

Compatibility

Adagio

Console 9.2A – 9.3A
DataCare 9.3A
DocStore 9.3A
ePrint 9.2A
GridView 9.2A – 9.3B
Inventory 9.2A – 9.3A
JobCost 9.2A
Lanpak 9.3B
Ledger 9.2A – 9.3B
MultiCurrency 9.2B
ODBC 9.2A
OrderEntry 9.2A – 9.3A
Payables * 9.2A – 9.3C
* = module required

Other

MS Office 2010/13/16, 365
MS Windows 8, 8.1, 10
MS Server 2012R2 or higher
Crystal Reports® 2013, 2016
(requires Adagio ODBC 9.2A)

Note

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

Enhancements in PurchaseOrder

Company Profile

- The Ledger Interface option Prompt to Consolidate now allows suppressing the question to Consolidate Ledger Transactions after printing the report. The default consolidation method can now be any of the 5 possible choices.

The Ledger Interface option Validate Closed Periods has been added to give a warning or prevent posting when a Receipt or Invoice/Adjustment Date falls within a Closed Ledger fiscal period or outside every Ledger Fiscal Calendar.
- The Company Profile, History and Tax Tab has a new History Information option: Prompt to purge history in Day end?. Disable this option to prevent the Confirmation that appears after Day end from appearing: Would you like to purge the Item History information now?.
- The Company Profile now has a Contact email address.
- A new Company Profile option to Suppress print receipt prompt can be enabled so that after posting Receipt transactions, the print receipt form screen does not immediately appear afterwards. With this option enabled, it is still possible to print Receipt forms at a later time

Designer

- Added the following new specification codes:
 - B028 bill-to Email
 - D089 Unit Cost per Stocking Unit of Measure
 - D090 Unit Cost per Costing Unit of Measure
 - D091 Stock Purchase Previous Unit Cost
 - D092 Extended Cost per Stocking Unit of Measure
 - D093 Extended Cost per Costing Unit of Measure
 - D094 Project code (incl. dividers)
 - D095 Project code (unformatted)
 - D096 Project name
 - D097 Project name 2
 - D098 G/L unit description
 - D099 G/L unit amount
 - D100 Stock purchase previous extended cost
 - E131 Approval Manager code
 - E132 Approval Manager name
 - E133 Approval Manager email
 - M039 Default req email recipient
 - M040 Company contact email
 - V068 Vendor PO email
 - V069 Vendor PO contact
 - V070 Vendor PO Ship Via
 - V071 Vendor cell phone
 - V072 Vendor toll free
- In the Designer, Properties for Amount fields has a new option for the Thousands separator: None.

- Formula spec codes X001 to X005 are now available to do arithmetic calculations with numeric spec codes, to determine and print amounts that don't have define codes but can be calculated from existing codes. Conditional calculations using an IF function can also be made, provided that the condition is based on a numeric field code.

Edits

- Sundry Items now have an Active/Inactive Status. Creating a document for an Inactive item will prompt for activation in order to proceed. Copying or restoring documents will have a warning. Posting and Importing details for new documents with inactive items will be prevented.
- Word Wrap is now supported for blocks of text copied and pasted into PurchaseOrders in Edit Text Blocks as well as in Document Entry for the Text Block Document Line Detail. F7 / Spell checking has also been added for Text Blocks.
- Edit Email Cover Sheets has been updated to include new fields for Requisition Approval Managers.
- In Edit Styles, it is now possible to limit the list of list of Adagio Styles to those that are App specific and Generic. Make sure the program prefix is the first 2 characters of Style code description. If this option is selected, when you create a new filter, the Style codes available will be limited to match the application prefix.

Controls

- A new grid search process is available to use for most grids, accessible from the Control-F keyboard shortcut. Similar to filters, you can restrict displayed rows that meet defined search criteria.

Email

- The ability to email Requisition forms has been added. A new Approval Manager record with an associated email address can be added to requisition transactions to assign the email recipient, or a default requisition email address can be set in the company profile. Requisitions may also be emailed to the new Bill to Contact Email Address.
- When emailing purchase orders, you can now choose a vendor PO Email address as the recipient instead of always emailing the main vendor contact. Payables must be 9.3B or higher.
- Email Cover sheets are now remembered along with other Print Forms settings, when the User Preferences option for Remember Report Settings is enabled. Different email cover sheet codes can be remembered for each transaction type.

