Softrak
Packages of Intelligence

Adagio® PurchaseOrders 8.1D (2014.10.06)
Release Notes

The most up-to-date compatibility information can be found on www.softrak.com.

Adagio

Crystal Reports® 8.5-B for Adagio	MultiCurrency 8.1B
Console 9.1A	ODBC 9.0A, 9.1A
DataCare 8.1A - 9.1A	OrderEntry 8.1D - 8.1F
ePrint 9.0A	Payables 8.1D - 8.1F (required)
GridView 8.1A – 9.2A	Purchase Orders for Adagio 8.1B
Inventory 8.1C - 8.1E	
JobCost 8.1B - 8.1D	**Other Products**
Lanpak 9.0E, 9.2A	MS Office 2007, 2010, 2013
Ledger 9.0C – 9.1A	MS Windows Vista, 7, 8, 8.1

Upgrade Complexity
From prior version: Easy ●

Enhancements and revisions in Adagio PurchaseOrders 8.1D (2014.10.06) SP2

♦ The 'Default document type for receipts' option in the Company Profile did not work for Quick Receipts - the Vendor Document type on the Totals tab always defaulted to 'Delivery Note'.

♦ When you entered a Discount on the Total tab of an Invoice/Adjustment, there was a data integrity error in the Discount Base amount in the Payables invoice batch created by Day End. When you entered a Discount for a Receipt / Quick Receipt, the Discount Base was not adjusted by the discount amount on Miscellaneous Charges for the vendor. When you entered a Discount for a Purchase Order or Requisition, the Discount Base was not adjusted correctly

♦ When you entered a Discount on the Total tab for an Invoice / Adjustment the GL entries generated were incorrect and Inventory Control was not updated correctly.

♦ If you posted a Receipt as an Invoice, with a Discount on the Total tab, then posted an Adjustment to the Invoice, after running Day End an error was reported by the Data Integrity Check in the amount on PO for the Payables Vendor.

♦ If you had posted a receipt as an invoice for items with a discount, then added an Adjustment for the items, the tax calculated did not take the discount into account.

♦ If you posted an order in OrderEntry and then modified the quantity for some items on the order, when you used the 'Import OE Lines' function for a new purchase order, the Quantity Originally Ordered was used instead of the Quantity Ordered. Therefore, the way quantities are selected from OrderEntry orders by the 'Import OE Lines' function has been changed. When you choose the 'Outstanding' option, the Backordered items on the selected OrderEntry order will be inserted in the new PO document. When you choose the 'All items' option, for a new Order (an Order never invoiced), the Quantity Ordered is used. For an invoiced Order, the Quantity Originally Ordered is used. Note: If you are modifying partially invoiced orders and increasing order quantities or adding new lines, use 'Outstanding'. 'All items' will import the Quantity Originally Ordered for existing items and 0 for the new items.

The Auto Generate POs from OrderEntry function has also been changed. When you choose the 'Orig. order quantity' option, the larger of the Quantity Originally Ordered or the Quantity Ordered is selected.

♦ The primary vendor document number may have been sent to Ledger instead of the secondary vendor document number when 'Cost to AP?' was disabled for a miscellaneous charge for the secondary vendor.

♦ You were unable to add a Ship-To Address on the fly even when it was permitted in the Security Group.

♦ The main help has had significant updates.

Enhancements and revisions in earlier versions of Adagio PurchaseOrders

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

Installing

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

If you are installing an upgrade, you need the upgrade serial number and install code from the upgrade download instruction email. A previous version of Purchase Orders for Adagio 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 PurchaseOrders 8.1D must be installed before the Service Pack can be installed.

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

To determine if a workstation install is required, start Adagio PurchaseOrders at the workstation. The workstation install will be automatically started if required. Note: If you are updating multiple applications at the same time, it may be faster to run the All Workstation install to update all applications at once on the station. Refer to "Installing on a Network" in the Readme for instructions.

Adagio PurchaseOrders requires Adagio Payables and a Payables database must exist for PO to run.

PurchaseOrders requires some Adagio modules to be at a certain version or higher. See compatibility information below or the Adagio Compatibility Chart.

