

# Adagio® OrderEntry 8.1D (2010.11.05)

## 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

BankRec 8.1B (Note 1)	OLEDDB 6.8A – 8.0A
BoM 8.1D	Purchase Orders for Adagio 8.1A
Crystal Reports® 8.5-B for Adagio	Receivables 8.0A – 9.0B (required)
DataCare 8.1A (See Note 1)	SalesAnalysis 6.8B – 8.1B (See Note 1)
GridView 6.8A – 9.0C	SalesCQ 8.1A, 8.1B (Note 1)
Inventory 6.8A – 8.1C (Note 1)	
Lanpak 9.0C	
Ledger 6.8A – 9.0C (Notes 1 & 2)	
MultiCurrency 8.0B – 8.1A	
ODBC 9.0A	

### Other Products

MS Office 2003, 2007  
MS Windows XP, Vista, 7

## Enhancements and revisions in Adagio OrderEntry 8.1D (2010.11.05)

The changes and improvements to Adagio OrderEntry 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.

### Enter Orders/Invoices/Credit Notes

- ◆ Added 'Hide completed lines' option to Details tab on orders. It allows you to more quickly find and process items remaining to be completed on partially shipped orders. Note: comment, instruction and serial number lines associated with completed lines are also hidden. The grid shown when the option is selected is separate from the grid when the option is off, allowing for different fields to be shown.
- ◆ Adagio OrderEntry 8.1C (2010.05.07) or higher supported find by item description functionality when Inventory 8.1C data was present. The Find Item dialog will now default to find by description if you found the previous item by description.
- ◆ The 'Auto-Generate' option has been added to the Edit Payment Distribution screen. Sets the Check Number field to 'AutoAssign'. When the invoice is posted the Check Number will be set to the Invoice document number. This speeds entry, avoids duplicate document numbers on cash transactions in AR, and is useful when entering credit card payment transactions.
- ◆ You can now flag an order as locked. Set the 'Locked?' option on Header tab in the order. When a locked order is edited a warning message is displayed and you are asked if you want to unlock the order. Users are not prevented from editing a locked order. The feature is simply a way to generate a warning to users. For example, you might lock an order while the order is being picked. It may be useful for Warehouse Management Systems to lock the order. The Locked flag can be imported.
- ◆ You can now add Shipto Addresses for customers "on the fly" when entering orders.
- ◆ Added the option 'Suppress zero price warning' on the System Defaults tab in the Company Profile to turn off "The unit price is zero. Do you wish to continue?" prompt when entering orders.
- ◆ Financial information for the customer, including the balance and statistics fields, can now be excluded from the credit check warning screen to prevent entry or warehouse staff (or even customers at a front counter sales site) from viewing it. Set the new option 'Display short credit check form' on the System Defaults tab in the Company Profile to exclude this information.
- ◆ The over credit limit check calculation now includes invoices and credit notes for which Day End has not yet been run. Includes payments and taxes.
- ◆ The over credit limit check calculation can now optionally include the amount of open orders (not yet invoiced) for the customer. Added the option 'Include Orders in credit check' on the System Options tab in the Company Profile. The calculation for open orders assumes all (remaining) quantity on order would be shipped and does not include taxes.
- ◆ Added a option to display a warning if the quantity shipped on an order will exceed the quantity available at the location. The quantity available includes the quantity on Sales Order at the location. Added the 'Warn if available below 0' option on the System Defaults tab in the Company Profile to control this feature. In addition, you can optionally include the Quantity on Purchase Order in the quantity available. Added the option 'Include PO in quantity available' on the System Defaults tab in the Company Profile. This option also controls whether the Qty on PO is included in the Available column in the Qty on Hand grid on Edit Detail screen, and in the Order Action report.

- ◆ Supports the company profile option in Receivables to control whether information entered into the State/Province field of a formatted address is converted to uppercase.
- ◆ The spell checker (F7 key) is now active in Comment and Instruction lines, and Texts.