Enter Transactions

- Transaction grids now support multi-selection for the purpose of Printing, Completing or Deleting transactions, whether or not selected rows are consecutive. Printing is disallowed if non-consecutive rows are selected. Printing transactions is properly prohibited for those where Event Budgets or JobCost estimates are exceeded. Completing POs is properly prohibited for those that have quantity on backorder and cannot be completed
- Editing the primary vendor number on the transaction Header tab now offers to propagate this change to all details already saved on the transaction.

- When combining multiple purchase orders onto a single receipt, or combining multiple receipts onto an invoice, you can now multi-select the transactions from the grid, rather than having to select and add them one at a time.
- When combining multiple purchase orders onto a single receipt, completed purchase order details no longer available to select or retrieve.
- When integrated with Adagio Payables version 9.3C or later, creating a new purchase order will use Ship Via and FOB Point values from the vendor.
- Selecting a vendor on a new transaction now defaults the FOB Point from the value defined on the vendor master record.
- Edit Ship/Bill to Addresses has been updated to include a Bill to Address Email field. This field is display only on the Bill to /Ship to tab and may be used as the recipient for Purchase Orders, Requisitions, Receipts, and Invoice/Adjustments.
- The Vendor and Item Inquiries, opened with the "i" button next to the Vendor number or Item number field, can now be accessed using the keyboard shortcut: F4.
- On the grid for selecting purchase orders to Combine to another on a Receipt, or Combining receipts onto an Invoice, the column editor now allows selecting any of the Optional Fields defined on the transaction header.
- The drop-down list grid for the Purchase Unit in transaction detail entry now shows the unit conversion factor as a column.
- A new Company Profile option allows preventing the addition of multiple vendors onto a single purchase order or Requisition. This option will override the IC Item Vendor Check setting to read the item Primary or Secondary vendor onto new transaction details.
- The Complete button on the Enter POs screen now has an Alt-M speed key shortcut.
- When the Location field on the Header tab is changed to a new value, you now have an option to propagate this change to all incomplete item lines, for all transaction types except invoice/ adjustments. Protection is in place to prevent saving a disallowed location on items, and negative quick receipt values that would cause the quantity on hand at the new location to go negative when not allowed - in both situations the affected detail is skipped for the location change.
- A company profile option has been added to give a warning when posting a purchase order that the total cost of the PO is zero. It is still possible to post the purchase order after this warning if required.
- When copying Purchase Orders and Requisitions, a new option is available to Update item information and Costing from Inventory and Sundry Items. Information such as item description, category or weight and the unit cost will be read from the Master or Alternate Price List item. This includes checking for new or expired contract costing.
- Requisitions and POs no longer allow editing the Discount Base field on the Totals tab, because this amount always gets recalculated when creating Receipts.

Entry Templates

- Entry Templates have been re-organized to have Vendor Information fields on a separate tab, and a new Details tab to control tab sequence and access to specified fields on the Detail entry screen.
- The Entry Template has a new field for a default Approval Manager used on Requisition entry and importing.

- The Templates list in Purchase Orders Entry now has ExcelDirect and DocStore Viewer buttons.

Auto Generate

- A new Company Profile option Import OE Comments for Autogenerating allows retrieving Comment and Instruction lines from OE Orders when using the Auto-Generate PO function, in the same way as when importing a single OE order into a single purchase order, as long as the Consolidate Items option is not used.

Import/Export

- Requisitions can now be imported in the same way as Purchase Orders are.
- Import and Export templates now have the same ability as the Column Editor to restrict the Available Field list to those of selected data types and/or contain specified characters. The Available field list can also be sorted alphabetically.
- Import/Export displays user defined names for Optional Field Titles and for Ledger Project Code.
- In Import, the Unit of Measure can be imported for Inventory Items for Purchase Orders, Receipts, Quick Receipts and Requisitions.

Inquiry

- The Purchase History inquiry grids, include Open and History POs and OE Sales Orders, now has a Reverse Order checkbox that allows sorting the grid with the newest transactions at the top. The selection is remembered for future use.

Miscellaneous

- The ExcelDirect export button has been included with the following grids:
 - AutoGenerated items from OE or IC
 - Create PO items from AutoGenerated list
 - Import items from OE Orders
 - PO List from Combined Receipt
 - Receipt List from Combined Invoice
 - Event Budgets sub-details
- The Item Purchase History grid now displays all 12 characters or OrderEntry order numbers when that field is on the grid, instead of the last 8 characters.