Adagio PurchaseOrders 8.1D requires Adagio Lanpak (if used) to be version 9.0E or higher.

Adagio PurchaseOrders 8.1D requires Adagio Payables to be 8.1D or higher. If an earlier version of Payables data is detected, an error message is displayed and PurchaseOrders will not open the database. Adagio Payables 8.1E or higher is recommended, as these versions support the new PO related fields in vendors.

Adagio PurchaseOrders 8.1D requires Adagio Ledger (if used) to be 9.0C or higher. If an earlier version of Ledger data is detected, an error message is displayed and PurchaseOrders will not open the database.

Adagio PurchaseOrders 8.1D requires Adagio Inventory (if used) to be 8.1C or higher. If an earlier version of Inventory data is detected, an error message is displayed and PurchaseOrders will not open the database.

You will need to be running Inventory 8.1D and have installed the 8.1D (2012.05.12) Hot Fix or a higher version if the following applies to you. PO writes a Sundry vendor code to an IC item if the company profile is set to 'Update IC primary vendor' when creating and saving a PO detail. The Edit Item function in IC verified the Vendor Codes against Payables only and forced a clear if the Vendor field was edited and it contained a Sundry vendor. Sundry vendors are now supported. This is not an issue in the Edit Item function in PO.

Adagio PurchaseOrders 8.1D requires Adagio OrderEntry (if used) to be 8.1D or higher. If an earlier version of OrderEntry data is detected, an error message is displayed and PurchaseOrders will not open the database.

Adagio PurchaseOrders 8.1D requires Adagio JobCost (if used) to be 8.1B or higher. If an earlier version of JobCost data is detected, an error message is displayed and PurchaseOrders will not open the database.

PurchaseOrders does not have a Manual in PDF form. Use the online help instead. The help fully documents all aspects of the product.

Updating to 8.1D from 8.1C   Upgrade Complexity: Easy ●

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.

The Data Integrity Check (DIC) now checks for details on purchase orders where the Qty Ordered * Unit Cost doesn't equal Extended Cost. This check was not done in PO 8.1C. Therefore errors, while rare, may be reported by the DIC after upgrading. The errors were likely created in POA. The DIC cannot rebuild these errors because it has no way of knowing which value to correct. To correct these errors, you must edit the details on the purchase orders and manually correct the appropriate field as needed.

There are no other special considerations when upgrading to Adagio PurchaseOrders 8.1D from version 8.1C and no database conversion is required. The information below can be skipped.

Upgrading from Purchase Orders for Adagio version 8.1A or 8.1B   Upgrade Complexity: Intermediate ■

Do not install this upgrade until you are certain you have the versions of other Adagio modules required above are installed or are available to install. The upgrades to the other modules may be installed before or after installing the PurchaseOrders upgrade.

You should perform a Data Integrity Check in your current version <u>before</u> installing the new version. Any errors should be rebuilt or dealt with in your current version before using 8.1D.

Adagio PurchaseOrders (PO) will be installed to the \softrak\purchaseorders folder. Purchase Orders for Adagio (POA) was installed in \softrak\powin. Installing an upgrade from POA to PO does not uninstall POA and leaves the powin folder undisturbed. However, if the install detects that POA is installed it will inform you. You can use both PO and POA on the same database but cannot have the two

programs open at the same time. If you have databases for multiple companies and do not want to convert them all at the same time you will be able to continue to run older versions of POA on those databases.

Install Adagio PurchaseOrders in the same \softrak folder as Purchase Orders for Adagio. If this is not done, posting documents in POA will cause data integrity errors in PO.

The upgrade install cannot change any custom icons you may have created to launch POA and they will continue to run that version. You must change these icons manually or create new ones to run PO from \softrak\purchaseorders\purchaseorders.exe.

Adagio PurchaseOrders 8.1D does a minor conversion from Purchase Orders for Adagio 8.1A or 8.1B and may be installed at any time. The conversion does not affect running POA on the data. It only creates new files for its own use the first time you open an existing POA database. The message "This Adagio PurchaseOrders has security groups or Screen defaults that need to be converted... Do you wish to convert this data?" is displayed. Answer 'Yes' to be able to use PO, otherwise answer 'No' to continue using POA only and make no changes to the database. The conversion asks if you've made a backup and offers to make one. The conversion should take only a few moments.

