

Toolkit for Adagio

User's Guide

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Toolkit for Adagio

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Installation and Registration

To install Toolkit for Adagio open the file that was sent to you by Dakota Software:

Toolkit93BSetup.exe

- Follow the installation procedure to completion.
- If you wish to run the Toolkit on more than one workstation, you must install the program on a network drive, then do a workstation install on each additional workstation. The workstation install will be installed with the product at the following location:
\\SOFTRAK\TOOLKIT\WKSETUP\WKSetup.exe.
- Start the program and register the product. You will find the **Registration** function under the **Help** menu.

To purchase this product fill in your company information below and forward it to Dakota Software.
When payment is received, we will issue you the serial number, install code and license number to complete the process.

Company name	Dakota Software, Inc.	Email	bwisener@dakotasoftware.com
Contact name	Bob Wisener	Telephone	(604) 986-1198
Address	2607-1033 Marinaside Cr Vancouver, BC	Fax	(604) 608-5512
Zip/Postal code	V6Z 3A3	Dealer	Dakota Software, Inc.
Country	Canada	Consultant	Bob Wisener

Serial number	14972165325552421522	Configuration	Complete Product
Install code	0A7E-E428-6EAE-D64C-4554	Upgrade plan?	<input checked="" type="checkbox"/>
License number	3516621425000		
Comments			

- Complete the form by entering in your company name and other information (excluding the serial number, install code and license number). Please indicate whether you have purchased the complete product or select functions. Also indicate whether you have purchased the annual upgrade plan. If so, you will be entitled to program updates or new functions that are released within the year. Click **OK**, when you have completed the information.
- Print this form and email a copy to support@dakotasoftware.com.
- Dakota Software will issue you a serial number; install code and a license number. Enter this information into the appropriate fields and click **OK**. The program will indicate that it is registered and ready for use.

Error Message	Explanation
The company name, address, zip/postal, phone and contact are all required fields.	You are attempting to save the Product Registration form without completing the required fields. Either complete the information or click on Cancel to exit the form.
The serial number, install code or license number is not valid.	You are attempting to enter an invalid serial number, install code or license number. Please verify that the codes entered have been provided by Dakota Software or your Adagio reseller. We recommend that you copy and paste this information for better accuracy. The codes are specific to a particular product version and release.
The company information has been saved, but the product requires a valid serial number, install code and license number.	The registration information is partially complete. Please complete the process by entering the serial number, install code and license number provided by Dakota Software. Once registered the product will be ready to use.

Company Profile

This function allows you to enter your company information, select a background color and customize program options.

Edit Company Profile

- Select **Profile** from the tool bar.
- Or
- Select **Edit...Company Profile** from the menu bar

Enter in your company information. The company name will appear on the status bar and reports.

To select a background color, click the Company color checkbox and then **Background**. From there you can select any color. Color coding the background can be useful in identifying multiple datasets.

Edit Company Profile

Company Profile | Options | Warnings

Company name: Adagio Corporation, Inc.

Address: 100 North Charles Street
Baltimore, MD

Zip/Postal: 21201

Phone: 555 433-1200

Fax:

Company number: 1

Contact person: Karen Pluebell

Home currency: DOS

Company color: Background

OK Cancel

Options

Under the **Options** tab you may select your preferences from the following options:

The screenshot shows the 'Edit Company Profile' dialog box with the 'Options' tab selected. The settings are as follows:

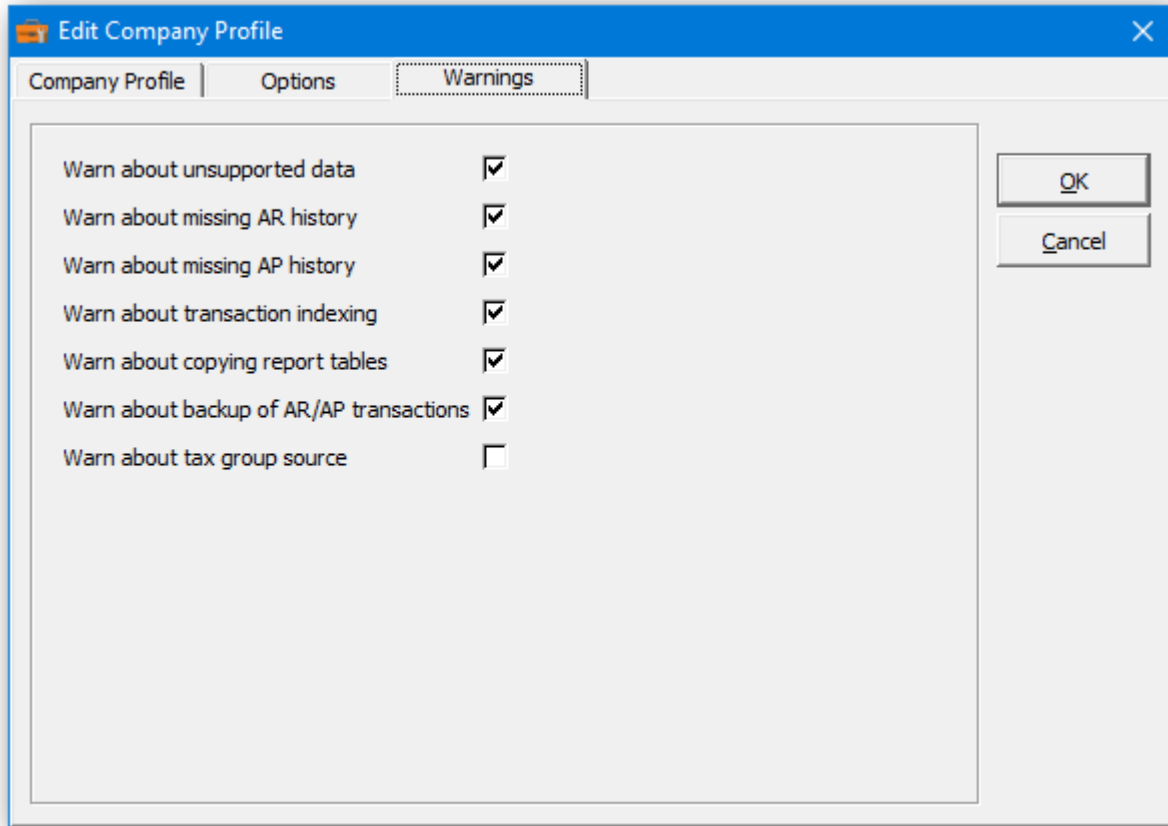
- Open on startup: None
- Default action: Change To
- Default job type: Job
- Combining percentages: Average
- Backup dataset before post:
- Cross reference posted records:
- Auto-backup after data integrity check:
- Auto advance to next new record:
- Auto advance to next edit record:
- Export changes after post:
- Export file: C:\SOFTRAK\TOOLKIT\SAMDATA\ATCHANGES.CSV
- Export field separator: ;
- Non-stock acct set: (empty)
- Default target with source value:
- Confirm before deleting changes:
- Copy starting to ending range value:
- Auto-balance batch entry:
- Visit all batch entry fields:
- Mark for data integrity check:
- Delete changes after post:
- Permit editing of document date:
- Verify source user:
- Tax group source: Order Entry
- Retain cross references for: 0 days
- Retain audit for: 90 days

Options	Description
Open on startup	Select which function you would like to appear upon startup of the Toolkit for Adagio. For example, Change Customers.
Default action	Select the default change type when creating a new record. Choose either 'Change to', 'Combine Into' or 'Copy to'.
Default job type	Select the default job type for JobCost changes. With JobCost, you can choose to change a job, an archived job, a phase or a category.
Combining percentages	Select the action when combining percentages. Choose to take an 'Average', 'Maximum', 'Minimum' or 'Ignore'. This currently applies to percentage complete fields under Adagio JobCost.
Backup data set before post	Select to automatically create a backup of your entire dataset, before any post. *Recommended*
Cross reference posted records	Select to have all the posted records cross referenced with the original codes. The description will change to reflect the new code.

	It may be useful if you want to inform users that the old code has been changed to the new code.
Auto-backup after data integrity check	Select if you want to create a backup of the Toolkit data after a clean data integrity check.
Auto advance to next new record	Select to have the next new record automatically advanced.
Auto advance to next edit record	Select to have the next edit record automatically advanced.
Export changes after post	Select to have all posted changes exported. This may be useful for third party applications that need to process these changes.
Export file	Enter the full path and file name for exporting posted changes. The export file can be manually cleared using the maintenance function.
Export field separator	Enter the field separator for exporting posted changes. If the description contains quotes or commas, you may need to choose an alternate separator.
Non-stock item acct set	When items are converted from stock to non-stock items, they require a control account set. The control account set requires a 'user specified' costing method.
Retain cross references for ___ days:	Insert how many days you wish to retain cross references for. You still need to run the purge function to remove outdated records.
Retain audit for ___ days:	Insert how many days you wish to retain audit records. You still need to run the purge function to remove outdated records.
Default target with source value	Select if you want to default the target value (To Field) with the source value.
Confirm before deleting changes	Select if you want to confirm each delete. If you have imported a list of change records and then you'd like to delete several records, this option could hasten the process. Alternatively, you can use the popup menu (right click over the grid) to delete all pending records.
Copy starting to ending range value	Select if you want to copy the starting range value to the ending range value when printing reports.
Auto-balance batch entry fields	If selected, the Edit Posted Transactions function will default the last entry to the remaining balance.
Visit all batch entry fields	Select this option, if you'd like the cursor to appear in the first editable field or the account. This option may save time tabbing through fields, while editing Posted Transactions.
Mark for data integrity check	Select if you want to force a data integrity check in affected products. For example, you change customers and you force a data integrity check in Adagio Receivables.
Delete changes after post	Select to have all the pending changes deleted after the post. It makes sense to delete your changes after they are posted, but you may want to review what changed last. Alternatively, you can print the audit trail after the post.

Permit editing of document date

Select this option, if you'd like the ability to edit the document date on customer and vendor transactions. If edited, there could be a discrepancy between the edited document date and the date of the transactions already sent to the General Ledger.