### **Print Orders/Invoices/Credit Notes and the Specification Designer**

- ◆ Documents can now be printed to file in Text (.txt), Rich Text (.rtf) or PDF. This allows them to be modified or enhanced with Microsoft Word (.rtf format) before you send them. Added the 'Export name code' field on the Optional / Specs tab in the Company Profile to set the file name used when you print to file.
- ◆ Added new spec codes for customer, including the new name field 2 appended to the customer name, and 2 additional address lines to handle addresses requiring many fields (city, state, country and zip/postal code):  
C54, Name 1 + 2  
C55, address 6 (formatted)  
C56, address 7 (formatted)
- ◆ Added new spec codes to show the preferred method(s) for sending invoices for the customer. These fields can be used by PrintBoss™:  
C58, Send method print  
C59, Send method fax  
C56, Send method email
- ◆ Added spec C57, Report group, to allow printing this field on documents.
- ◆ The dimension fields (W x L x H) for the item and for its packaged dimensions added in Inventory 8.1C can now be printed on documents using the following spec codes:  
D76, Packaged length  
D77, Packaged width  
D78, Packaged height  
D96, Item length  
D97, Item width  
D98, Item height
- ◆ Added new spec codes for the 15 Tax Levy fields from items in Inventory 8.1C or higher to print environmental or other levy amounts on invoices:  
D81, Tax Levy 1 through D95, Tax Levy 15.

### **Day End**

- ◆ Compatible with Adagio BoM Add-on product (Bill of Material). Adagio BoM allows you to automatically assemble master items from Bills of Material during Day End to fulfill quantity on invoices. Adagio Inventory must be version 8.1C (2010.11.04) or higher for the features of Adagio BoM to be active. Edit and view items functions in OrderEntry include new Adagio BoM features.
- ◆ The transaction history file in Adagio Inventory is now updated when Day End is run rather than you having to print and clear the audit lists.

### **Import / Export**

- ◆ Added Import and Export Special Price List functions.
- ◆ The field 'Hdr-Labels Count' has been added to the Import Order function.

### **Generic new features**

- ◆ 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.
- ◆ You can now specify a desktop background color, image and/or text constant to display on the Adagio desktop (in the new User Preferences function). Use this feature to display your company logo. Use the text strings to make the company name prominent on the desktop. Any JPG or other graphic image can be centered or stretched to fit on the main program desktop. These settings are made on the Appearance tab in the User Preferences function.
- ◆ Added the option 'Exclude Ranges' to Report Options (now in the new User Preferences function). If 'Remember report options' is on and 'Exclude Ranges' is also on, field ranges in general (including date ranges) are not remembered but other report settings are remembered.