After converting your data to 8.1D, the program forces you to do a Data Integrity Check (DIC). All functions are disabled until a DIC has been performed.

Adagio PurchaseOrders will run side-by-side with Purchase Orders for Adagio programs. That way, if you discover a circumstance that the new version treats differently, you will be able to use the old program without worrying about any data conversion while we address the discrepancy.

However, **PurchaseOrders 8.1D (PO) and Purchase Orders for Adagio (POA) cannot be used <u>concurrently</u> at the same time on the same database** as this may cause data corruption. It is okay to use both products on a database, but you cannot have the two programs open at the same time. If you attempt to open PO when another user has POA open on a database, the error "Unable to obtain access to PurchaseOrders database, currently being accessed by [user name] in [POA<machine name>]." will be displayed. If you attempt to open POA when another user has PO open on the same database the error "An error occurred while attempting to create a task. The database is exclusively locked by another user. Please try again later." will be displayed.

PO does not use and does not convert existing purchase order, receipt or other document specifications (.rtm files) from POA. They must be manually recreated. Start with templates in the PurchaseOrders Designer program or specifications from the sample data. PO includes default specification documents that are very similar to the defaults in POA. Many of the POA documents provided to Softrak by users/dealers were recreated for PO. You should be able to find document specifications that are close to the documents you use in POA. Your company logo and company address will need to be added, and other changes may be required. Spec codes may not be available for fields that were possible to print on documents in POA.

PurchaseOrders does not convert existing POA Import or Export templates. However, the default templates from POA have been predefined as default templates in PO. Imports and exports from other systems using the POA default templates should therefore work without requiring changes to the files from the originating system.

Security Groups in PurchaseOrders use the Adagio standard. The Purchase Orders for Adagio settings for menu choices are converted for use by PO. Other security settings in Groups are not converted and must be set up in PO as required. Note that POA security has levels of Low/Medium/High/System that PO does not have. If both PO and POA are used, settings in one do not affect the other.

There are additional checks in the Data Integrity Check (DIC) in PO that were not done in POA. Therefore **PO will likely find errors in databases where POA reported no errors.** This is not a cause for concern and the errors can be rebuilt without loss of data. If you continue to post in POA, the DIC in PO may report new errors. DataCare will also detect and rebuild these errors. **Running a DIC in POA may cause errors to be reported by PO**. These errors can be rebuilt without loss of data. The DIC should therefore only be run in PO or DataCare.

POA's day end will generate DIC errors in Adagio PurchaseOrders. It is therefore recommended that day end processes be performed in Adagio PurchaseOrders if you continue to use POA. Purchase Orders for Adagio was not properly completing PO's and incorrectly calculates the Outstanding Balance on PO for a vendor. These DIC errors are detected and fixed in Adagio PurchaseOrders.

PurchaseOrders is not compatible with ACCPAC® Plus™ Job Costing (DOS). If you are using Plus JC you must convert to Adagio JobCost **before** installing and running PO. It will not convert POA databases that are interfaced to Plus JC and will not open these databases.

Note: The Edit Vendor and Edit Item functions now use a Lanpak license. If another user is already in Payables or Inventory this would require Adagio Lanpak to be installed. The view functions and sundry edits do not use a license, neither does adding a vendor or item "on the fly". Viewing vendors and items from within PO documents does not use a license but editing does.

Adagio PurchaseOrders 8.1D installs a new Crystal Reports for Adagio table POW81. Custom reports created with tables for earlier versions should be updated to use the new table, although they will continue to work in most cases.

GridView views originally created for earlier versions should be adjusted to use the 'Adagio PurchaseOrders 8.1C' dictionary (@U81C) to ensure that the information displayed is correct. **Views used with GridView-RW MUST use current dictionaries to avoid the possibility of data corruption.**

Refer to the section 'Upgrading to 8.1D – converting custom reports and views' below for further details.

After installing PO 8.1D, GridView will not show the 'Purchase Orders for Adagio 8.1A-8.1B' table when creating a new view unless you set the 'Show All Tables' option in Edit | Defaults. 'Adagio PurchaseOrders 8.1C' table will always be shown. As stated above, you should not be using Views created for POA once PO is installed.