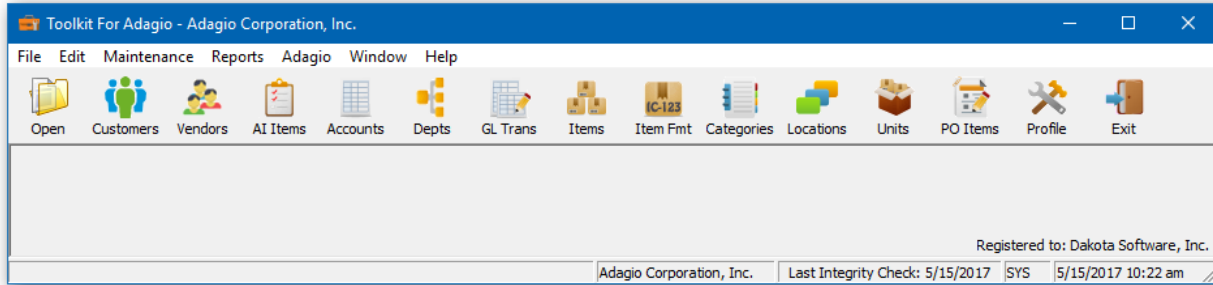


Warnings	Description
Warn about unsupported data	Select to have a warning message on startup, if the program detects unsupported data. The program will review all data and let you know when it doesn't recognize data. It may not recognize the product or version. If it's old or used data, it may not be a concern to this product. *Recommended*
Warn about missing AR history	The re-calculate customer statistics function relies upon posted documents in the current and historical transaction file. If these files are empty, the current statistics could be cleared. If this condition is detected, a warning will be issued.
Warn about missing AP history	The re-calculate vendor statistics function relies upon posted documents in the current and historical transaction file. If these files are empty, the current statistics could be cleared. If this condition is detected, a warning will be issued.

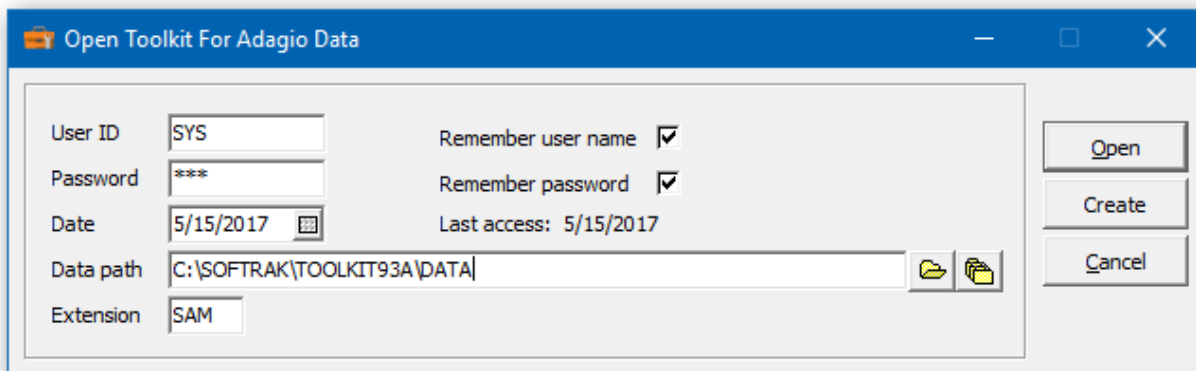
Warn about transaction indexing	The Edit Posted Transaction function requires an indexed transaction file. A warning will be issued, before this procedure. If there are subsequent postings in the GL, the index will require an update. Unselect this option, if you want this procedure to occur automatically.
Warn about copying report tables	A warning is issued if the install fails to copy report tables to the report folder.
Warn about backup of AR/AP transactions	Editing AR or AP transactions does not backup the dataset. It's strongly recommended that you do a manual backup before making any changes.
Warn about tax group source	Tax groups can be maintained in Adagio Order Entry, Purchase Orders, Invoices, Inventory and Time Billing. A warning is issued when you start making changes to Tax Groups. Indicate where the tax groups are maintained from the options tab.
Tax group source	Tax groups can be maintained in Adagio Order Entry, Purchase Orders, Invoices, Inventory and Time Billing. Indicate where the tax groups are maintained.
Verify source user	Select this option, if you'd like to verify the source user ID when entering changes to users. If the users you intend to change are no longer in your user list, you should disable this option.
Make changes to the master user list	Select this option, if you'd like to change the master list of users when changing users. If you maintain multiple datasets, you probably want to disable this option. The user list is common to all of your datasets.

Program Startup

To run the Toolkit for Adagio, click the Toolkit icon on your Windows desktop. If an icon isn't provided you may need to start the Toolkit from the Windows Start Menu. Look for Toolkit For Adagio under the Start Menu.



- From the File menu, select **Open**. Enter SYS for the User ID and SYS for the Password. If you are logged in as the Administrator, you can setup new users and change the Administrator's default password.



Command Line Parameters

Command line parameters are provided to simplify the login for users. If you identify the User ID, Password, Data Path and Data Extension, the opening dialog will not appear. Setting the login information is only applicable to offices where security is not a concern.

To add command line parameters, click on the Toolkit desktop icon and right-click properties. Add one or more parameters to the Target field.

For example: C:\SOFTRAK\TOOLKIT\BIN\toolkit.exe /usys /pabc

Available parameters are as follows:

Parameter	Description
/u	Allows you to set the default user. Ex: /uSYS
/p	Allows you to set the default password. Ex: /pABC
/d	Allows you to set the default data path. Ex: /dC:\SOFTRAK\TOOLKIT\DATA
/e	Allows you to set the default data extension. Ex: /eDAT
/r	Allows you to automatically post changes. Use an additional letter to indicate which function to run. C=Customer, V=Vendor, A=Account, I=Inventory Item, Q=Invoice Item, J=Job, L=Location, G=Category, N=Sundry Item, P=Salesperson, D=Department, S=ShipTo, U=Units, T=Territory, R=Price List, B=PO ShipTo, X=AR Ctl Acct, Y=AP Ctl Acct, D=AP Bank, E=BR Bank, Z=Users, F=Tax Groups, H=Projects M=BOM. Multiple functions are permitted. Ex: /rCVA
/q	Allows you to close Toolkit after posting. This option is used in conjunction with /r.

Security, Group and User Setup

Security

The Group and User Setup function in Toolkit for Adagio is where the System Administrator assigns individual users and groups access to specified areas. To ensure security of your system and your data it is essential that only those users or groups have limited access to specific areas as it prevents unauthorized users from entering the system.

The **Group Setup** must be established first and then individual **Users** can be set up. For consistency you may want to use groups and users that are used in other Adagio software products.

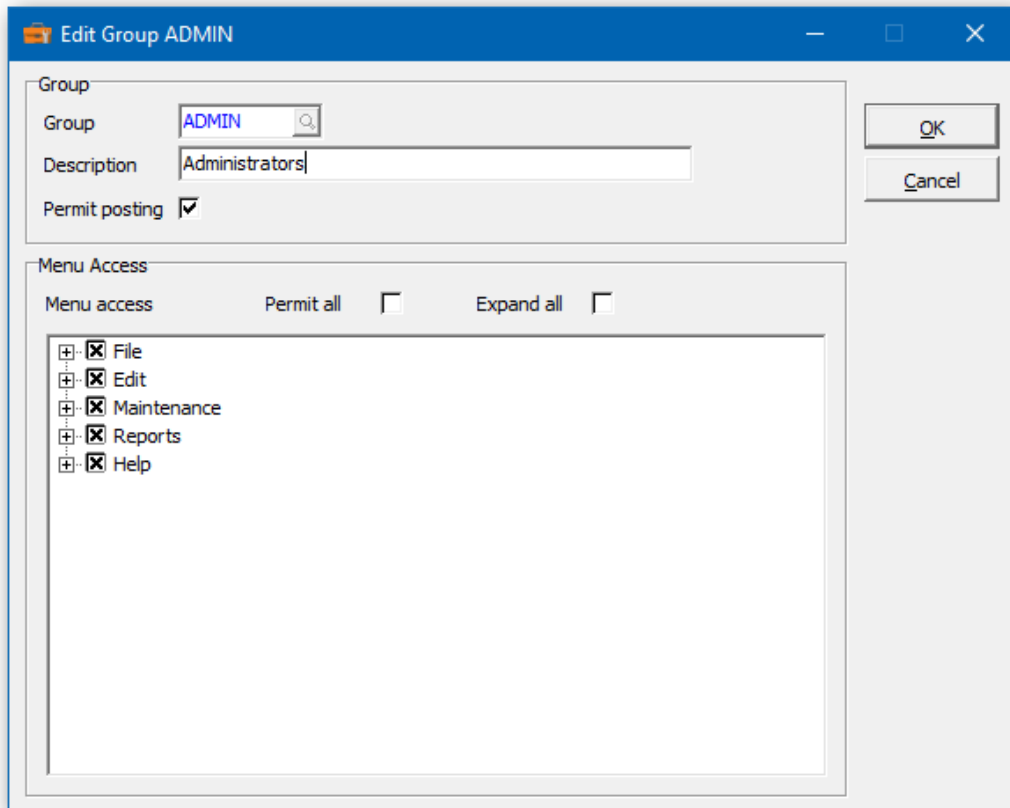
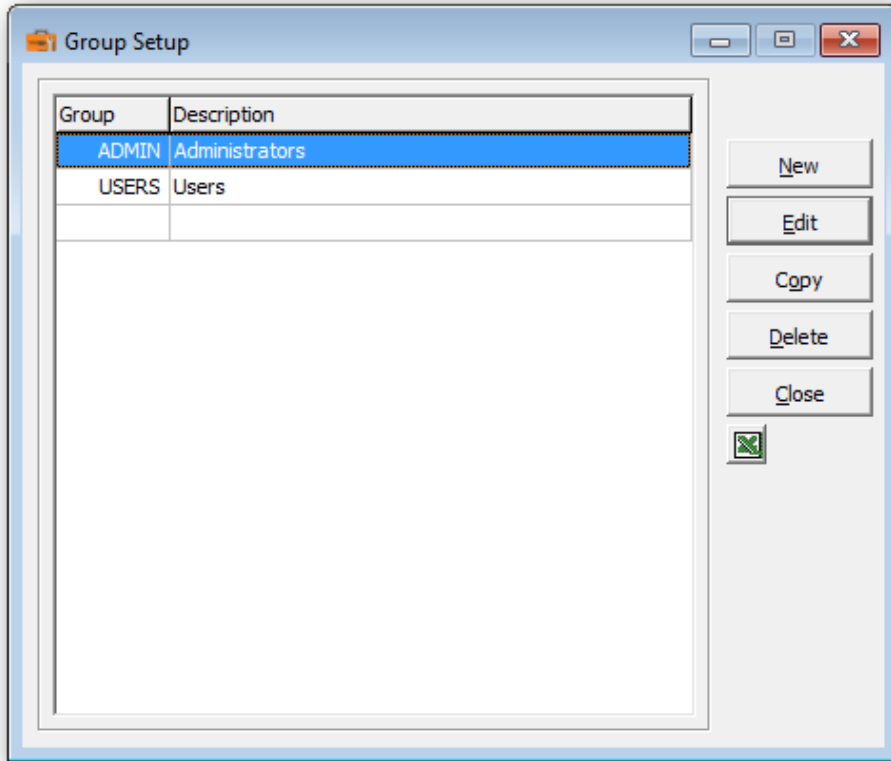
As a safety precaution you will not be able to disable the system administrator (SYS) from accessing any functions.

