# Adagio® PurchaseOrders 9.2A (2015.02.17)

**Release Notes**

Upgrade Complexity from 8.1D        **Intermediate** ■

## Compatibility

### Adagio

Console 9.1A
DataCare 8.1A - 9.1A
ePrint 9.0A
GridView 8.1A - 9.2A
Inventory 8.1E
JobCost 8.1B - 8.1D
Lanpak 9.2A
Ledger 9.0C – 9.2A
MultiCurrency 9.2A
ODBC 9.0A, 9.1A
OrderEntry 8.1D – 8.1F
Payables 8.1D – 9.2A (required)

### Other

MS Office 2007, 2010, 2013
MS Windows Vista (SP2),
  7 (SP1), 8, 8.1
MS Server 2008R2 SP1 or higher
Crystal Reports® 2011 and 2013
  (requires Adagio ODBC 9.1A)
Crystal Reports 8.5 for Adagio
  (see Upgrading section)

### Note

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

## Enhancements in PurchaseOrders

### General Features

- Compatible with and required by future release of Adagio Payables 9.2A. Earlier versions of PurchaseOrders will not open if Payables 9.2A data is present. Version 9.2A remains downward compatible with 8.1D to 8.1F versions of Payables.

- You can now start other Adagio modules from toolbar buttons showing the icon for the module. This allows easy switching between Adagio modules. If a module is running against the same company data, Adagio will now just switch to that running instance, rather than launching a second instance. Toolbar buttons can be rearranged under File | User preferences, or by dragging the buttons around or off the toolbar itself.

- Adagio PurchaseOrders now logs user activity within the module, including login, menu choices. Audit logs may be viewed with GridView.

- Grids may be "banded" with a User Selectable color and banding frequency set under File | User Preferences. Filter Styles may be disabled and replaced with regular banding if desired.

- The status bar at the bottom of the main window now shows activity of various steps when the program is starting up and the database is opening.

- The Column Editor screen can be sized. The size is remembered by module on the workstation.

- Updated splash screen with new Adagio logo and colors. Updated icon and toolbar button images.

- The System Status function (chksys) and its Snapshot function have been improved.

### Payables Interface

- The Edit and View Vendor functions in PurchaseOrders support vendor changes in Payables 9.2A. These functions and document entry support the module and function-specific vendor Alerts added for Payables 9.2A.

- The Edit / View Vendors grids now display the total number of records, as well as a count of the displayed records when a Filter is active. An Ignore Style Color button has also been added. Click this button to toggle the grid between no color and Style colors or no color and banding (if it is enabled in User Preferences).

- The Find by vendor Phone now shows formatted phone numbers.

- For Adagio ePrint users, the Edit/View Vendor functions in PurchaseOrders now support viewing PDFs of purchase order documents.

- Added new codes to the specification designer for new fields in the Payables 9.2A vendor:

  Vendor address line 1..7 (compressed)    Vendor Country
  Vendor address 1..7 (formatted)    Vendor Comments 2
  Vendor Name 2    Vendor Name 1 + 2
  Vendor City    Vendor I.D. number - partial
  Vendor State/Province

**Reports**

- Adagio PurchaseOrders standard reports are now created using Crystal Reports 2013, replacing the Crystal Reports 8.5 Print Engine (CRPE32.dll). The module's management reports are now stored in \Softrak\PurchaseOrders\StandardReports. Revisions to these reports should be placed in \Softrak\PurchaseOrders\ModifiedReports. Custom reports to be added to the Reports menu should be stored in \Softrak\PurchaseOrders\CustomReports. Reports must be edited or created using Crystal Reports 2011 or 2013 and Adagio ODBC for access to the data files. Users will notice minor changes to some of the visual elements in the module and a new Print Preview window. The size and position of the Print Preview window are now remembered between sessions by user, so the Workstation options controlling this function have been removed. Exporting to an Excel spreadsheet from the print preview window has been significantly improved. Refer to the online Crystal help for details. The Report Tables Drive settings and Crystal tables in the \QRASP folder are not used by version 9.2A modules.

- An updated version of Adagio PrintTool (PT) is installed in \Softrak\PrintTool. PT allows you to print / preview custom reports without needing to run Crystal Reports itself or without placing the report on the Custom Reports menu in an Adagio module, and allows reports to be placed on the Windows desktop. PrintTool 9.2A prints custom reports created with Crystal Reports 2011 or 2013 only. Adagio ODBC must be installed to create custom reports but is not required to print custom reports. Your Adagio dealer or consultant can create custom reports for you and deploy them at your site. Note: PT does not print reports created with Crystal Reports 8.5 for Adagio. Existing version 8.5 custom reports must be converted before they can be printed by 9.2A. PT allows you to specify a report to print on the command line using the /r parameter. This allows Adagio automation batches to print custom reports (to printer – a future release of PT will allow automation batches to print custom reports to PDF). PT does not require registration with Softrak Systems but does use Adagio Lanpak licenses.