- ◆ 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 'Alphabetically sorted field list' has been added (in the User Preferences function). Turn this option on if you want field lists in the Column Editor and Filters fields sorted alphabetically.
- ◆ Column Editor settings are now saved by grid by user by database.
- ◆ Optional Fields have been significantly improved with the addition of edit controls to validate optional field entry within and across an Adagio module(s). Users can control whether a text field, combo box or Finder field is used to validate optional field entries. Data can be restricted as to length and case. Fields shared between modules (such as Adagio Receivables Customer optional fields in Adagio OrderEntry) will automatically inherit the same validation rules. Module by module control of field entry and validation is available.
- ◆ You now have explicit control of how a document record is displayed in the Enter Orders/Invoices and Credit Notes grid and the Display History grid. File | Edit Styles allows the creation of named styles with a colored background and font color. User control of font attributes bold and italic are also supported. Named styles may be assigned to individual documents by editing a record or importing (orders) the style you wish to use. The style controls the display of a document in the grid. Use this feature to highlight incomplete orders or orders on hold, etc. Adagio Styles are shared globally between all Adagio modules and company datasets. Display Styles settings, Manual and Automatic, have been added to the edit order screen. The manual style has been added to the import orders function.
- ◆ Display just the records you need in Enter Orders/Invoices and Credit Notes grid and the Display History grid. User defined filters can select and instantly display customer records that meet specific criteria in a user specified sequence. Column settings are saved by grid for each filter by user by database. Up to 5 selection rules can be defined per filter. Compare data elements to a constant value (Total Order > \$10,000), another data element (Terms Code = PREPAY) or, in the case of dates, to a "floating date range" (Expected Ship Date is This Week). A 'Week starts on' field has been added to System Options tab in the Company Profile. Grid Filters also allow you sort grids by multiple fields. Grid Filters may be public or private. Document filters are refreshed automatically when a Data Integrity Check is performed (including in DataCare) or on demand. Styles can be automatically applied to records that belong to a specific group, making it easy to identify important records according to criteria that you choose. The Display Style may also be set manually in the document. The Apply Styles and Apply History Styles functions in the Maintenance menu allows you to apply multiple filter styles simultaneously. Filters can be toggled on/off on the grids. Printing documents updates filters in case they reference Print Status or other fields.
- ◆ Data Integrity Check (DIC) will automatically reset all filter Styles used based on the Style priority set in the document filter. For documents that no longer meet any filter criteria, any filter style previously assigned to them is removed and reset to the Standard style. No messages or warnings are given in DIC.
- ◆ Item Number segments available as separate fields in grids, finder, smart finder and GridView. Note: this feature is not available for stand-alone OE with a price list (no IC).
- ◆ Added an Excel Direct button to the Enter Orders/Invoices and Credit Notes, Display History and Ship To Addresses grid screens. Use the 'Enable SF Export' option in Edit User to enable or disable the Excel Direct button.
- ◆ Edit and view customer functions in OE now support new features found in Receivables 9.0B such as the option to sort transactions ascending or descending by date.

#### **Fixes made in 8.1D**

- ◆ ShipTo Address codes now support the 'Uppercase contact codes' option in Company Profile in the Receivables 9.0B and higher.
- ◆ The Salesperson field can now be left blank in documents. This may be desired in the case of credit notes.
- ◆ If the default Payment Method currency is different than customer currency an error was displayed when you tried to enter a payment on an invoice.
- ◆ In OrderEntry 8.1C, if you edited an order and changed the ShipTo Address field to blank, if the default ShipTo in the customer was also blank, the main address fields for the customer were not reloaded for the order.
- ◆ If you edited an existing order that contained only miscellaneous charges and no items (Company Profile option 'Quantity shipped on orders' must be on to do this) a floating point error was displayed in some cases.
- ◆ If you made a change to an existing order, even one that did not affect the total, the credit check warning was displayed (if the customer balance plus orders is over credit limit) even though the 'Prompt if over credit limit' option was disabled in the AR Company Profile.

- ◆ Credit Notes used the rounded cost rather than actual cost in the case of a 3 or 4 decimal price list.
- ◆ If you edit an order and used Alt-A to switch to the details page, Alt-I to Ship All did not work until you pressed it a second time.
- ◆ When emailing documents with the 'Use current customer specification' option, if the Email Cover in the customer is blank, the Email Cover from the print dialog is now used instead of generating an email with no Email Cover.
- ◆ Standing Orders are now excluded from printing when their document number falls within the print range (i.e. even if they have not been printed).
- ◆ The print status of orders created from standing orders is reset (no document printed) in cases where the standing order had a printed status. In addition, the Printed Counts are reset to zero and thus the spec code 'E62 - copy label' will not print "COPY" the first time the document is printed if the standing order was ever printed.
- ◆ The default width for spec code C8, Territory has been changed from 2 to 6 characters.
- ◆ The 'Implied Decimal' option disappeared from the screen if you selected a different template in the Import Orders function.
- ◆ Importing orders for a customer 'on hold' incorrectly incremented the quantity on order for the items imported.
- ◆ Entering the full item number and pressing Enter in the item number field of Find Item window incorrectly displayed the message "Record not found." in the Item Inquiry function. This was not a problem when finding items in the Edit Detail dialog when entering an order.
- ◆ The Item Inquiry showed the costing units for the master item rather than the alternate item on the Alternate Price List tabs for alternate items.
- ◆ In the Display History function, the cursor is now initially in the document field (rather than in the customer field) on the Find dialog (now same behavior as Enter Orders/Invoices and Credit Notes).
- ◆ In OrderEntry 8.1C (2010.05.07), if the Calculate Tax Amount By option was set to 'Invoice total' the Data Integrity Check incorrectly reported an error in the invoice total for some invoices as it was checking the total based on the tax by detail option. If a rebuild was done the 'Total Dollar Value' field was incorrectly adjusted.
- ◆ You can no longer edit the tax rate in the tax table when there are tax summary totals on file. Previous versions incorrectly allowed this and cleared the tax summary totals without warning if you did so. When editing the table a new warning is displayed indicating you cannot change the rate if summary totals exist.
- ◆ The Skip Field setting for Price Level on the Customer tab in the entry template in security Groups was not saved.
- ◆ The 'Expected Ship Date' field in History Details is now available in the Crystal Report for Adagio table.

