
- ◆ Added JobCost Phase and Category fields to the header and Job, Phase and Category fields to the detail fields available for import.
- ◆ Imports can be automatically processed when the Invoices program is started, including import of batches. This makes it easier to import (you don't have to open the import function and find the correct import template) and it warns you there are new batches to import. Set the option 'Auto-import on startup' in the import template and set the 'Process Imports' option in the User Preferences function.
- ◆ Old formats such as Lotus, Dbase and Clipper that are almost never used any more have been removed from import / export templates, leaving Excel, ASCII CSV (Delimited), ASCII Fixed Length and PSV Delimited. The old formats may be manually turned back on for sites that need them, but support for these other formats is no longer available. We recommend moving your import files to CSV if you are using one of these obsolete formats. See the Upgrading section below for details.
- ◆ If there are errors during any import function, the error message dialog displaying the error (e.g. "Errors have been written to the log file C:\sofrak\data\xxIMPERR.ddd.") now allows you to view or print the log file.

### **Customer**

- ◆ Supports formatted address fields found in Receivables 9.0A customers in batches, archive batches and invoice history, including dedicated fields for City, Prov/State and Country. Addresses can also be unformatted, as may be required for international clients. Address fields increased from 30 to 40 characters. If you have restricted the entry length of addresses in Adagio Receivables V9.0 and are only using Adagio Invoices (i.e. not OrderEntry as well), you may now wish to remove this restriction.
- ◆ Added a Time&Billing grid to the Contacts tab in Customer if TB 8.1B data is present.
- ◆ Splitter bars have been added on all screens in Edit/View Customer that have 2 or more grids to allow you to size each of the grids individually. The ratio is maintained when sizing the entire screen. The setting is remembered.

### **Invoices Items**

- ◆ The Item Description for Invoices items was increased to 40 characters. This matches the length of the IC Item Description, which allows you to print Invoices items and IC items on invoices using the same style in the invoice specification.
- ◆ Added the option to 'Uppercase Invoices Items?' to Company Profile, System Options tab. Turn this option on if you want all newly created Adagio Invoices items to display in uppercase only.

### **Edits**

- ◆ Copy Text, Invoices Items, IC Items, Tax Tables and Shipping Address places you directly in the edit for the newly created record.
- ◆ Listing button added on the Group Setup window prints all options or enabled options only for a range of groups.

### **Batch Entry**

- ◆ Batch screen layouts and tabs have been rearranged and improved.
- ◆ The batch functions support lookup of customer by Name, Phone and A/R Document when entering a new document.
- ◆ A 'Ready to post' status has been added to the batch status. Default settings for 'Entered batches' and 'Imported batches' are set on the Batch Entry tab in the Company Profile. The purpose of this feature to discourage posting batches in error, eg. before they are 'ready to post'. If any of the settings are turned off, in order to post that type of batch to Adagio Invoices, you will have to manually set the Ready to Post status in the Invoices or Archives Batches windows. A 'Ready to Post' button will be visible to do so.
- ◆ 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 System Options tab in the Company Profile. The 'Allow edit of accounting date' in the Receivables Company Profile must be set on before the option is available in Invoices.
- ◆ A second invoice description field has been added and can be selected to post through to Receivables transactions using the 'Send to AR Description 1' and 'Send to AR Description 2' options on the Print/Post tab in the Company Profile.