Group Setup

To create a New User Group

- Select **Group Setup** from the **File** menu bar. This form will list all the user groups currently set up on your system.
- To create a new user group, click **New**. The **Edit Group** window will open. Select from the drop down menu in the **Group** field, or enter in a new Group short name in the Group field and an expanded name in the **Description** field.
- Deselect from the check boxes under **Menu** Access as to which areas this group will be permitted to view. Click on the expanded access box to view all the menu functions.
- The **Permit Posting** option will grant access to any post function.
- Click on **OK** to save.

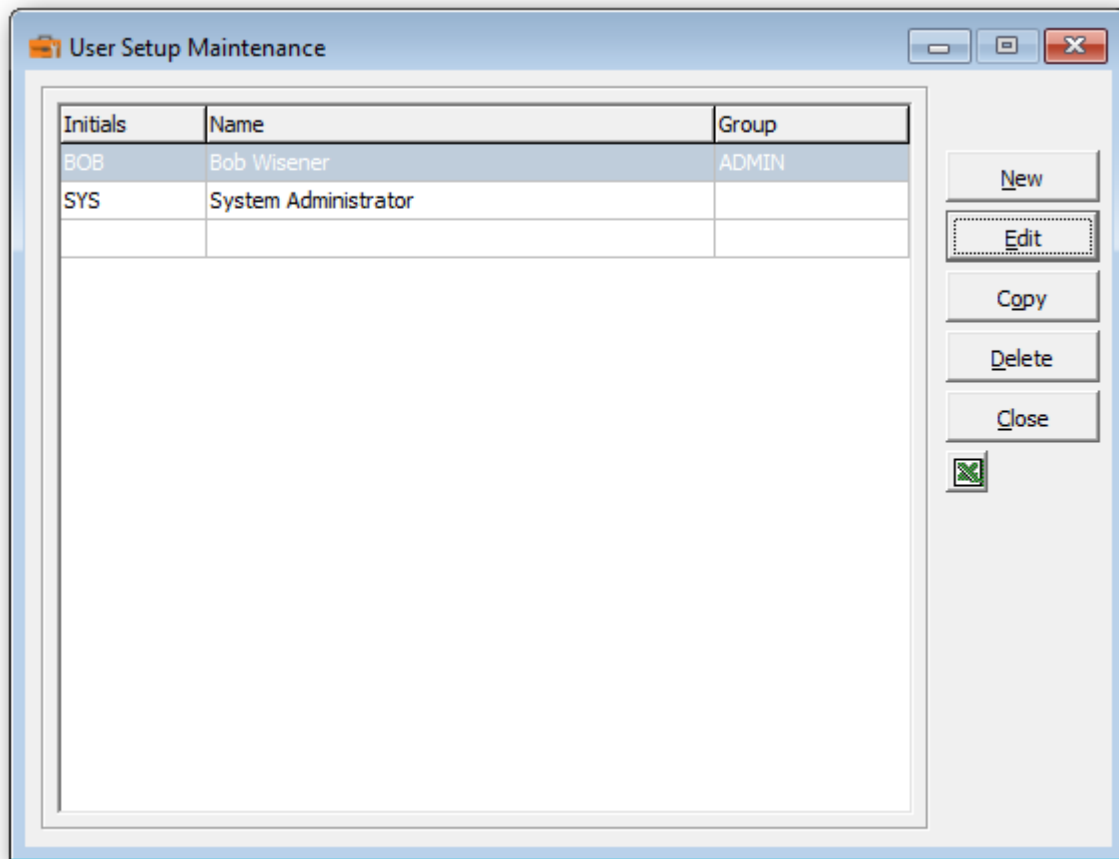
Recommended Disable the choice of 'User Setup' and 'Group Setup' under the File menu choice as this will prevent users from being able to edit their own group.



User Setup

To differentiate between users, you must add each user to the system. At this time you can also specify a user group for each user.

- From the **File** menu, select **User Setup** and the **User Setup Maintenance** window appears, all current users on the system are listed.

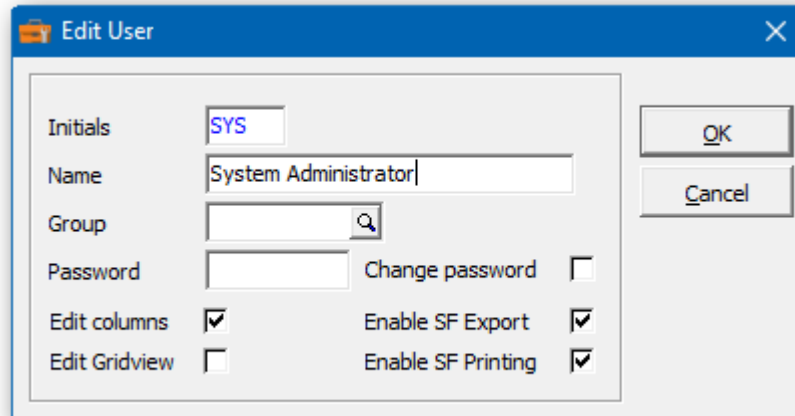


- From this form you can select:
 - New** to create a new user
 - Edit** to modify an existing user
 - Copy** to copy the details to another new user
 - Delete** to delete a user
 - Close** to close the form

Adding a New User

- To add a new user click on **New** and the **Edit User** form will appear.
- Enter in the initials, name,

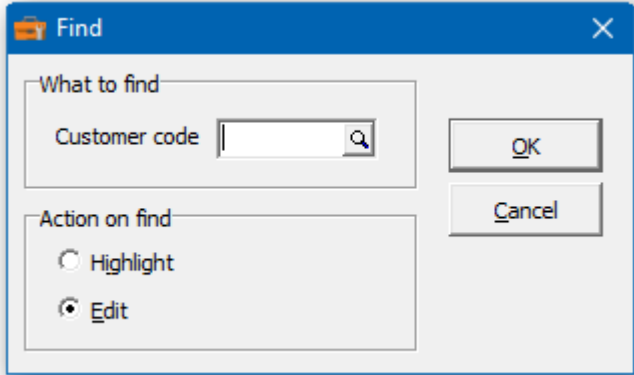
- Enter in Group, if applicable or select from the drop down menu. The Group will be important if you wish to setup the menu level security or prevent posting.
- Enter in password
- Check the **Edit Columns** option, if grid column editing is permitted.
- Check the **Edit GridView** option, if they can access GridView from this product.
- Check the **Enable SF Export** option, if they can export from the Smart Finder window or a data grid.
- Check the **Enable SF Printing** option, if they can print the Smart Finder results.
- Click **OK** to save.

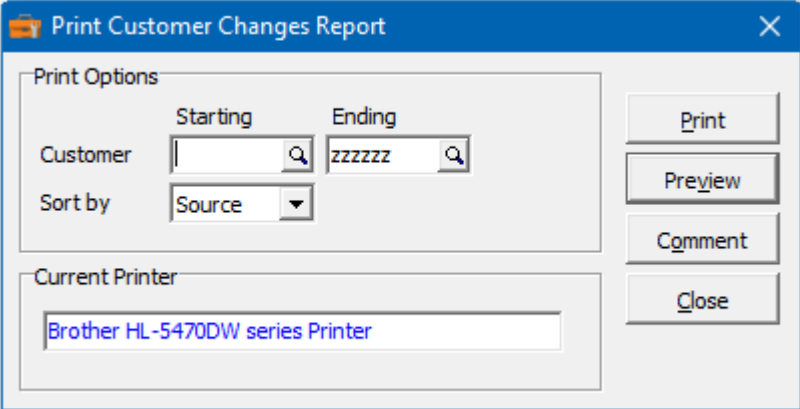
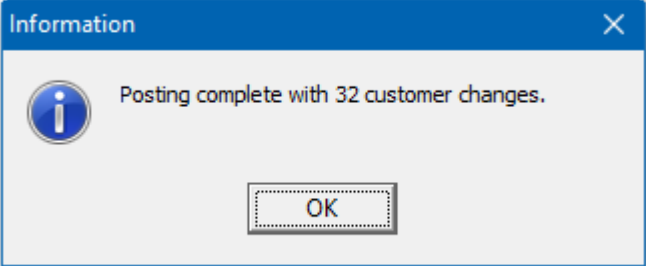


Error Messages	Explanation
You cannot delete the System Administrator	You are attempting to disallow the system administrator (SYS) from accessing any functions. This is a safety measure in case you accidentally disallow everyone from a particular function.
Error adding record to users, record already exists.	You are attempting to use initials that are already in use.
User's group cannot be blank	You are attempting to close the form without assigning a group to the specific user.

Common Menu Functions

The following functions are common to many of the Toolkit for Adagio forms.

Command	Description
New	Creates a new record. For example, a change, combine or copy.
Edit	Will allow you to edit or change a record you have already saved. Such as changing the account number. To save time, press F2 from the grid, to edit a record.
Delete	Will delete the record highlighted in the form. You will be prompted to verify the deletion before it occurs, unless you have turned off this option under the company profile.
Delete All	Will delete the entire list of changes.
Find	<p>The find function will help you locate a particular record. This is helpful if you have several pending changes. You can also select what action to take upon locating, either highlighting it or making it available for editing.</p>  <p>To save time, a shortcut to the find function is available from any grid. Press F5 button to initiate a find with the finder window open. Press F6 to initiate a find with the smart finder window open.</p>

Print	<p>Will print the list of pending changes. You can choose to sort the records by source (From field) or target (To field). You can print to a selected printer or preview the report. If you select Print, you will be prompted to select the printer. The default report printer can be set under File...Options. A comment can also be added to the footer of the report.</p> 
Post	<p>Will post the pending changes. Once the posting is complete you will be notified of the number of changes occurred.</p> 
Close	<p>Will close the form you were currently on. Pressing ESC will also close the form.</p>
Popup Menu	<p>If you right click over the grid, a popup menu of functions will appear. The menu functions include those described above, as well as the ability to delete the entire list or sort entries. You can sort by 'from' or 'to' column.</p>

Actions

Change To

When you choose the **Change To** action all information currently associated with one number will be associated with a new number. The original number will no longer exist, unless cross-referencing has been selected.