Backup

- If PurchaseOrders is integrated with JobCost, JobCost data will be included in a backup of Related Data.

Reports

- Outstanding Purchase Orders report has improved spacing and subtotals.
- Transactions Report, Outstanding PO Items may be sorted by Job number.
- After purging or consolidating the contents of a report, this action is now logged in the Application Log data file in addition to the printing action.

- The Tax Tracking report now has floating date range options for This Month and Last Month, that can be used as part of Favourite Report settings and printing the report unattended from report sets. There is another new option to suppress records that have zero tax amounts, printing only transactions with tax.
- Printing reports now is logged in the application log, in addition to accessing the print report screen from the menu.
- Installs a new version of the printer driver used to print documents and reports to PDF. The new driver name is AdagioV3PDF. This driver uses novaPDF version 10.

Problems Fixed

- In the Company Profile, Entry Defaults tab, enabling/disabling the 'Allow edit or printed purchase orders' option was also affecting the next 2 options: 'Allow edit of partial receipted orders' and 'Allow edit of completed purchase orders'.
- The number of decimals that can be used for Unit Cost values has been capped at 6.
- In the Company Profile, System Options tab, the 'Limit address to 30 characters?' option has been removed.
- The Find function on the Requisitions list grid previously did not work properly.
- Finder / Smartfinder was showing a Character string instead of 'Linked' for the Doc Link field in some cases.
- Day End Processing now has accelerator/keyboard shortcut keys.
- DayEnd processing for multiple zero dollar Quick Receipts that correct JobCost data incorrectly used the Vendor Document Date from the first Quick Receipt for all of the JobCost cost batch entries.
- Purchase Orders created from templates will now inherit DocStore documents.
- After adding and saving a new Contract Cost record for a Sundry Item, creating another record previously had a mismatch between the Item Type and Item finder fields.
- When editing Filters and adding fields to sort by, a warning message now appears if the overall length of the selected fields for sorting exceeds the maximum number of characters.
- Creating new Pickup Addresses was not defaulting the Vendor Addresses properly.
- Editing a tax group and clicking into the Debit Account field previously would incorrectly give an Invalid Ledger Account error message, when in fact the account was valid.
- Entering a 40 character name for Sundry Vendors previously gave an access violation error.
- When a Purchase Order or Requisition is edited to change the document date, and one or more items have a Contract Cost record available, a prompt will now appear to ask if you want to update the unit costs on these details.
- If a text block was added as the first detail on a new purchase order, the detail lines were incorrectly saved in reverse order to how they were entered.
If a text block was inserted as the first detail of a purchase order, the lines were previously inserted after the first line and not before.

- The item information inquiry screen within Transaction entry now includes an additional grid to list any Alternate Items for the Inventory item. An alternate item can be selected to replace the original item as long as it has not yet be added to the transaction.
- When posting an Invoice or Adjustment or Delivery Note, the duplicate document number checking that was previously performed against Current Vendor Transactions is now also done against Historical Transactions as well.
- When creating an invoice / adjustment entry, with the option 'Allow vendor change on invoice' disabled, it was still possible to change the vendor on item details from the Find Vendor process. Now the Find Vendor button is disabled in this case.
- When changing the primary vendor on the Transaction Header tab, it was possible to save a mis-match between the vendor code and name.
- Copying Purchase Orders and Requisitions for vendors that use a different currency from Home now has the transaction exchange rate automatically recalculated based on the Rate Date of the currency table.
- When creating a new purchase order or requisition and importing lines from an OrderEntry sales order, non-stock items from the sales order are now retrieved as long as the Company Profile is configured to use Inventory non-stock items.
- Standing Orders were able to be selected when Combining Receipts together for a vendor. Now Standing Orders are excluded from Combined Receipts processing.
- Generating purchase orders from OrderEntry orders no longer selects Inactive Inventory items.
- Auto-generate POs from Inventory no longer selects inactive items to purchase.
- Importing Quick Receipts with a document type of Invoice was not calculating tax amounts.
- When integrated with Adagio OrderEntry data created in version 9.3A, the list of outstanding OE sales orders did not display in the OE Reference finder grid on the header tab for purchase orders or requisitions.
- Importing transactions now gives a validation error when an optional field that requires a non-blank value, but not verified against a pre-defined list, has a blank value in the import file.
- Export pick-up addresses now properly exports either Payables or Sundry vendors, as chosen on the Export screen where vendor ranges can be selected.
- The Purchase History and Sales Order grids by item can now be sorted in Date Descending sequence using the Reverse Order checkbox.
- If a vendor is set as Inactive, you are now prevented from Approving a Requisition for this vendor and creating a new PO. Entering and saving a requisition is still possible, though there will be multiple warnings about the vendor status.
- The Outstanding Purchase Orders report had a linking error that limited the number of details printed on any PO to the first 255.
- The Tax Summary report previously gave an access violation error in AdagioODBCv3.DLL in specific data circumstances.
- When printing a report set directly to the AdagioV3PDF driver, and you choose to cancel printing for a particular report from the PDF Save As screen, you are now prompted to

