# Softrak

## Packages of Intelligence

# Adagio® Time&Billing 8.1D (2014.09.29)
# Release Notes

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

**Upgrade Complexity:**

From prior version  Easy ●

**Adagio**

DataCare 8.1A - 9.1A
Console 9.1A
Crystal Reports® 8.5-B for Adagio
ePrint 9.0A
GridView 8.1A – 9.2A
Lanpak 9.2A
Ledger 9.0B – 9.1A
ODBC 9.0A, 9.1A
Payables 8.1A – 9.2A
Receivables 9.0C – 9.1A (required)
    (See Note 1)

**Other**

MS Office 2007, 2010, 2013
MS Windows Vista, 7, 8, 8.1

## Enhancements and revisions in Adagio Time&Billing 8.1D (2014.09.29)

### New Features

♦ Compatible with future release of Adagio Payables 9.2A.

♦ Full compatibility with Adagio Console and xConsole. Supports Automation when Adagio Console is installed. Automation allows you to automate many functions in Adagio modules, including retrieving, importing, printing report sets, backup and integrity check, etc. across modules, and view, print or email the results from an automation log.

♦ Adagio ePrint users can view a PDF of invoices and credit notes from the transactions grid in the Edit/View Customer function if Receivables is 9.1A or higher, including invoices from Time&Billing. The documents open in the new Adagio PDF viewer

♦ Supports Transport Layer Security (TLS) / Secure Socket Layer (SSL) for secure email servers when emailing invoices. Added option 'Use TLS/SSL' added to Email Setup function.

♦ Supports the Preferred Send Method on the Invoicing tab in the customer if Receivables 9.1A is installed. When printing a billing batch, or multi-selected invoices (bills) from a batch or in the Billing History Inquiry, if the 'Match customer preferred send method' option is selected, invoices will printed only for customers having the same Preferred Send Method set in their record.

♦ The Open Data screen can be sized horizontally to allow you to see the full data path.

♦ A 'Report set' button has been added to the toolbar.

♦ You can now create a Favorite report for posting journals even when there are none on file to print. Added 'Last sequence only' option to posting journal print dialog. This option is remembered for Favorites and is useful when printing posting journals from a Report Set. Added 'Clear posting journals' option for posting journal Favorites in Report Sets.

♦ You can now create a Favorite report for batch listings even when there are no batches on file. When printing the Favorite directly or within a Report Set it defaults to the entire range of batches.  DONE

♦ You can now delete the default import and export templates so they will not be selected accidentally instead of the correct template. If you delete all templates for all imports and exports the defaults will be restored for all. Note: this works differently than in other Adagio modules in that you must delete all templates for all imports and exports rather than for individual import/export templates to cause them to be recreated.

♦ The Data Integrity Check results now include the version/date of the program, for example: "Adagio Time&Billing 8.1D (140929)".

♦ Added several new Time&Billing specific Styles for use in TB Filters. The TB default filters (used when a new database is created) have also been updated. The sample data includes many new filters that make use of the new Styles. You can recreate any of the new sample filters you find useful in your own live databases.

♦ The F1 key now launches Help when no windows are open.

♦ The Help | About function now has a Consultant tab showing the contact information for your Adagio consultant if they have enabled this option at your site.

**Problems Fixed**

♦ Copying a Docket to create a new one and then editing it to change the Docket Type caused an error to be reported by the Data Integrity Check (the errors could be rebuilt).

♦ When entering a GL Account / Department, validation did not work and no warning was given when you entered a Department that did not exist for an Account if that Department did exist for the next highest Account. For example you had account 8000-150 and the next account in the chart is 8001-250, then entering 8000-250 did not give a warning.

♦ An error occurred in the smart finder for the Find in the Billing History Inquiry function.

♦ The Time/Disbursement Ledger report no gave an error if the Responsible Staff Member field was blank in a WIP transaction.

♦ Posting Journal reports did not use the Shade Color in User Preferences for General Ledger Distribution Summary

♦ Printing a Report Set printed reports disallowed by security.

♦ There was an Access Violation error when adding emails to the queue in some cases if the invoice number was less than 6 characters.