- ◆ Statistical Units can be entered in batches and will be posted through to Ledger (if the GL account tracks Statistical Units).
- ◆ The original Base Price (pre-discount pricing) is now carried in batch detail record and can be printed on documents using specification codes D64 to D67, or shown on grids or in custom reports or GridView views.
- ◆ Added the options 'Include misc charges in discount base?' and 'Include tax in discount base?' to the System Options tab of the Company Profile. The Discount Base amount is now defaulted according to these options, rather than being set to zero.
- ◆ Added the option 'Warn on change of customer?' to the System Options tab of the Company Profile. Turn this option on to have Adagio Invoices display a warning whenever a user changes the Customer code of a document. Changing the customer may change some of the customer information on the document Header tab also.
- ◆ When entering a Retainage Invoice, when you select the Original Invoice number on the Totals screen for an invoice that had a job number on it, the job number and retainage amount fields are automatically populated in the new document.
- ◆ When entering a job-related invoice, you are warned if the customer number on the invoice is different than the customer number on the job.
- ◆ The 'Allow price override' option has been added to Security Groups. If this option is turned off, users in the group will not be able to edit the Item price, Extended price, Price adjustment and Total before tax fields for an item during item detail entry.
- ◆ The option 'Credit original Invoice' has been added when restoring an invoice from history as a credit note. Turn this option off to use the document to credit some other document or simply to create an unapplied credit note. When you do this, the Original Invoice field on the restored document will be left blank on the Invoice Totals tab and the credit will not be applied to the invoice in AR when the credit note is posted.
- ◆ Invoice description fields, customer name fields and address fields, including Ship-to fields, have increased from 30 to 40 characters.
- ◆ JobCost Phase and Category can now be entered at the detail level for Invoices items and Inventory items (the Job must be the same as on the invoice header). This allows revenue and costing to the detail level for different G/L Account/Departments, depending on settings in JobCost for Jobs, Phases and Categories. Note that the Acct/Dept fields have been removed from the detail for job-related invoices. Revenue is controlled by JobCost.
- ◆ Added the option 'Default item type' to the Batch Entry tab of the Company Profile. It can be set to 'Invoice' or 'Inventory' . To speed invoice entry, select the item type you will use most frequently - items from Adagio Invoices or items from Adagio Inventory.
- ◆ A new feature of Adagio Inventory 8.1B allows editing the Category code on an alternate price list item to be different than the category for the master item. This category is now used when the alternate item is entered on an invoice, allowing for revenue and cost of goods distribution by Price List.
- ◆ Added the option 'Duplicate invoice handling' to the Batch Entry tab of the Company Profile. Use this option to tell Adagio Invoices what to do in the event a user enters an invoice or credit note number that already exists in history: Ignore - Allow the duplicate number, Warn - display a warning but allow you to continue, and Disallow - display an error message and don't allow you to tab out of the Document number field or Close the document until the number is changed to a non-duplicate number. A document is considered to be a duplicate if it already exists as a current or history transaction in Receivables or in Invoices history. A warning/error message is displayed on restore from archive, history, and copy batch or invoice. Import also detects duplicates if the option is set to Disallow. Duplicate payment check numbers cannot be entered regardless of this duplicate setting.
- ◆ In previous versions you could post a credit note with the same document number as an existing invoice and vice versa. The last document to be posted overwrote the existing document in history. This is now prevented, even if the document is for a different customer.
- ◆ Added Created By User, Time Last Edited, Last Edited by User, Date Posted, Time Posted, and Posted by User to batches. Added Date Last Edited, Time Last Edited, Last Edited by User fields to invoices. All these new fields can be shown in grids and Adagio GridView.
- ◆ Added options 'Initial tab for new invoices' and 'Initial tab for editing invoices' on the Batch Entry tab in the Company Profile. These options allow you to select which of the tabs to visit first when entering or editing documents to help speed entry.
- ◆ The Item Description field on the detail screen in batch entry and history is larger. In previous versions it was not big enough to show the full description in many cases.
- ◆ The Job Description field is now shown on the on the Header screen beside the Job Number field.
- ◆ The spell checker (F7 key) is now active in memo fields on the Text tab and Detail screen. Note: if a correction requires a line to become more than 75 characters the line will be truncated when the document is saved.
- ◆ Added the option 'Calculate Tax after Retainage?' to the System Options tab of the Company Profile. With this option turned off, Adagio Invoices calculates taxes on the total invoice amount before retainage is deducted. With the option turned on, taxes are calculated on the invoice amount after retainage is deducted.

## Posting

- ◆ A Department code field was added to Territories and ShipTo Addresses in Receivables 9.0A (2009.09.28) to allow departmentalizing revenue and cost. This feature is now supported in Adagio Invoices. If a Department code is entered on the Territory record, it will override any Department code that has been entered in the Location record within Adagio Inventory. However, even if a Department code is entered on the Territory record, it can be overridden by any Department code within a ShipTo record being used. The Department code overrides the Department in GL Accounts in the Category in Adagio Inventory.