Combine Into

When you choose the **Combine Into** action all information belonging to one number will be added to another number, including the balances, transactions and statistics. The number which was combined will no longer exist, unless cross-referencing has been selected. The number combined into will retain its original non-accounting information including the name, address etc.

Copy To

When you choose the **Copy To** action all of the non-accounting information, such as the name, address, terms, salesperson, etc., will be copied from one number to create another number. The original number will not be affected by the copy in any way.

Print Changes

When you choose this function the list of changes entered, but not yet posted will be printed. If the changes are correct, choose the menu selection, **Post Changes**. If the changes are not correct or incomplete, select the **Edit** menu selection to make the necessary corrections.

Post Changes

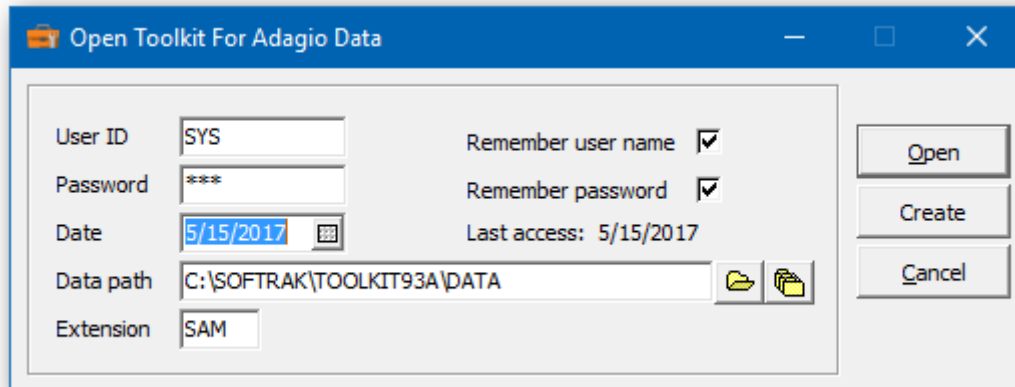
When you choose **Post**, this function will execute each pending change. The function will search out each source field and affect a change. Changes will be made to all supported data modules, including historical data.

Error Message	Explanation
This function is limited to registered users of the Toolkit for Adagio. To purchase a full working copy of this product, please contact your dealer of Dakota Software. Technical support is only available to registered users.	You are running an unregistered version of the Toolkit for Adagio. The post functions will be disabled, until the registration process is complete.
Unable to obtain exclusive access to this dataset. It's currently being used by [_____] in [_____].	The dataset you are attempting to access is in use by another user(s) and requires exclusive access.
Unable to gain _____ access to _____. It's currently in use by _____.	You are attempting to access a function currently in use by another user. Exclusive access is required.
Currency files not found, unable to continue.	The currency files associated with this dataset could not be found.
Global file is currently being used by _____. Access is not available.	You are attempting to access a global file that is currently in use by another user.
Unsupported data was detected (_____). No action will be taken on this data. Use the 'Active Data' function for further details.	Unsupported data was detected. There may be no cause for concern, because it may be unrelated or unused data. Please check the Active Data function for details. The warning will appear each time the data is opened, however you can disable the warning.
Warning, user [_____] has the database open for this company. If this user does not close the database before the integrity check starts at _____, this may cause fatal errors to be reported or cause an incomplete backup. There may be other users also in the database. Use the Active Users function in the Help menu to list all current users.	A specified user has the database open which may result in fatal errors before the data integrity check starts. Check under Help on the menu bar and select Active Users for further details.

Data Creation & Opening Data

Before using the Toolkit, you will need to create Toolkit data. It's recommended that you determine the drive, directory and data extension of your existing Adagio dataset. You will need to create Toolkit data in the same location and data extension. Sample data is provided at \SOFTRAK\TOOLKIT\DATA with the extension, SAM.

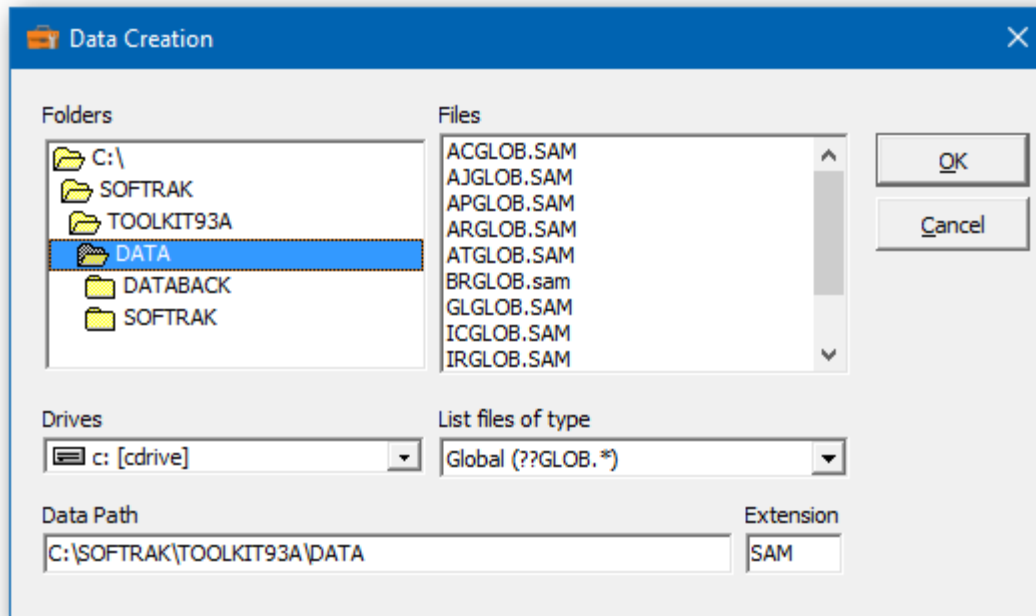
Select Open Toolkit for Adagio Data from the menu.



Enter your User ID and Password. The default User ID is SYS and the default password is SYS. If you choose to remember the login credentials, the fields will be recalled the next time you access the data

If this is the first time you're opening this database, click **Create** to create new Toolkit data.

Select the drive, path and extension for your new data set.



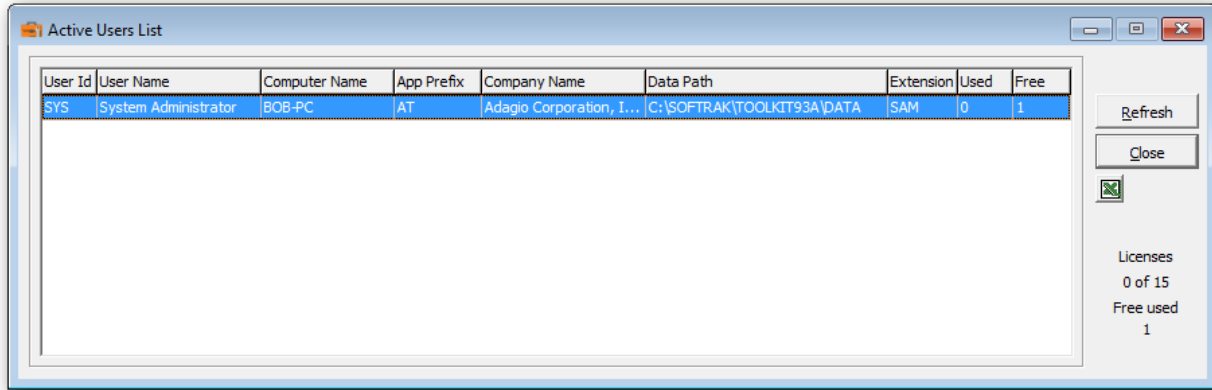
- Click **OK**. You will then be prompted to confirm the data creation.

Once you have set up the data files, each time you start Toolkit for Adagio the most recently opened data files will automatically appear in the Open dialog. All you will have to do is enter your User ID and password, then click **Open**. The sign on process is the same as any other Adagio product.

Error Message	Explanation
Toolkit For Adagio data was not found.	The program was unable to open data at the specified location and data extension. If you have specified a mapped network drive, ensure that this drive is valid and active.
Toolkit For Adagio data already exists at this location. Please choose an alternate directory or data extension.	You are attempting to create Toolkit data in a location where data already exists. Please choose an alternate directory or data extension
A valid User ID is required before proceeding	The user and/or password are invalid. Confirm your login by reviewing the user setup in another Adagio product.
Unable to create directory	The directory cannot be created. It could be due to your user rights, an invalid drive or directory name.
Please enter a valid data extension	The data extension is either missing or invalid.
Unable to create a file at that location. Please check your data path.	The program was unable to create data at the specified location. Please confirm the data path, extension and your right to create data at that location.
Unable to open data at that location. Please check your data path.	The program was unable to open data at the specified location and data extension. If you have specified a mapped network drive, ensure that this drive is valid and active.
Toolkit For Adagio data was not found. Do you want to create it?	Toolkit data was not found at the specified location. Please confirm the data path, extension. If this is a mapped drive, ensure that it's active.

Active Users, Active Data

To view all users logged into the current dataset, select the menu option **Active Users** under the **Help** menu. This function could be useful, if you are attempting to post changes and you require exclusive access to the dataset.