cancel printing just that report or the entire report set. This choice is written to the report log.

- When printing Report Sets using either AdagioV2PDF or AdagioV3PDF as the specific printer, instead of using PDF Document as the destination, the report log now stores the PDF file name and save location instead of simply 'Printed to AdagioV3PDF'.
- Printing Receipt forms followed by printing Purchase Order forms would result in overlapping fields on the screen when Remember Report Options was selected.

Enhancements and revisions in earlier versions

Refer to the Readme help file for details of enhancements and revisions in earlier versions or Change Log under [Documentation](#) for this module 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 9.3B (2022.01.13) installs a new version of the SAP Crystal Reports™ runtime engine for .NET Framework (SP25) used to print/preview reports. **This will require a workstation install on all stations that run Adagio**, regardless of whether Adagio PurchaseOrders is run from a given station, unless another module that installs SP25 has already caused a workstation install for this reason. If a station does not run PurchaseOrders then untick the shortcuts and Start Menu options when running the workstation install. Other modules with a release date after October 23, 2019 may or may not install SP25. Eventually, all modules will do so.

After installing PurchaseOrders (or any other module that installs Crystal SP25 in the future) **you must do a workstation install for any current version Adagio module on each workstation**, even if the station never runs PurchaseOrders. When any Adagio module is run on a workstation for the first time after PurchaseOrders 9.3B has been

installed, a workstation install will be launched automatically if required. Only this one workstation install has to be done. No other modules will require a workstation install. However, if running an older module **that did not install Crystal SP25 runtime** and you receive a workstation requires updating message, its regular workstation install will be intercepted by the newer Workstation Common Setup. After, a message will be displayed stating the regular workstation install has already been run and indicating that you should NOT continue to the regular install as it is obsolete. You should select to exit at this point.

When installing Adagio at a new site or to a new server, Adagio PurchaseOrders 9.3B should be installed last (any module that installs the new version of the Crystal Reports runtime engine (SP25) can be installed last instead). If after installing PurchaseOrders, you install other modules with a release date older than the date of this PurchaseOrders release, or any module that does not install Crystal SP25, the error "Failure to initialize the Adagio Reporting environment." will be displayed when you start the module. To correct this, run the System Status function from the Help menu of any module or run \Softrak\System\chksys.exe. You need to have local administrator rights on the station to do this. If User Account Control is enabled you will be prompted to allow the program CHKSYS.EXE to run and must do so. The following message will be displayed and you should proceed to update the files.

Reporting File Needs Updating! This utility has detected that the Softrak Reporting DLL [SoftrakSystems.Adagio.Reporting.dll] needs to be updated in one or more Adagio folders. Unless you have specific circumstances to delay this action, you should update the needed files now. Do you want to update the needed files?

Adagio PurchaseOrders 9.3B installs a new version of the Adagio ODBC driver used to print reports. The new driver is AdagioODBCv3.dll. It is installed in the \Softrak\ODBCV2 folder. Reports printed by all Adagio modules, including all versions, will use this new driver. The prior version of the driver (AdagioODBCv2.dll) remains installed and will continue to be used by existing ODBC connections (for any DSN created with the module Adagio ODBC) without change. Installing Adagio module versions released prior to PurchaseOrders 9.3B that do not install the new driver will set the driver used back to AdagioODBCv2.dll. Reports from PurchaseOrders will continue to work.

Adagio PurchaseOrders 9.3B installs a new version of the printer driver used to print documents and reports to PDF for DocStore users. The new driver name is AdagioV3PDF. This driver uses novaPDF version 10.