♦ Import Time & Disbursements did not import the Total Amount and set it to zero in some cases. The Total Amount is now calculated from the Rate and Hours fields or Rate and Quantity fields for Disbursements, regardless of the Total Amount field.

♦ Improved the Year End warning message to remind users that Year End does not also do Period End so they need to do the Period End functions first as well.

**TimeKeeper**

♦ Full compatibility with Adagio xConsole.

## Enhancements and revisions in earlier versions of Adagio Time&Billing

♦ 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 Time&Billing you need the serial number and install code from the download instructions email sent to you by Softrak Systems.

If you are installing an upgrade, you need the serial number and install code from the upgrade download instructions email. A previous version of Adagio Time&Billing 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.**

To install Adagio Time&Billing 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 Time&Billing is installed on a network, you may also need to do a workstation install at each station running Adagio Time&Billing.

To determine if a workstation install is required, start Adagio Time&Billing 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.

**Note1: Adagio Time&Billing requires Adagio Receivables to run**. **Adagio Receivables must be version 9.0C (2012.02.24) or higher.**

Adagio Payables is optional. Adagio Payables must be version 8.1A or higher.

Adagio Time&Billing 8.1D requires Adagio Lanpak (if used) to be version 9.2A or higher.

## Upgrading to 8.1D from 8.1C          **Upgrade Complexity:** Easy ●

**Do not install this upgrade until you are certain you have the upgrades required above available to install.** The upgrades to the other modules may be installed before or after installing the Time&Billing upgrade.

Adagio Time&Billing 8.1D requires Adagio Lanpak (if used) to be version 9.2A or higher. **If you require multiple users in Adagio Time&Billing or TimeKeeper, do not install this upgrade before you have installed Lanpak 9.2A or have it available to install.** If you have any prior version Lanpaks installed but no 9.2A Lanpaks, the Adagio Time&Billing install will warn you.

You should perform a Data Integrity Check in your current version <u>before</u> 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.

A minor database conversion is required. You can convert your database at any time. The program allows you to make a backup before proceeding with the conversion. The conversion from 8.1C should only take a moment. Once your database has been converted, it cannot be opened by earlier versions. You should convert your database by running Time&Billing 8.1D before running TimeKeeper 8.1D.

Remote users must install the TimeKeeper 8.1D upgrade on their remote computer. From the network drive where Adagio Time&Billing has been installed, run: \SOFTRAK\TBWIN\WKSETUP\TKSETUP.EXE. Immediately after installing TimeKeeper on the remote computer, you must run it and do a Refresh to update the data files to their 8.1D versions on the remote computer.

## Upgrading to 8.1D from 8.1B                    Upgrade Complexity: Intermediate ■

**Do not install this upgrade until you are certain you have the upgrades required above available to install.** The upgrades to the other modules may be installed before or after installing the Time&Billing upgrade.

Adagio Time&Billing 8.1D requires Adagio Lanpak (if used) to be version 9.2A or higher. **If you require multiple users in Adagio Time&Billing or TimeKeeper, do not install this upgrade before you have installed Lanpak 9.2A or have it available to install.** If you have any prior version Lanpaks installed but no 9.2A Lanpaks, the Adagio Time&Billing install will warn you.

You should perform a Data Integrity Check in your current version <u>before</u> 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.

A database conversion is required. You can convert your database at any time. The program allows you to make a backup before proceeding with the conversion. The conversion from 8.1B should only take a few minutes. Once your database has been converted, it cannot be opened by earlier versions. You must convert your database by running Time&Billing 8.1D before running TimeKeeper 8.1D.

Remote users must install the TimeKeeper 8.1D upgrade on their remote computer. From the network drive where Adagio Time&Billing has been installed, run: \SOFTRAK\TBWIN\WKSETUP\TKSETUP.EXE. Immediately after installing TimeKeeper on the remote computer, you must run it and do a Refresh to update the data files to their 8.1D versions on the remote computer.

Note: The Edit Customer function now uses a Lanpak license. If another user is already in AR this would require Adagio Lanpak to be installed. The View Customer function does not use a license, nor does viewing customers from within batch entry.

Version 8.1D uses new program icons. To see the new icon you will need to edit the properties of any existing Time&Billing and TimeKeeper shortcuts, click the Change Icon button and select the new image.