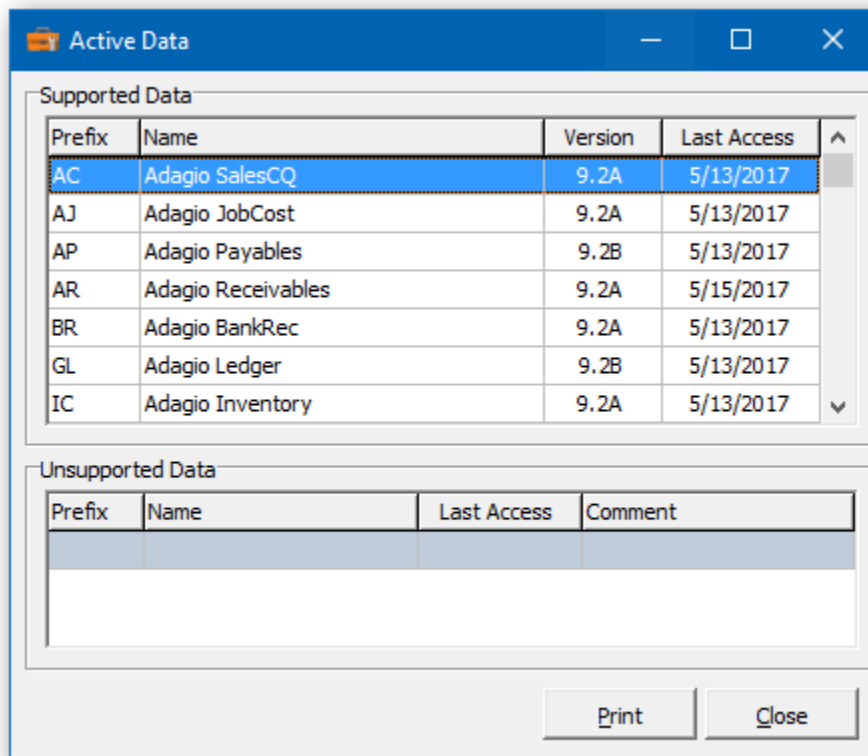


User Id	User Name	Computer Name	App Prefix	Company Name	Data Path	Extension	Used	Free
SYS	System Administrator	BOB-PC	AT	Adagio Corporation, I...	C:\SOFTRAK\TOOLKIT93A\DATA	SAM	0	1

Refresh
Close

Licenses
0 of 15
Free used
1

To review the status of your installed data, select the menu option **Active Data** under the **Help** menu. The function will determine if your data modules are supported or unsupported and when each product was last accessed.



Prefix	Name	Version	Last Access
AC	Adagio SalesCQ	9.2A	5/13/2017
AJ	Adagio JobCost	9.2A	5/13/2017
AP	Adagio Payables	9.2B	5/13/2017
AR	Adagio Receivables	9.2A	5/15/2017
BR	Adagio BankRec	9.2A	5/13/2017
GL	Adagio Ledger	9.2B	5/13/2017
IC	Adagio Inventory	9.2A	5/13/2017

Prefix	Name	Last Access	Comment
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Print Close

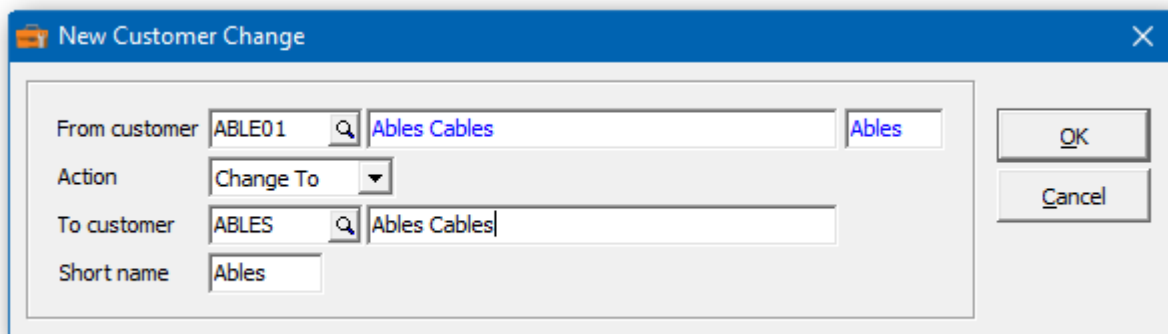
Customer Changes

The Toolkit for Adagio will allow you to change, combine into or copy a customer code.

To begin:

- Select **Customers** from the toolbar.
Or
- Select **Edit...Receivables...Customer Changes** from the menu bar
- Select **New** to create a new customer change record.

- When the New Customer Change form appears, enter the 'from' customer, the action (Change To, Combine Into or Copy To) and the 'to' customer and perhaps a new name or short name.
- Click **OK** to accept the new record.



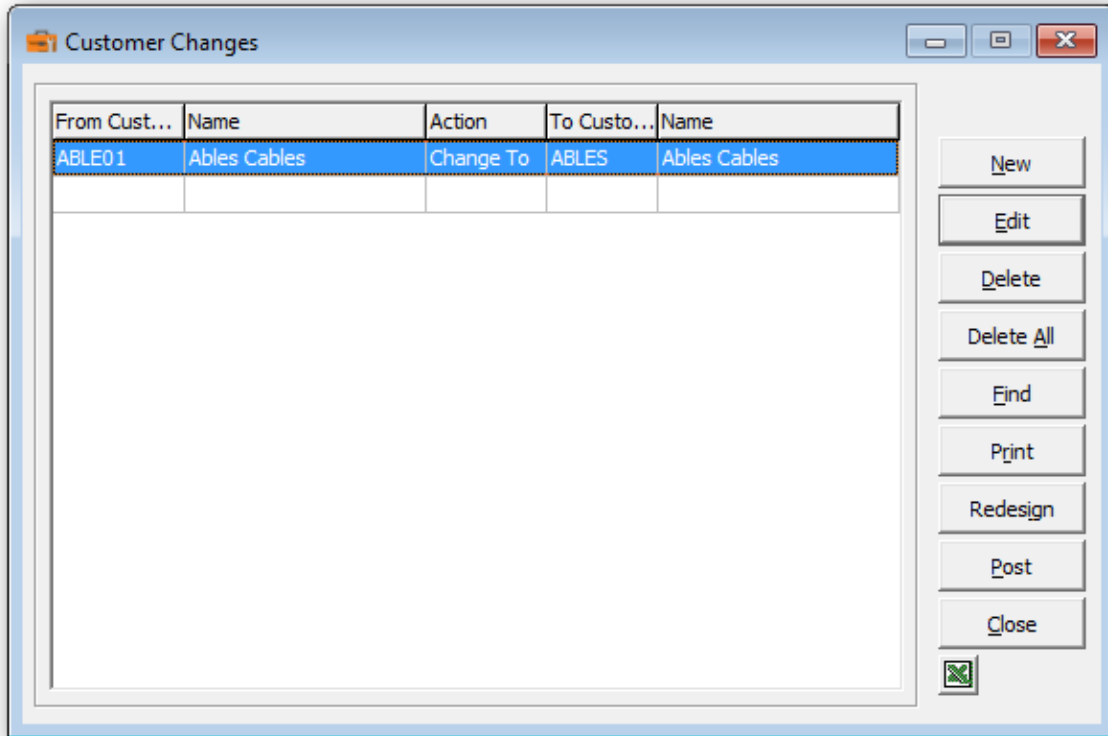
In the Customer Changes grid you will see the pending customer change. Repeat the process for multiple customer changes. If you have several changes, you may want to consider importing your list of changes from Excel.

Wildcards can be used to enter a series of records. Use a series of question marks to indicate any character in that position. For example, typing customer '51????' would select customer codes that start with '51'. With this example, you could change all of the '51????' customers to '61????'. Wildcards can be used to change, combine or copy records.

A wildcard change will generate multiple change records. The function will search the database for records that match. Records may be ignored, if entry rules are violated. For example, a customer cannot be referenced, if it's already involved in a pending change.

- From this form you can select:
 - New** to add a change
 - Edit** to modify your change
 - Delete** to delete your change
 - Delete All** to delete all your changes
 - Find** will search for a particular change
 - Print** to print the change list
 - Redesign** to change all codes from the names or numeric series
 - Post** to post your changes
 - Close** to close the form

A right click over the grid will display a popup menu with same functions. In addition, you can set the grid sort order. You can choose to sort by 'from' or 'to' customer.



- Select **Redesign** to change all customer codes to a new format. The new format can be based upon the customer name or a numeric series. For example, the customer code could be constructed from the first four characters of the customer name plus a trailing two digit number. The numeric portion is used to avoid duplication of customer codes.
- Select the number of characters from the first and second words of the customer name. Choose the length and initial value for the trailing numeric value. The total length cannot exceed 6.
- The process can be configured to ignore customer names that start with a particular phrase. For example, 'THE', 'CITY OF' or 'DISTRICT OF'.
- Alternatively, create a numeric series by choosing a starting value and increment. A 6 digit number is preferable to make all the codes a uniform length.
- The sample customer will preview the new format.
- Once configured, select **OK** to generate the new customer codes. The changes won't be made permanent until they are posted. Feel free to review and edit the records before committing to the new format.

Error Message	Explanation
The total number of characters plus the trailing numeric length must be less than or equal to 6.	Check your settings to make sure that they don't exceed 6 characters in length. Customer codes cannot exceed 6 characters.
Pending customer changes will be deleted. Are you sure you wish to proceed?	You have existing pending records. Those changes will be deleted if you generate new customer codes.

Redesign Customer Codes [X]

Method

From customer name Numeric series

Options

Characters from first word

Characters from second word

Trailing numeric length

Starting numeric value

Ignore phrases that start with

Sample

OK

Cancel

Redesign Customer Codes [X]

Method

From customer name Numeric series

Options

Starting numeric value

Increment by

Sample

OK

Cancel

- If you wish to print the Customer Changes Report, select **Print** from the Customer Changes form. Select the range of customers and the sort order.