NOTE: Modules that have not been updated to use AdagioV3PDF printer driver cannot print to that driver from the printer list. However, DocStore users will have no problem ePrinting reports to PDF or printing forms to PDF.

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

PurchaseOrders 9.3B requires some Adagio modules to be at a certain version or higher. See compatibility information below or the Adagio Compatibility Chart.

PurchaseOrders 9.3B requires Adagio Lanpak (if used) to be version 9.3B or higher.

PurchaseOrders 9.3B requires these modules (if used) be at the specified version or higher. If an earlier version of Ledger data is detected, an error message is displayed and PurchaseOrders will not open the database.

Inventory 9.2A or higher
JobCost 9.2A or higher
Ledger 9.3A or higher
OrderEntry 9.2A (2016.01.11) or higher preferred
Payables 9.2A or higher

Display of transactions for PurchaseOrders 9.3A or higher in the Edit / View Vendor functions requires Payables 9.3B or higher, and BankRec 9.2A (2016.06.06) or higher. For earlier versions, these transactions can be viewed in the Edit / View Vendor functions in PurchaseOrders.

The Item Inquiry with Sales and Cost function requires Inventory 9.2A (2016.04.25), Invoices 9.2A (2016.05.07), and SalesAnalysis 9.2A (2016.06.08), or higher versions, to display the purchase order details correctly on the current or archived documents grids. This display issue will be addressed in the next Service Pack for SalesCQ. For SalesCQ and earlier versions of these modules, use the item display in Adagio PurchaseOrders.

The Auto Generate POs from OrderEntry function did not work if you have OrderEntry 9.2A (2015.07.29). Orders entered with this version of OE 9.2A did not generate PO's. Orders entered with a previous version of OE and orders created by transfer from SalesCQ did not have a problem. This was corrected in OrderEntry 9.2A (2016.01.11). If you entered orders in the 9.2A (2015.07.29) version, you must open the data with PurchaseOrders first and then do a Data Integrity Check in OE. Errors will be reported for each detail line entered in OE 9.2A (2015.07.29). You must do a rebuild and all errors will be corrected without loss of data. The Auto Generate will then work correctly.

PurchaseOrders 9.3B requires Adagio MultiCurrency (if used) to be version 9.2B or higher.

The data structure for PurchaseOrders 9.2B and 9.3A, 9.3B was changed and expanded significantly. Programs from Adagio Developer Partners (ADPs) that read or write the PurchaseOrders data will require a compatibility upgrade. Check with the developer or your Adagio dealer to ensure an upgrade is available before installing or upgrading to PurchaseOrders 9.3B.

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

Upgrading to 9.3B

Upgrading from 9.3A

Upgrade Complexity:

Easy ●

Adagio PurchaseOrders 9.3B does a minor database conversion from 9.3A. It converts the PO sundry item file. You will be prompted to back up your database before conversion, you can convert your P/O database at any time.

Upgrading from 9.2B

Upgrade Complexity:

Easy ●

Adagio PurchaseOrders 9.3B does a minor database conversion from 9.2B. It converts the PO item history file and the PO Sundry Item file. You can convert your P/O database at any time.

The release of OrderEntry 9.3A Order Number is expanded to length 12 and therefore is also in these PO 9.3A tables:

- P/O Header
- P/O Header History
- P/O Header Requisitions
- P/O item history file
- P/O Details
- P/O Details History
- P/O Details Requisitions

In addition, the OE93A Order Key field has been added to the detail record.

The ExcelDirect Print function has been added for some reports. During conversion you will be asked if you want to enable the option for in the Company profile and for all User Preferences.

If you are using Adagio DocStore, it is imperative the DocStore database be included with all backups of your PurchaseOrders database. All backup zip files created by the File | Backup functions in PurchaseOrders include the DocStore database. In Adagio DataCare, the DocStore database is backed up by Jobs checking 'Adagio Common Files' with the 'Include in backup' option enabled. For a manual backup, include all data files beginning with "SD".

Upgrading

Upgrading from versions prior to 9.2B

Upgrade Complexity:

Intermediate



This Release Notes does not cover upgrading from versions prior to 9.2B. If you are upgrading to 9.3B from these versions, **before installing the upgrade**, it is important to review this information in the 9.3A Release Notes on Softrak's website or the PurchaseOrder Readme help.