## Printing Invoices and Credit Notes, and the Spec Designer

- ◆ The Designer supports UNC paths. If you open Invoices data with a UNC path (rather than a mapped drive) then the Open Invoice Specification dialog changes and does not have a folder view but uses a browse instead. In previous versions the dialog gave an error. If a mapped network drive is used the dialog is the same as in previous versions.
- ◆ New specification codes, including formatted addresses, have been added to the Invoices Designer:

N15, Print comments	E156, Ship to formatted address
C147, Send method print	E157, Ship to address line 1 (formatted)
C148, Send method fax	E158, Ship to address line 2 (formatted)
C149, Send method email	E159, Ship to address line 3 (formatted)
B10, Batch created by user	E160, Ship to address line 4 (formatted)
B11, Batch last date edited	E161, Ship to address line 5 (formatted)
B12, Batch last time edited	E162, Ship to city
B13, Batch last edited by user	E163, Ship to state/province
E146, Customer name 2	E164, Ship to country
E147, Bill to formatted address	E165, Invoice Description 2
E148, Bill to address line 1 (formatted)	E166, Ship to customer name 2
E149, Bill to address line 2 (formatted)	D61, Line discount (in percent)
E150, Bill to address line 3 (formatted)	D62, Unit discount
E151, Bill to address line 4 (formatted)	D63, Extended line discount amount
E152, Bill to address line 5 (formatted)	D64, I/C Base price in selling unit
E153, Bill to city	D65, Extended I/C Base Price
E154, Bill to state/province	D66, I/C Base Price
E155, Bill to country	D67, Unit price (IC Items) in selling unit
- ◆ Invoices and credit notes can now be printed to file in Text (.txt), Rich Text (.rtf) or PDF. This allows them to be modified or enhanced with MS Word (.rtf format) before you send them to customers. In the Company Profile on the Print/Post tab is a field 'Invoice export name code', which allows you to set what the file name will be when you print to file.
- ◆ You can now add a comment to invoices (eg. "Season's Greetings") when they are printed by clicking the Comment button on Print Invoice and Print Batch of Invoices functions. Uses the new specification code N15, Print comments.
- ◆ Added the option 'Monospaced font in text memo?' to the System Options tab of the Company Profile. Turn this option on to indicate that invoice memo fields only should use the Courier New monospaced font. As the font is not proportionally spaced, this facilitates positioning specific characters or words in a particular character position on the form. Turn the option off to use the standard proportional fonts in the invoice text lines field.
- ◆ Added the option 'Print credit notes with negatives?' to the Print/Post tab of the Company Profile. If turned on, amounts on credit notes will print with a leading negative sign (eg. -75.60). This may help make it clearer that the document is a credit note rather than an invoice.

## History

- ◆ History screens layout and tabs have been rearranged and improved.
- ◆ The options 'Revise addresses' and 'Revise all' have been added when restoring an invoice from history. For example, 'Revise addresses' allows you to automatically update the address and Shipto addresses, including email addresses, in cases where a customer has moved. The 'Revise all' option updates addresses, plus Tax Group, Customer Type, Terms, Price List, Ship Via, FOB Point, and Salesperson. Note: Updating some these fields can cause the invoice amounts, tax and totals to be recalculated.
- ◆ The separate history extension table has been combined with the main history table. Fields that were previously in the extension table, such as optional fields and payment fields, can now be shown on the history grid. Custom reports and GridView views from history that contain these fields are now easier to create.
- ◆ Added the option 'Disallow delete on history grid?' to the System Options tab of the Company Profile. This option makes the Delete button on the History Invoices window inactive, preventing users from deleting documents in history. You must still use Security Groups to prevent users from running the Purge History function.

- ◆ Added Time posted, Posted by user to History documents. These new fields can be shown in grids and Adagio GridView.
- ◆ The 'Capture History Information' option has been removed from the Company Profile to ensure history is always captured.

## Reports

- ◆ Added 'Report Preview Options' in the File | Options function to allow you to set the default preview zoom factor (percentage) and preview window state (full screen or partial screen) for previewing reports to screen. These settings are saved by workstation. Note: this applies to previewing reports only (but not previewing invoices or credit notes).
- ◆ The performance of several reports has been improved, including the Batch Listing, Tax Tracking, Posting Journal and History Listing. The reports now begin to print in a much shorter time for larger databases where your data is on a network drive.
- ◆ Posted by User, Last Edited by User and Last edited Date have been added to the posting journal report.
- ◆ The Tax Tracking report can now be printed by a range of dates.
- ◆ A Tax Summary report option has been added to print only those groups with transactions within the specified date range.
- ◆ Added the option 'Exclude tax groups with zero tax' on the Tax Summary report. Turn this option on to omit printing those tax groups that haven't incurred any taxes.
- ◆ Added Job, Phase and Category fields to the detail line on the Batch Listing, as they can now be tracked at the detail level for Invoices and Inventory items.