Print Customer Changes Report

Print Options

Customer Starting Ending

Sort by Source

Current Printer

Brother HL-5470DW series Printer

Print

Preview

Comment

Close

- From this form you can select:

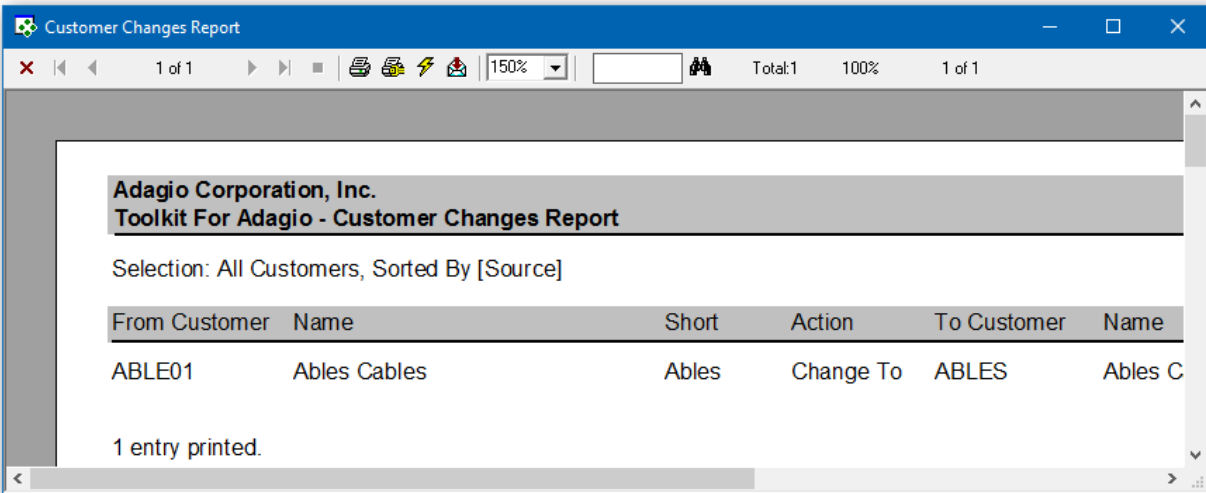
Print to print this report

Preview to preview the report before printing

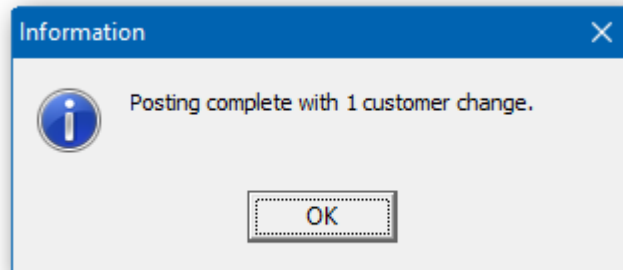
Comment to add any comments to the footer of the report

Close to close form without printing

Here is a sample print preview of the Customer Changes Report:



- The **Post** function will perform a series of steps before changes are made. First, the pending changes will be checked for accuracy. If the changes are acceptable, the database will attempt to lock the dataset exclusively. If the option to 'backup before post' has been selected, a backup of the entire dataset will be performed. Once the backup is complete, the program will execute the list of changes. A completion message will report on how many customers were changed.



Error Message	Explanation
Customer _____ does not exist. Please correct the problem before posting.	You are attempting to post to a change to a customer that does not exist. Either the customer was deleted or the change has already been posted.
Customer _____ already exists. Please correct the problem before posting.	You are attempting to combine into a customer number which already exists.
Customer _____ already exists.	You are attempting to copy or change a customer number into a target customer that already exists.
An action is already pending for customer _____.	You are attempting to perform an action on a customer that already has a pending action.
Please enter a different target customer to the source _____.	The 'From' and 'To' customers are the same.
Please enter a customer to _____	You are attempting to combine or copy to a customer number which has not been identified. The source or target cannot be blank.
Customer _____ does not exist.	You are attempting to combine or copy into a source or target that does not exist.
Currency/decimal mismatch between customer _____ and _____.	You are attempting to combine two customers with different currencies.

Recalculate Customer Statistics

This function can be used to recalculate your customer's statistics. These statistics are normally updated when transactions are posted. Period to date totals are cleared by Period End Processing. Year to date totals are cleared by Year End Processing. If these procedures are neglected or run on inappropriate dates, it may be necessary to recalculate these statistics.

Please note that the new statistics will be based upon the current and historical transactions on file. If the date range extends beyond the available transactions, the new statistics will not be accurate.

- Select **Edit...Receivables...Recalculate Customer Statistics** from menu bar.
- Select the statistics that you'd like to update.
- Enter the date range for the statistics you plan to update.
- The latest statistics are not restricted by a date range.
- Select **Post** to recalculate the customer's statistics.

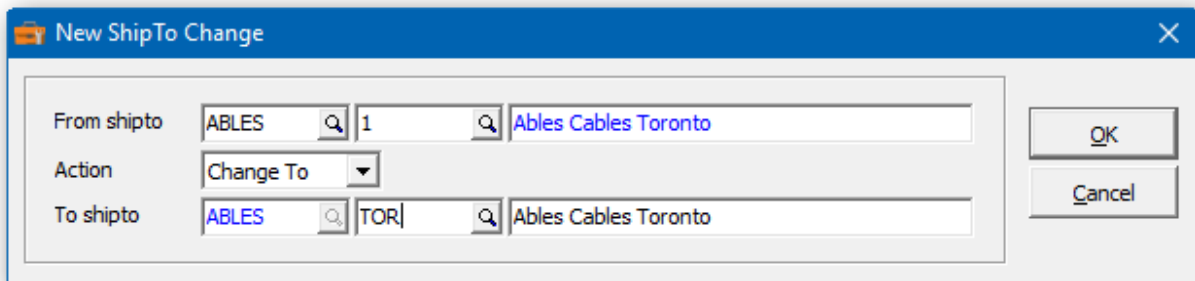
Error Message	Explanation
The ____ start date exceeds the ending date. No customer statistics will be processed.	The date range is not valid. Check the applicable date range to ensure that the end date is greater than the starting date.
Please enter a valid ____ date before proceeding.	Check to ensure that each date field is a valid.

ShipTo Changes

The Toolkit for Adagio will allow you to change, combine into or copy a ShipTo code for a particular customer. For Adagio Receivables 9.0A or later, the ShipTo addresses are maintained in Receivables, instead of OrderEntry or Invoices.

To begin:

- Select **Edit...Receivables...ShipTo Changes** from the menu bar, if you're running Adagio Receivables 9.0A or later.
Or
- Select **Edit...Order Entry...ShipTo Changes** from the menu bar.
Or
- Select **Edit...Invoices...ShipTo Changes** from the menu bar.
- Select **New** to create a new shipto change record.
- When the New ShipTo Change form appears, enter the 'from' customer and shipto code, the action (Change To, Combine Into or Copy To) and the 'to' shipto code. If you're changing a shipto code, you can edit the name.
- Click **OK** to accept the new record.



In the ShipTo Changes grid you will see the pending shipto change. Repeat the process for multiple shipto changes. If you have several changes, you may want to consider importing your list of changes from Excel.

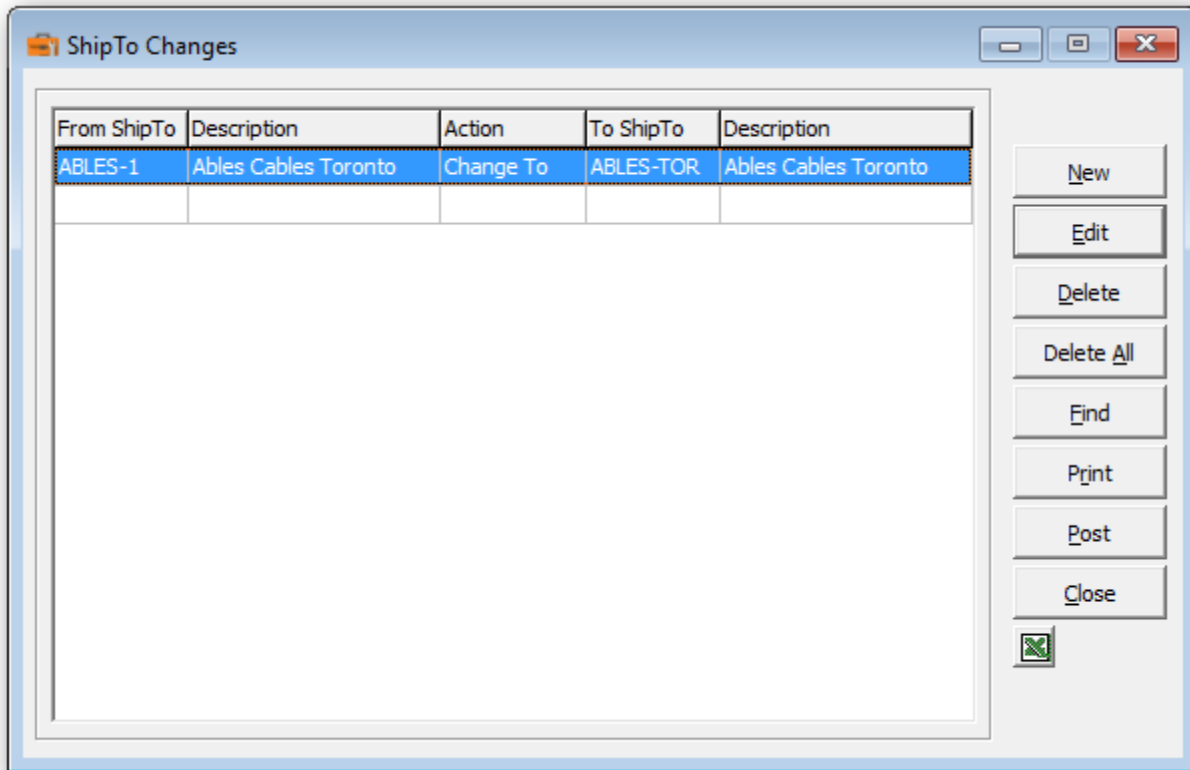
Wildcards can be used to enter a series of records. Use a series of question marks to indicate any character in that position. For example, typing a shipto code of '1?????' would select shipto codes that start with '1'. With this example, you could change all of the '1?????' shipto codes to '2?????' for a particular customer. Wildcards can be used to change, combine or copy records.

A wildcard change will generate multiple change records. The function will search the database for records that match. Records may be ignored, if entry rules are violated. For example, a shipto code cannot be referenced, if it's already involved in a pending change.

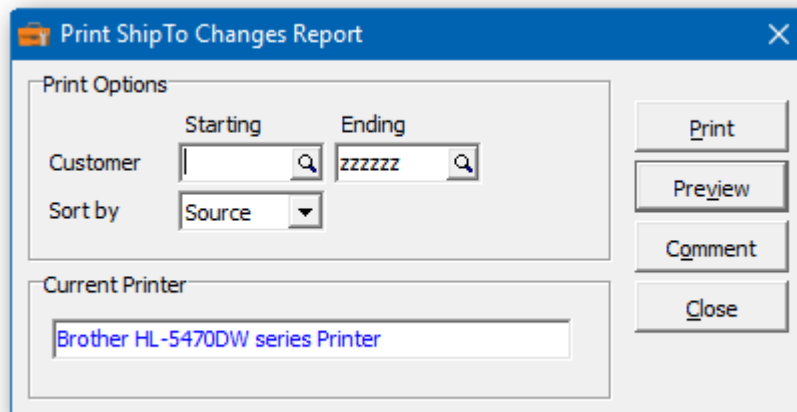
- From this form you can select:
 - New** to add a change
 - Edit** to modify your change
 - Delete** to delete your change
 - Delete All** to delete all your changes
 - Find** will search for a particular change
 - Print** to print the change list

Post to post your changes
Close to close the form

A right click over the grid will display a popup menu with same functions. In addition, you can set the grid sort order. You can choose to sort by 'from' or 'to' shipto.