Adagio Time&Billing 8.1D uses the new Crystal Reports for Adagio table TBW81. Custom reports (CustomRP) may need to be updated to use the new table. You may also need to recreate some of the standard reports shipped with Adagio Time&Billing that you have modified (ModRP).

GridView views originally created for Time&Billing 8.1B or earlier should be adjusted to use the 'Adagio Time&Billing 8.1C' dictionary (@B81C) 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.

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 to 8.1D from versions earlier than 8.1B

**Adagio Time&Billing is not compatible with older versions of Adagio Receivables**. **Adagio Receivables must be version 9.0C (2012.02.24) or higher.**

**The conversion to 8.1D could take a significant period of time** on databases with a very large number of documents in the current WIP file 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 Time&Billing 8.1D they will be asked "Would you like your historical company access list set up?" Answer yes to have Time&Billing 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.

The Import and Export Customer functions have been removed from Time&Billing. These same functions in AR support all the fields found on the Time&Billing tab in edit customer. **Any custom Import and Export Customer templates in Time&Billing will have to be recreated in AR.**

If you have custom Crystal Reports for Adagio reports (CustomRP folder) or modified reports (ModRP folder) for Adagio Time&Billing that reference tables in Adagio Receivables and you are upgrading to AR from a version prior to 9.0A, you will have to adjust or recreate these reports to use the AR table ARW90. See the Adagio Receivables 9.0A Release Notes or Readme help for details. GridView views for Time&Billing tables that reference AR tables will also require adjustment to use the 'Adagio Receivables 9.0A-9.0C' table (@R90A).

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 \softrak\tbwin\tbwin.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

## Upgrading to 8.1D – converting custom reports and views

If you are upgrading from 8.1B or earlier this section may apply to you. You may need to update your custom and modified reports using Crystal Reports for Adagio, and you will need to adjust any views using Adagio GridView.

### Reports

If you have modified any of the standard reports installed by Adagio Time&Billing, you will have to redo those modifications for Time&Billing 8.1D. Modified reports are files with an .rpt extension that you copied from \softrak\tbwin\StandardRP to \softrak\tbwin\ModRP and modified using Crystal Reports for Adagio.

Custom reports created in Crystal Reports for Adagio for earlier versions of Time&Billing should be modified or recreated for use with Time&Billing 8.1D databases. Custom reports are files with an .rpt extension that you placed in softrak\tbwin\CustomRP.

The main Crystal table for 8.1D is 'TBW81' and replaces 'TBW65'. The structure of the Dockets file was changed for 8.1D to add Optional Fields and Styles, and to support Find by Docket Name and Active dockets functions. Reports using the Dockets table must be adjusted or recreated to use the TBW81 Crystal table. The Dockets table shows as 'File Information' in the Crystal Reports Field Explorer (i.e. "Dockets" are called "Files" in the Crystal table).

There were other minor changes made for 8.1D but reports that do not reference Dockets will generally continue to work using the TBW65 table. However, it is recommended these reports so be changed to use the TBW81 table. You cannot create new reports using the old table and you cannot add new fields added for 8.1D using the old table.

The 'Installed only' method of selecting tables for Adagio when defining reports in Crystal Reports for Adagio using ADAGIO.SSI to find your database is not supported for Time&Billing 8.1D. Find your database by the alternate method of searching for the Time&Billing company profile (global) file 'TBGLOB' instead.

### Views

GridView views originally created for Time&Billing 8.1B or earlier should be adjusted to use the 'Adagio Time&Billing 8.1C' dictionary (@B81C) to ensure that the information displayed is correct. **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.

GridView view files are located in the folder \softrak\tbwin\views if they are launched from the Inquires menu in Time&Billing but may also be located in other folders.

The structure of the Dockets file was changed for 8.1D to add Optional Fields and Styles, and to support Find by Docket Name and Active dockets functions. The Active field was added to the Staff file.

The GETEXTERNALDATA function added in GridView 9.0C (2010.10.01) allows you to create composite views without using tables from the composite dictionaries, such as 'Adagio {Composite Tables 9.0A}' (@Z90A), which are no longer required or maintained. Any views using the composite dictionaries should be updated to use the new function instead.

-- end --