## Enhancements and revisions in earlier versions of Adagio OrderEntry

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

## Installing

To install Adagio OrderEntry from the Adagio Product CD, you need the serial number and install code from the Product Label that came with the CD or in the email from Softrak Systems.

If you are installing an upgrade, you need the serial number and install code from with your upgrade. A previous version of Adagio OrderEntry 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 your previous version.

### Read the section 'Upgrading' sections 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 OrderEntry 8.1D must be installed before the Service Pack can be installed.

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

To install the Adagio OrderEntry 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 OrderEntry. To determine if a workstation install is required, start Adagio OrderEntry 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

Adagio OrderEntry 8.1D requires Adagio Lanpak to be version 9.0C or higher. **Do not install this upgrade before you have installed Lanpak 9.0C or have it available to install, if you require multiple users in Adagio OrderEntry.** If you have any prior version Lanpaks installed but no 9.0C Lanpaks the Adagio OrderEntry install will warn you.

**Adagio OrderEntry 8.1D is not compatible with earlier versions of Adagio OrderEntry.** Posting in previous versions can cause data integrity errors. Do not attempt to open an 8.1D database with earlier versions. Earlier versions may open the database without any warning but use of those versions can result in errors.

After converting, you may need to adjust your Security Groups (if you use them). This release adds Special Prices to the File | Import and File | Export menus. These new menu choices will be disabled for all existing Security Groups. You will need to edit each Security Group to enable access to new functions as required.

## Upgrading from versions prior to 8.1C (2010.05.07)

**If you have items where the Pricing Unit does not match the Costing Unit, you must complete DayEnd before installing this upgrade. After this version is installed: 1) when a credit note is created for an existing invoice, the Unit Cost will default from the original invoice. If the original Costing Unit was different than the Pricing Unit, the unit cost will need to be adjusted before the credit note is posted; 2) unshipped orders for items or alternate price list items that use User specified costing will need to be modified to ensure that the unit cost matches the new unit on the detail (i.e. the Pricing Unit). Note: If your Pricing and Costing Units are always the same, this does not apply to you.**

## Upgrading from 8.1B or earlier

**Note 1:** If Adagio Receivables is 9.0A or higher, the following modules (if used) must be at the version indicated, or higher, to be compatible with Adagio OrderEntry 8.1D.

BankRec	8.1B
DataCare	8.1A
Inventory	8.1A (2009.02.17) or higher
Ledger	9.0A (Note 2)
SalesAnalysis	8.1B
SalesCQ	8.1B

**Note 2:** If Adagio Ledger is in use, you must have Ledger 9.0A (2008.04.02) or higher installed.

**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 OrderEntry upgrade.

If Receivables 9.0A is used it must be version 9.0A (2009.05.11) or higher. If you have Receivables 9.0A (2009.03.31), you must install the Receivables Service Pack.

Adagio OrderEntry data must be converted for use with 8.1D. It remains downward compatible with earlier versions of Adagio Receivables. A conversion will take place even if OrderEntry is used with versions of Receivables previous to 9.0A.