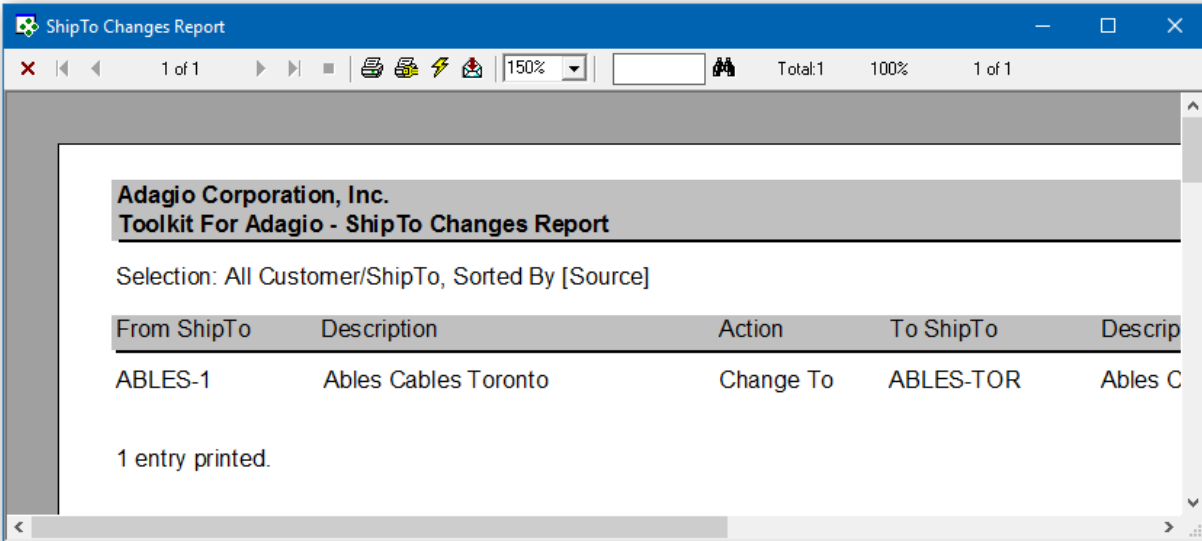
- If you wish to print the ShipTo Changes Report, select **Print** from the ShipTo Changes form. Select the range of customers and the sort order.



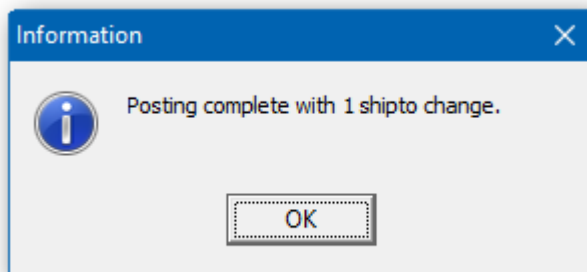
- From this form you can select:
Print to print this report
Preview to preview the report before printing

Comment to add any comments to the footer of the report
Close to close form without printing

Here is a sample print preview of the ShipTo Changes Report:



- The **Post** function will perform a series of steps before changes are made. First, the pending changes will be checked for accuracy. If the changes are acceptable, the database will attempt to lock the dataset exclusively. If the option to 'backup before post' has been selected, a backup of the entire dataset will be performed. Once the backup is complete, the program will execute the list of changes. A completion message will report on how many shipto codes were changed.



Error Message	Explanation
ShipTo _____ does not exist. Please correct the problem before posting.	You are attempting to post to a change to a shipto code that does not exist. Either the shipto was deleted or the change has already been posted.
ShipTo _____ already exists. Please correct the problem before posting.	You are attempting to combine into a shipto code which already exists.
ShipTo _____ already exists.	You are attempting to copy or change a shipto code into a target location that already exists.
An action is already pending for shipto _____.	You are attempting to perform an action on a shipto code that already has a pending action.
Please enter a different target shipto to the source _____.	The 'From' and 'To' shiptos are the same.
Please enter a shipto to _____	You are attempting to combine or copy to a shipto which has not been identified. The source or target cannot be blank.
ShipTo _____ does not exist.	You are attempting to combine or copy into a source or target that does not exist.

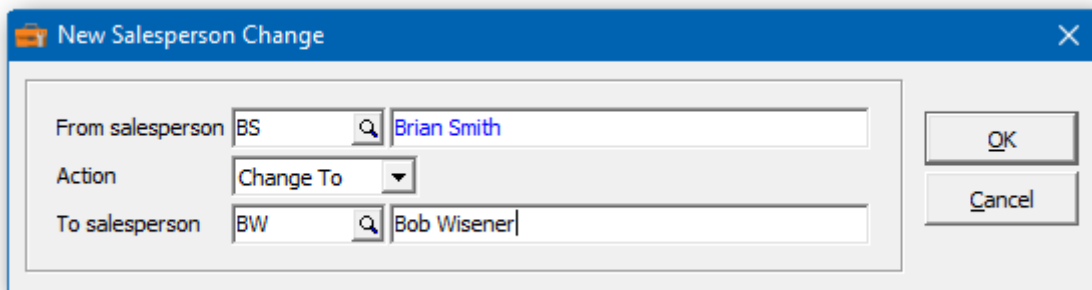
Salesperson Changes

The Toolkit for Adagio will allow you to change, combine into or copy a Salesperson code. For Adagio Receivables 9.0A or later, the salespersons are currently maintained in Receivables, instead of OrderEntry or Invoices.

To begin:

- Select **Edit...Receivables...Salespersons Changes** from the menu bar, if you're running Adagio Receivables 9.0A or later.
Or
- Select **Edit...Order Entry...Salesperson Changes** from the menu bar.
Or
- Select **Edit...Invoices...Salesperson Changes** from the menu bar.
- Select **New** to create a new salesperson change record.

- When the New Salesperson Change form appears, enter the 'from' salesperson code, the action (Change To, Combine Into or Copy To) and the 'to' salesperson code. If you're changing a salesperson code, you can edit the name.
- Click **OK** to accept the new record.



In the Salesperson Changes grid you will see the pending salesperson change. Repeat the process for multiple salesperson changes. If you have several changes, you may want to consider importing your list of changes from Excel.

Wildcards can be used to enter a series of records. Use a series of question marks to indicate any character in that position. For example, typing a salesperson code of '1?????' would select salesperson codes that start with '1'. With this example, you could change all of the '1?????' salesperson codes to '2?????'. Wildcards can be used to change, combine or copy records.

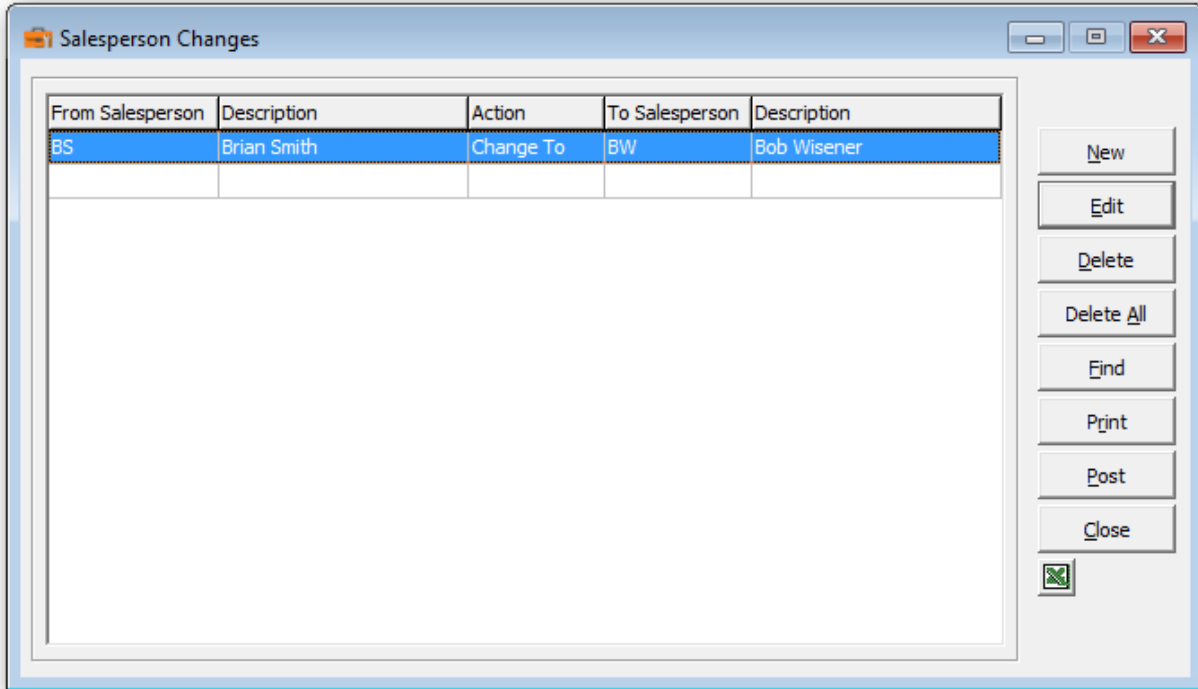
A wildcard change will generate multiple change records. The function will search the database for records that match. Records may be ignored, if entry rules are violated. For example, a salesperson code cannot be referenced, if it's already involved in a pending change.