- The Outstanding Receipt Invoices report now reports on zero value Delivery Notes. This is useful for sites that post zero value Delivery Notes and don't post a value with the items until the actual Inv/Adjustment is created. When these sites later try to archive documents, unless invoiced, the zero value Delivery Notes and their associated documents won't archive to history.

- New ePrint code %CDT is available to put the Calculate/Report as of Date into either the PDF filename or folder name for reports such as Outstanding Receipt Invoice List, Tax Tracking and Tax Summary.

- **Miscellaneous**

- When emailing from the PO Document List grid, the default is to "Now" instead of "Add to Queue". Emailing from the Print Documents function defaults to "Add to Queue".

- The Sent to JC Reference/Description fields on the Integration tab in the Company Profile now include 'Item number' and 'Item description'.

- New export templates created for Excel format default the file extension to .XLXS rather than .XLS as in prior versions.

## Problems Fixed

- In a multi-user PurchaseOrders site using "Auto Generate POs from", with multiple people in PurchaseOrders concurrently, posting of the generated orders would sometimes not result in correct updating of the Qty on Purchase Order number in the Item File or Dollars on PO in the Vendor file.

- Auto Generate POs from IC calculated the wrong quantity for non-stock items in some cases.

- In PurchaseOrders 8.1D, when importing items from an OE order and creating a Shipto address from the OE order, both the Shipto and Billto addresses on the purchase order were populated from the OE order. Now only the ShipTo address is brought into the PO from the OE customer's order.

- When using Contract Costing for Sundry Items, partial Receipts calculated and posted incorrect outstanding amounts to the original PO. If interfaced to JobCost, the partial Receipts as either delivery notes/invoices were not created as cost batch entries into JobCost and therefore Outstanding PO Amounts in Estimates were not updated.

- When using Contract Costing for Sundry Items, partial Receipts displayed the message "There are no more items on backorder. Would you like to complete this order?" instead of "There are still items on backorder. Would you like to complete this order?". Likewise, when you receipted the final installment on a contract, the message "There are still items on backorder. Would you like to complete this order?" instead of "There are no more items on backorder. Would you like to complete this order?".

- When you posted a second Receipt for a Contract Costing Sundry Item, the Extended Order Cost was not net of the first Receipt.

- When invoicing a Receipt for Contract Costing Sundry Item, the Adjustment Cost could be edited. This is now prevented.

- When only a single vendor is selected in the "Auto Generate POs from" function, alerts for that vendor are now popped up when appropriate.

- The Approve function in Edit Requisitions function did not pop vendor alerts.

- When importing purchase orders, receipts or quick receipts, the Document Date was set to the session date rather than the date from the import file.

- If you use account formatting in Ledger, when you imported Sundry Items and used a default for the GL Department, it used the format for the account instead, which could cause an error indicating the account did not exist.

- For MultiCurrency databases, the Day End Audit List report only printed currency rates with 5 decimals instead of 7.

## Enhancements and revisions in earlier versions

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

# Installing

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

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

To install Adagio PurchaseOrders or an upgrade, run the program file you downloaded. Once the install program is running, you can click the View button for detailed installation instructions in the Readme help. If Adagio 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 9.2A requires some Adagio modules to be at a certain version** or higher. See compatibility information below or the Adagio Compatibility Chart.

PurchaseOrders 9.2A requires Adagio Lanpak (if used) to be version 9.2A or higher.

PurchaseOrders 9.2A 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.

PurchaseOrders 9.2A 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.

PurchaseOrders 9.2A requires Adagio Inventory (if used) to be 8.1E or higher. If an earlier version of Inventory data is detected, an error message is displayed and PurchaseOrders will not open the database.

PurchaseOrders 9.2A 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.

PurchaseOrders 9.2A 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 9.2A requires Adagio MultiCurrency (if used) to be version 9.2A or higher.

Purchase Orders for Adagio 8.1B has been removed from the list of compatible modules for Adagio PurchaseOrders 9.2A as no testing of compatibility was performed.