## Maintenance Functions

- ◆ Added the function 'Create Retainage Invoices' to the Maintenance menu. The function enables you to create multiple retainage invoices at one time, saving you from having to create them manually. It generates one retainage invoice per original invoice with retainage, by range of customer, invoice number, job and Retainage due date, using a default retainage item that you specify on the System Options tab in the Company Profile. The invoices can be generated to a new or existing open or archive batch.
- ◆ Improved the performance of maintenance functions Search Invoices and Purge History.
- ◆ Added a Year End function, which may optionally be run. Year End will reset all batch and archive batch numbers and posting sequences to '1'. All posting journals will be cleared if the 'Allow Post Journal Purge' option is off. There is an option to re-sequence archive batches starting at batch 1 if desired.

## Other Adagio Invoices issues fixed

- ◆ The 'Last access' date was not updated if the program was started from the Adagio menu of another application or from an icon with parameters that bypassed the login screen. Therefore the field was not up to date on the login screen the next time you started the program.
- ◆ Import invoices truncated multi-decimal places to 2 decimal places for both Unit Cost & Price.
- ◆ When you printed invoices and credit notes at the same time and their respective specs had different page sizes, resulting in the invoice size for the invoice spec being used, the vertical lines did not extend all the way to the footer section.
- ◆ When you edited an existing invoice and changed the Bill To customer to a new code, the Bill to customer code was not updated with the new customer code.
- ◆ If you edited more than one alert in a customer some of the function selection information from the previously edited alert showed on the alert currently being edited.
- ◆ When invoices were printed on A4 paper, vertical lines in the detail section extended through the footer in some cases.

## Enhancements and revisions in earlier versions of Adagio Invoices

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

## Installing

To install Adagio Invoices from the Adagio Product CD you need the serial number and install code from the Product Label that came with your 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 Invoices 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 sections ‘Upgrading to 9.0A’ below before installing an upgrade to 9.0A from an earlier version.** If you already have 9.0A and are only installing a Service Pack you do not need to read the sections below.

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 Invoices 9.0A must be installed before the Service Pack can be installed.

To install Adagio Invoices (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 Invoices was downloaded, run the program file you downloaded. Once the install program is running you can click the View button for detailed instructions in the Readme help. If Adagio Invoices is installed on a network, you must also do a workstation install for each workstation running Adagio Invoices. Refer to the manual or “Installing on a network” in the Readme help for instructions.

To install the Adagio Invoices 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 Invoices. To determine if a workstation install is required, start Adagio Invoices 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 9.0A – considerations before installing the upgrade

Adagio Invoices 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 earlier versions.

Note 1: Adagio Invoices 9.0A requires Adagio Receivables 9.0A or higher. The following modules (if used) must be at the version indicated, or higher.

BankRec	8.1B (2010.05.06) Service Pack
DataCare	8.1A
Inventory	8.1A (2009.02.17) Service Pack - Note: if OrderEntry 8.1C is used, Inventory must be 8.1B or higher
JobCost	8.1B
Lanpak	9.0B
Ledger	9.0A (2008.03.07) Service Pack or 9.0B/C
OrderEntry	8.1C (2010.05.07) Service Pack
SalesAnalysis	8.1B (2010.05.05) Service Pack
SalesCQ	[8.1B]
Time&Billing	8.1B (2010.05.10) Service Pack - Note: does not interface to Invoices but will not open if 9.0A data is present.

**Do not install this upgrade until you are certain the upgrades required above have been released and you have them available to install.** The upgrades to the other modules may be installed before or after installing the Invoices upgrade.

Adagio Invoices 9.0A requires Adagio Lanpak to be version 9.0B or higher. **Do not install this upgrade before you have installed Lanpak 9.0B if you require multiple users in Adagio Invoices.** If you have any prior version Lanpaks installed but no 9.0B Lanpaks the Adagio Invoices install will warn you.

Note: Adagio Invoices 9.0A is compatible with Adagio JobCost 8.1B. However, Adagio Invoices transactions cannot be viewed in Edit / View Customer functions in Adagio JobCost. Future releases of Adagio JobCost will support this.

Adagio Invoices requires Adagio MultiCurrency 8.0C or higher when used with a multi-currency database.