If you have Adagio ePrint, the message "Do you want to turn on Allow PDF printing for this dataset, and enable PDF Printing for all users?" will be displayed the first time you open a database. Answer Yes to save having to manually enable PDF Printing for each user in the User Preferences function.

Upgrading from Purchase Orders for Adagio versions earlier than 8.1A   Upgrade Complexity: Difficult ♦

PurchaseOrders 8.1D does NOT convert databases from Purchase Orders for Adagio versions earlier than 8.1A (i.e. versions from Purple Software Solutions). It does not convert databases from Inventory Receipts (IR) DOS databases or ACCPAC® Plus™ Purchase Orders (DOS). These databases can usually be converted but PurchaseOrders does not do this conversion. Contact your Adagio dealer or consultant if you need to convert these databases. There may be a charge for these services.

Databases interfaced with ACCPAC Plus Job Costing need to be converted for use with Adagio JobCost before you convert to PO 8.1D. A conversion program POAAJCvt.exe was installed by POA in \softrak\powin for this purpose.

Upgrading to 8.1C or higher – converting custom reports and views

Reports

The main Crystal table for Purchase Orders 8.1C and higher is 'POW81' and replaces the 'IR65A' table for POA. Custom reports created in Crystal Reports for Adagio for POA with IR65A should recreated or convert using POW81. However, reports created for POA should continue to work without change as the data structure has not changed for PO 8.1D. Future release will require reports to be recreated or converted.

Crystal Reports allows you to convert reports from one database to another by selection POW81 as an alias to IR65A. If any fields cannot be mapped automatically you can manually map those fields to the correct new field.

Views

GridView views originally created for POA using 'Purchase Orders for Adagio 8.1A - 8.1B' (PI80A) **must** be adjusted to use Adagio PurchaseOrders 8.1C and higher (@U81C). **Views used with GridView-RW MUST use current dictionaries to avoid the possibility of data corruption.** GridView 9.0A (2008.11.06) or higher has the ability to convert existing views when the dictionary changes with the release of an upgrade version of an Adagio module.

The terminology in POA has changed from "Order" meaning a purchase order, to "Purchase Order" or "PO", to differentiate from an order in OE, which PO always refers to as a "Sales Order". The terminology has changed from "Price", meaning your vendor's price in POA, to "Cost", meaning your cost in inventory.

Terminology changes for Order and Price have been made to field names in the data dictionary. GridView will not be able to convert fields in views for which the field name changed. For fields that cannot be converted you will see a message during the conversion. Note fields from the message and make adjustments to converted view as required. Columns that depend on fields that could not be converted will be removed. In formulas, fields that could not be converted will be changed to "Undefined Field".

Changes and differences between POA and PO

Although PO has virtually all of the functionality of POA, there are some differences to be noted including, but not limited to, the following:

PO does not have an option to create an intermediate batch for import to Payables. Day End always posts receipt and invoice transactions directly to a batch in Payables. If the option 'Direct batch posting to AP' was disabled in POA it will be enabled.

PO does not have an option to create an intermediate batch for import to JobCost. Day End always posts cost transactions to a batch in JobCost. If the option 'Direct batch posting to JC' was disabled in POA it will be enabled.

Standard Adagio Styles and Filters replace the document status coloring and selection scheme in POA. Styles and colors are applied by the conversion. Detail lines in documents color-coded for Contract, Price List and Complete using Styles.

PO does not do Returns. POA did Returns although there were problems in this area. Use a negative Quick Receipt in PO to return goods. Returns entered in POA will not be processed by Day End in PO.

PO does not use or need the Grid Mode (Extended or Quick) option found the Documents screen in POA. Use filters to change the sort order of the grid.

Copy of POs and Requisitions is done from the Document List screen rather than with the Duplicate button in the document.

The terminology has changed from "Order" meaning a purchase order in POA, to "Purchase Order or PO" to differentiate from an order

in OE, which PO always refers to as a "Sales Order".

The terminology has changed from "Price", meaning your vendor's price in POA, to "Cost", meaning your cost in inventory.