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

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

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

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

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

# Upgrading

**Upgrading from 8.1D**                    **Upgrade Complexity:**    **Intermediate** ■

Adagio PurchaseOrders 9.2A requires a minor database conversion from 8.1D or 8.1C. If converting from 8.1C, also see section below entitled 'Updating to 9.2A from 8.1C'.

You can convert your PurchaseOrders database at any time. To start the conversion, open your current database for the first time in PurchaseOrders 9.2A. A warning is displayed indicating the database will be converted and a backup must be made. The program allows you to make a backup before proceeding with the conversion if you have not already done so. The conversion should only take a few moments. After converting a database to 9.2A, it must not be used with earlier versions.

PurchaseOrders 9.2A is compatible with the Payables 9.2A version that will release at a future date. PurchaseOrders limits Vendor name fields to 30 characters although these fields are 40 characters in Payables 9.2A.

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

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

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

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

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

**Converting GridView Views**

A data dictionary change from 'Adagio Purchase Orders 8.1C-8.1D' (@U81C) to ' Adagio Purchase Orders 9.2A ' (@U92A) was required in order to support new features added for this version. GridView views created for earlier versions of Adagio PurchaseOrders should be recreated using tables from 'Adagio Purchase Orders 9.2A'. GridView has the ability to convert existing views to a new table.

GridView views created with the previous dictionary will continue to work without any change. However, it is recommended you convert all your views to use the new dictionary.

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

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

**Converting Modified and Custom Reports**

If you have modified any of the standard reports installed by Adagio PurchaseOrders, you will have to redo those modifications for PurchaseOrders 9.2A. Modified reports are files with a .rpt extension that you copied from \Softrak\PurchaseOrders\StandardRP to \Softrak\PurchaseOrders\ModRP and modified using Crystal Reports 8.5 for Adagio. Your modified reports from your prior version will be copied to the folder \Softrak\PurchaseOrders\ModifiedReports.priorversion. These same reports must be recopied from \Softrak\PurchaseOrders\StandardReports to \Softrak\PurchaseOrders\ModifiedReports and re-modified using Crystal Reports 2011 or 2013. The Adagio ODBC 9.1A or higher module must be installed to be able to do this.

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

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

A Report Convertor Utility is available from Softrak Systems for the purpose of converting Crystal Reports 8.5 reports that use the old Crystal Reports Print Engine (CRPE32.dll) to Crystal Reports 2011/2013 format, using the Adagio ODBC driver. Converted reports can be edited and new reports can be created using Crystal Reports 2011 or 2013. The Adagio ODBC 9.1A or higher module must be installed to be able to do this.

Note: Custom reports created with Crystal Reports 8.5 for Adagio for prior versions of PurchaseOrders will continue to work when printed from the Crystal 8.5 designer, Adagio PrintTool 8.5 and the Custom Reports menu of Adagio modules at versions prior to 9.2A. This is because the data structure for PurchaseOrders 9.2A did not change significantly. Existing custom reports cannot be printed from the Custom Reports menu of PurchaseOrders 9.2A and may not function for future versions of PurchaseOrders.

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

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

Softrak provides only limited support on the Report Convertor. We do not support new versions of Crystal Reports itself, except as support is related to assisting you to locate data in the Adagio tables. Note: Softrak no longer provides support for Crystal Reports 8.5 for Adagio.

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

The 9.2A data dictionaries contain 2 tables for each physical file - one for use by the Adagio module and one for use by reports in 9.2A modules. Standard reports in the modules and custom reports created with Crystal Reports 8.5 for Adagio use tables where the description ends with "(View)" in the DDE. The standard tables used by the module (and by GridView) do not. In Crystal Reports, the View table names end with "crview" (e.g. au92ahedcrview). Standard tables do not end with "crview" (e.g. au92ahed). Use the "crview" tables for modified reports or when converting existing custom reports. When creating new reports, use the standard tables without "crview". Future versions of Adagio will begin to use the standard tables for reporting. You must create a shortcut and add the parameter /ODBC to include the "crview" tables in the export to Excel in the DDE. Note: the "crview" field names are not prefixed with the application code (e.g. "PO").

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

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

**Updating to 9.2A from 8.1C**          **Upgrade Complexity:**      **Intermediate** ■

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 PO8.1C. 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.

**Upgrading from Purchase Orders for Adagio**

Adagio PurchaseOrders was a major upgrade from Purchase Orders for Adagio (POA), containing many changes and new features. This Release Notes does not cover upgrading from POA versions. **If you are upgrading to 9.2A from POA, before installing the upgrade, it is very important to review this information in the 8.1D Release Notes on Softrak's website.**