Before installing the new version you should perform a Data Integrity Check of your database(s) at your current version to ensure there are no integrity errors.

## Upgrading to 9.0A – installing the upgrade

Adagio Invoices 9.0A will be installed to the \sofrak\invoices folder. Previous versions were installed in \sofrak\qiwin.

When installing an upgrade to 9.0A you can delete (uninstall) the previous version (8.1B 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 Invoices 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 Invoices 8.1A or 8.1B – the help window will show “Action canceled”.

Uninstalling the previous version removes everything from the program folder \sofrak\qiwin 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 long as you have the required compatibility upgrades to the other modules and are prepared to install them after completing the installation of Invoices 9.0A.

The upgrade install cannot change any custom icons you may have created to launch Invoices 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 Invoices from \sofrak\invoices\invoices.exe.

## Upgrading to 9.0A – converting your database

Earlier versions of Adagio Invoices must be converted for use with 9.0A. You do not need to post batches or clear posting journals in Invoices before converting your data.

Adagio Invoices 9.0A requires Adagio Receivables 9.0A or higher. You must convert your Receivables data to 9.0A before converting your Invoices data. Before installing and converting Receivables to 9.0A be sure to read the Receivables 9.0A release notes or readme sections on upgrading.

To start the conversion, open your current database that used your previous version of Adagio Invoices. 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.

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. Receivables allows you to use formatted or unformatted addresses. Invoices 9.0A also supports formatted addresses and allows unformatted addresses. The conversion will ask if you want to format addresses in Batches and in History. Generally if you use formatted addresses in Receivables you will want to use formatted addresses in Invoices. For further information on formatted vs. unformatted addresses refer to the Receivables documentation.

**The conversion to 9.0A could take a significant period of time** on databases with a large number of invoices in 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 Invoices data files (QI\*.ddd, where ddd is your company data file extension). Failure to delete these 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 9.0A – after conversion

After converting you may need to adjust or correct addresses in some invoices in current and archive batches. 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. For further information on formatted vs. unformatted addresses refer to the Receivables documentation.

Import / Export templates have been added. The old style import / export functions for the set import file structure found in earlier versions have been removed. There are seven default templates. The 'Invoices 7 - Legacy format Default' template will import the old format file (QIIMPORT) in use at existing sites, including supporting the Customer Type (C1, C2), Text Type (T1,T2) and Detail Type (D1, D2) codes to indicate how the fields are to be imported.

The program folder moves to \sofrak\invoices for version 9.0A. Previous versions of Adagio Invoices are installed to \sofrak\qiwin. Likewise, the program filename changes to Invoices.exe whereas previous program versions were named qiwin.exe.

The Windows Start list entry for version 9.0A will default to 'Invoices 9'. The Windows Start list entry for earlier versions defaulted to 'Invoices', and this entry will be left on your start list unless you uninstalled the earlier version. Use the new entry for Invoices 9. When installing an upgrade **you should change any icons on your desktop or in desktop folders to run Invoices using the new program name and folder (see above paragraph)**. If you open Invoices 9.0A data with an older version of Invoices, you will see a message such as "The Q/I data is not compatible with this version of Adagio Invoices". This indicates you need to change your icon.

Settings made in the Column Editor to grids, finders and smart finders for previous versions of Invoices may need to be redone or adjusted for Invoices 9.0A.

Adagio Invoices 9.0A uses new a new Crystal Reports for Adagio tables QIW90 and QIB90. Custom reports for these files should be updated to use these new tables. You must also recreate any of the standard reports shipped with Adagio Invoices that you have modified. Likewise, GridView views will need to be adjusted. Refer to the section 'Upgrading to 9.0A – converting custom reports and

views' below for further details.

Existing Invoice and Credit Note specification files will work as is but you may want to adjust them to use the new formatted address fields and take advantage of new specification fields. If your specifications use the plain address fields (ex. E3 - E6) rather than the compressed or formatted address fields, you should verify the address is printing on invoices and credit notes the way you require.

Adagio Invoices 9.0A is not compatible with Quik Invoice Plus for DOS. However, Adagio Invoices 9.0A will convert Quik Invoice Plus databases. **NOTE: Opening an Adagio Invoices 9.0A database with Quik Invoice Plus for DOS corrupts the database.** To prevent this, installing Adagio Invoices will rename the Quik Invoice Plus for DOS program directory from \QIASP to \QIASP.renamed.