Terminology changes for Order and Price have been made in the data dictionary and are visible in grids, finders, smart finder and Adagio GridView.

Many 'Alt-? key' shortcuts have changed to accommodate new functions.

Menus and the Toolbar have changed. Company Profile tabs and field positions have been changed from what is in POA. See the document 'PO 81B Company Profile options - Menus PO 81C.pdf, available on the Tech-Tips page on Softrak's website http://www.softrak.com/resources/adagiotips.php.

The Restore function from History now copies a document to create a new purchase order (in the same way that OE Restore from history works), instead of moving back a collection of documents (PO, receipts and invoices) from History to Current in POA.

PO generally has fewer pop-up warnings than POA. In some cases where there was a warning in POA the fields necessary to alert you to the warning condition are included on screens instead. For example, PO has a warning fields on details, such as * under stocked*.

The Forms tab in Security Groups in POA does not exist in PO, however most setting from the tab can be achieved in PO.

Reports are printed from individual menu choices rather than a Reports dialog of all reports.

The Purchase order/receipt/return Listing is now called the Transaction Listing.

The Outstanding Purchase Orders report has been redesigned. It is no longer that similar to the same report in POA. It is based on details and allows listing only outstanding items on partially received purchase orders.

The Edit Item function in POA has a Pictures tab with 3 item images. PO does not have this. POA does not support the picture file on the Image tab in the Edit / View Items functions in Adagio Inventory, PurchaseOrders and OrderEntry.

PO does not have the Statistical Analyzer function in POA.

PO does not have or support the audit trail of changes to the Company Profile in POA.

PO does not have the Compress DB function found on the Tools menu in POA. Use The 'Compact indexed files' option in DataCare instead.

PO does not have a function to restore data from backup. Adagio modules do not include a restore function because there are many potential issues to be considered when restoring data. These include determining which backup to restore, which related data to restore or not, depending where you are in your accounting cycle with other modules, deleting the target data before restoring to prevent integrity errors, and ensuring you have a backup of the current data in case the backup file you are about to restore is corrupt or the restore is not viable for any reason.

The Export function in POA includes a generic export feature allowing you to export most tables in the database. It exports to several formats. The Export function in PO supports only certain tables. To export other tables use the ExcelDirect feature from edit/view functions or the from the smart finder function. Or use Adagio GridView to export any table to Excel and from there to other formats as required.

The document print dialog in PO displays a list of vendors for multi-vendor documents and allows you to select which vendor(s) to print. It does this for single documents only, whereas POA provides this function when printing a range of documents. Note: Vendors that are set to not print, email, fax do not show on the list.

Email Covers are defaulted by user in POA, allowing them to be customized based on who is handling the purchase order. When a user has access to the Email Setup, they are able to set a 'Default cover sheet' which is defaulted for that particular user.

In PO, there is no Tax button on the Totals tab when editing documents like there is in POA. Instead of a Tax Button, PO has an Edit Tax check box on the Totals tab. Select the vendor you wish to change the tax for, enable Edit Tax and edit the tax for each Jurisdiction as required. The difference will be applied to the first detail line with tax. If no lines have tax the difference will be applied to the first detail.

The Primary Vendor field for the purchase order has been moved to the top of the top of the screen on the Header tab to make it more prominent.

Specification codes for printing Miscellaneous Charges as totals have been added.

Transaction entry in POA has the option 'Always show Additional Item Information and Serial numbers' on the Details tab. PO always shows these lines.

The 'Cost adjustment allocation' field in the Company Profile has been removed. The 'To GL cost of sales' setting did not work in POA. Therefore 'To remaining stock' is always used. POA has this option but it does not work. This may be implemented in a future release of PO when it no longer has to remain compatible with POA.

PO cannot print "Page x of y" on documents.

PO Receipt entry allows changing the JobCost allocation from the original purchase order detail (implemented in 8.1D). POA allowed changing the allocation on Invoices / Adjustments. PO does not allow this as POA will only distribute the difference to JobCost (tax, unit cost adjustment, Miscellaneous Charge, etc.) and does not correct the JobCost postings from the Receipt, potentially causing problems.

-- end --