**The conversion could take a significant period of time** on databases with a large number of documents in current across a network. For large databases, we recommend copying your database to a local machine, converting the data, and then copying it back. We strongly recommend you contact your dealer or consultant for assistance with this procedure and take a backup before proceeding.

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 OrderEntry 8.1C they will be asked "Would you like your historical company access list set up?" Answer yes to have OrderEntry 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 OrderEntry (or Adagio Invoices) if Receivables 9.0A is used. The Salespersons are shared by OrderEntry and Invoices rather than being in separate modules. Existing Salespersons in those modules are converted for use by Receivables 9.0A. There were 2 commission rates in OE Salespersons and there are 5 in AR Salespersons. Each of the 5 commission rates also has a 'Minimum sales' amount. When converted from OE, the 'Base commission rate' becomes the first commission rate with a minimum sales amount of 0.00. The 'Special commission rate' becomes the second commission rate.

Ship-to Address are now maintained in Receivables and are entered in the Customer in Receivables rather than in OrderEntry (or Adagio Invoices) if Receivables 9.0A is used. Existing Ship-to Addresses in those modules are converted for use by Receivables 9.0A. A separate Edit Ship-to Address function remains available in OrderEntry to allow users access without allowing them to edit customers.

Note: If you use OrderEntry as well as Adagio Invoices on the same company database read this paragraph. Conversion of Ship-to

Addresses when both OrderEntry (OE) and Invoices (IN) database are present converts both sets of addresses. OE Ship-to Addresses are converted first, then IN Shipping Addresses. If there are duplicate Ship-to codes then the address from IN will overwrite the one from OE. This can only happen if OE codes used are 3 characters or less because the codes in IN are 3 characters. It is assumed that at most sites the Ship-to addresses in OE and IN will be duplicates because the customers from AR are shared by both modules. Therefore, unless you used the same Ship-to code in OE and IN, and it was 3 characters or less, you will end up with duplicate Ship-to addresses with different codes. This will have to be corrected manually as required. Also note that the conversion does not verify the Ship-to address for a given Ship-to code is the same in OE and IN. Finally, if you switched from OE to IN or IN to OE, and are no longer using the other module, the database from the unused module should be deleted or moved before converting Receivables to 9.0A to ensure the correct and most up-to-date Ship-to addresses will be converted.

The Territory field increases from 2 to 6 characters in OE. The Territory is 6 characters regardless of the version of Receivables used.

If you have custom Crystal Reports for Adagio report or GridView views that use the Salesperson, Ship-to Addresses, or Territory tables they will require adjustment.

If you have custom reports (CustomRP folder) or modified reports (ModRP folder) for Adagio OrderEntry that reference tables in Adagio Receivables and you are upgrading to AR 9.0A you will have to adjust or recreate these reports. See the Adagio Receivables Release Note or Readme help for details. GridView views for OE tables that reference AR tables will also require adjustment.

Adagio OrderEntry 8.1C remains compatible with ACCPAC® Plus™ OrderEntry, Accounts Receivable and ACCPAC Plus Inventory Control unless Adagio Receivables is 9.0A and as mentioned in the next paragraph. However, using ACCPAC Plus with Adagio OrderEntry is not recommended, compatibility is not guaranteed and this configuration is not supported.

An additional index to the order details file by item number has been added to speed up GridView views used for inquiries into the open orders/invoices/credit note details by item. This means Adagio OrderEntry is no longer compatible with third-party products that add new documents or lines to existing documents in the OE database but do not use the Adagio Data Source (ADS) to do so as those products do not update the additional index. This includes ACCPAC® Plus™ Order Entry. There is no issue if a product only updates existing OE detail records.

If these products must be used the additional index can be turned off. The index is used to speed up GridView views only and not absolutely required by Adagio OE, but the default is to have the index on. To turn off the additional index, edit the OEWININI.ddd file (where ddd is your company data file extension) found in the Adagio data folder. This is a text file but with your database extension rather than .TXT. Change the line "@O80ALIN2=1" to "@O80ALIN2=0".

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 by editing \sofrak\oewin\oewin.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
```

-- end --