Old formats such as Lotus, Dbase and Clipper that are almost never used any more have been removed from import / export templates, leaving Excel, ASCII CSV (Delimited), ASCII Fixed Length and PSV Delimited. You should make arrangements now to migrate your import/export file to one of the supported formats. The old formats may be manually turned back on for sites that need them by editing \sofrak\invoices\invoices.ini and adding section format lines as required:

```
[Import/Export Formats]
Lotus 123 ( Version 1.0 - 2.x)=1
Lotus 123 ( Version 3.0 - 5.0)=1
dBase III & IV=1
FoxPro (all versions)=1
Clipper (all versions)=1
Symphony (Version 1.0,1.1)=1
Quattro Pro (Version 1.0 - 6.0)=1
```

The Cash Batch Inquiry function found in earlier versions has been removed.

## Upgrading to 9.0A – after conversion from 8.1A or lower

If you are upgrading from Invoices 8.1B you do not need to read this section.

The Previously Opened database list is saved by Adagio User rather than for all users starting with Invoices 8.1B. The first time an existing user or a new user logs into Adagio Invoices they will be asked "Would you like your historical company access list set up?" Answer yes to have Invoices add all entries from the Previously Opened list from your prior version. It is no longer possible for all users to share the same Previously Opened list.

Salespersons are now entered in Receivables rather than Invoices (or OrderEntry). Existing Salespersons in those modules are converted for use by Receivables 9.0A.

Ship-to Address are now maintained in Receivables and are entered in the Customer in Receivables rather than in Invoices (or OrderEntry). Existing Ship-to Addresses in those modules are converted for use by Receivables 9.0A. A separate Edit Shipping Address function remains available in Invoices to allow users access without allowing them to edit customers. The Ship-to Address code increases in size from 3 to 6 characters. Note: If you use OrderEntry as well as Invoices, see the OrderEntry 8.1C Release Notes or Readme for details on how Ship-to Addresses from both OE and IN are converted and transferred to Receivables.

The Territory field increases from 2 to 6 chars.

Adagio Invoices 9.0A uses new Crystal Reports for Adagio tables QIW90 and QIB90. Custom reports for these files should be updated to use these new tables. In addition, reports referencing the Territory or Ship-to codes must be updated. Likewise, GridView views referencing these fields will need to be adjusted. Refer to the section 'Upgrading to 9.0A – converting custom reports and views' below for further details.

## Upgrading to 9.0A – converting custom reports and views

### Reports

If you have modified any of the standard reports installed by Adagio Invoices, you will have to redo those modifications for Invoices 9.0A. Modified reports are files with an .rpt extension that you copied from \sofrak\qiw\StandardRP to \sofrak\qiw\ModRP and modified using Crystal Reports for Adagio. Your modified reports from your prior version will be copied to the folder \sofrak\invoices\ModRP.priorversion. Re-modified reports must be placed in \sofrak\invoices\ModRP.

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

Custom reports created in Crystal Reports for Adagio for earlier versions of Invoices should be modified or recreated for use with Invoices 9.0A databases in most cases. Your custom reports from your prior version will be copied to the folder \sofrak\invoices\CustomRP.priorversion. Recreated custom reports must be placed in \sofrak\invoices\CustomRP. Installing the Invoices 9.0A upgrade does not delete your original custom reports in \sofrak\qiw\CustomRP, even if you uninstall your prior version.

When you are certain these reports are no longer needed, you can delete the \sofrak\qiwin\CustomRP folder.

The Crystal tables for 9.0A are 'QIB90' (Invoice and Archive Invoice batch tables) and 'QIW90' (all other tables). They replace 'QIB81' and 'QIW80' from earlier versions.

The structure of the history has changed slightly. The fields in the QIW80 History Headers 2 table have been added to the primary history header table QIW90 History Headers. Any custom Crystal reports will have to be adjusted or recreated.

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 Invoices 9.0A. Find your database by the alternate method of searching for the Invoices company profile (global) file 'QIGLOB' instead. Existing reports are not affected by this change.

### **Views**

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

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

The structure of the history has changed slightly. The 'Q/I History Header Master' and 'Q/I History Header Comp' tables are no longer needed. All fields are contained in the 'Q/I History Header' table. The 'Q/I History Detail 68' is replaced by the 'Q/I History Detail' table.

-- end --