- From this form you can select:
 - New** to add a change
 - Edit** to modify your change
 - Delete** to delete your change
 - Delete All** to delete all your changes
 - Find** will search for a particular change

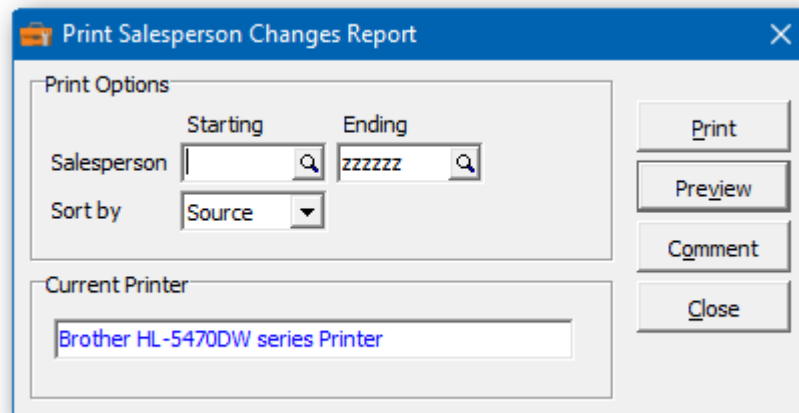
Print to print the change list

Post to post your changes

A right click over the grid will display a popup menu with same functions. In addition, you can set the grid sort order. You can choose to sort by 'from' or 'to' salesperson.



- If you wish to print the Salesperson Changes Report, select **Print** from the Salesperson Changes form. Select the range of salespersons and the sort order.



- From this form you can select:

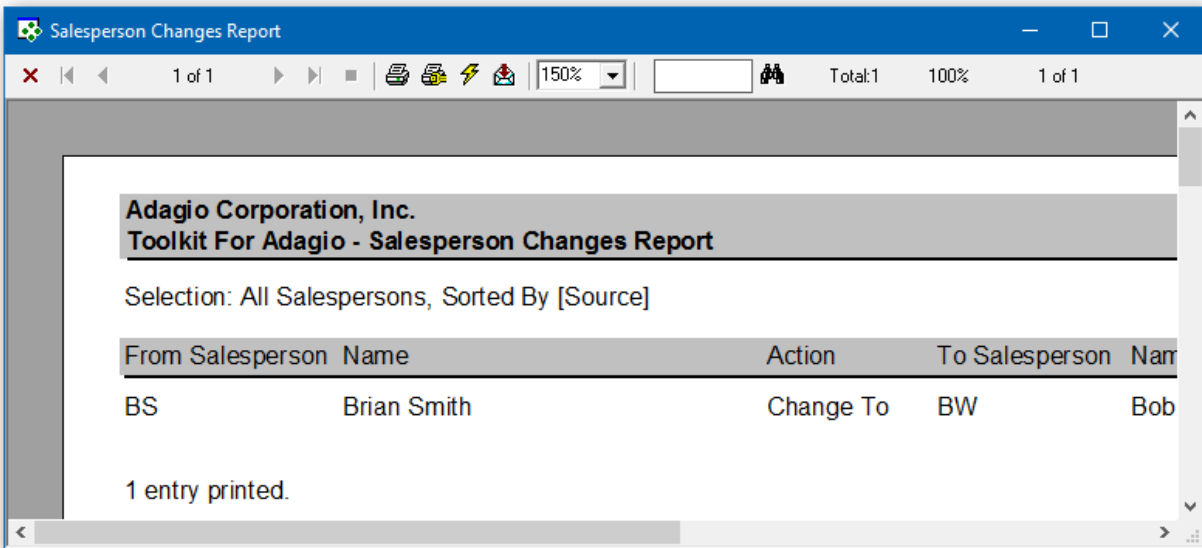
Print to print this report

Preview to preview the report before printing

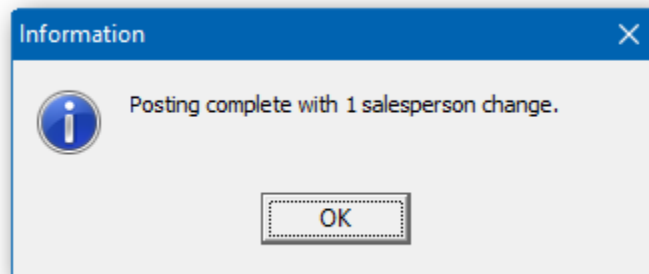
Comment to add any comments to the footer of the report

Close to close form without printing

Here is a sample print preview of the **Salesperson Changes Report**:



- The **Post** function will perform a series of steps before changes are made. First, the pending changes will be checked for accuracy. If the changes are acceptable, the database will attempt to lock the dataset exclusively. If the option to 'backup before post' has been selected, a backup of the entire dataset will be performed. Once the backup is complete, the program will execute the list of changes. A completion message will report on how many salesperson codes were changed.



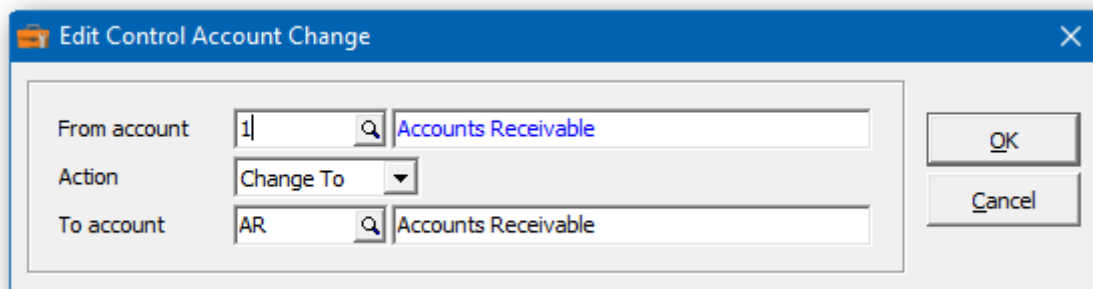
Error Message	Explanation
Salesperson _____ does not exist. Please correct the problem before posting.	You are attempting to post to a change to a salesperson code that does not exist. Either the salesperson was deleted or the change has already been posted.
Salesperson _____ already exists. Please correct the problem before posting.	You are attempting to combine into a salesperson code which already exists.
Salesperson _____ already exists.	You are attempting to copy or change a salesperson code into a target location that already exists.
An action is already pending for salesperson _____.	You are attempting to perform an action on a salesperson code that already has a pending action.
Please enter a different target salesperson to the source _____.	The 'From' and 'To' salespersons are the same.
Please enter a salesperson to _____	You are attempting to combine or copy to a salesperson which has not been identified. The source or target cannot be blank.
Salesperson _____ does not exist.	You are attempting to combine or copy into a source or target that does not exist.

Control Account Changes

The Toolkit for Adagio will allow you to change, combine into or copy control account codes. Control accounts are maintained in Adagio Receivables and Adagio Payables.

To begin:

- Select **Edit...Receivables...Control Account Changes** from the menu bar.
Or
- Select **Edit...Payables...Control Account Changes** from the menu bar.
- Select **New** to create a new control account change record.
- When the New Control Account Change form appears, enter the 'from' account code, the action (Change To, Combine Into or Copy To) and the 'to' account code. If you're changing an account code, you can edit the description.
- Click **OK** to accept the new record.



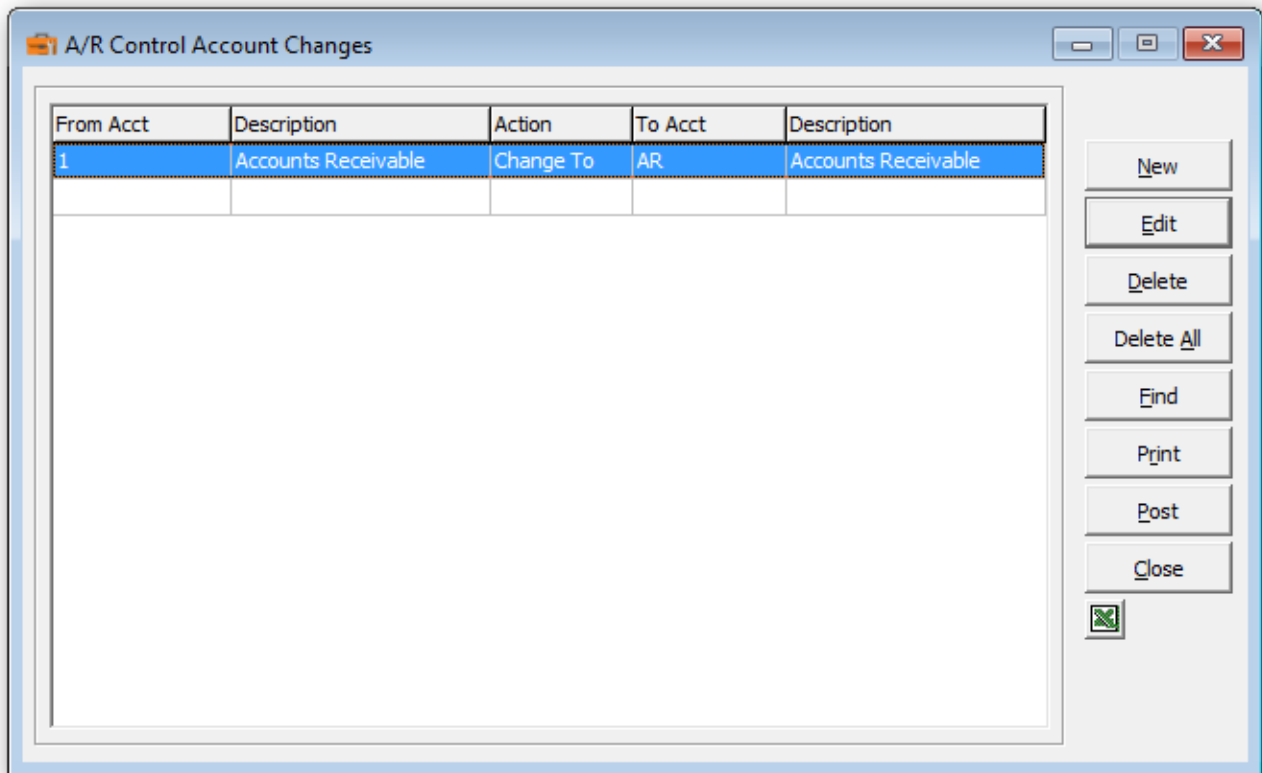
In the Control Account Changes grid you will see the pending account change. Repeat the process for multiple account changes. If you have several changes, you may want to consider importing your list of changes from Excel.

Wildcards can be used to enter a series of records. Use a series of question marks to indicate any character in that position. For example, typing an account code of '1?????' would select account codes that start with '1'. With this example, you could change all of the '1?????' account codes to '2?????'. Wildcards can be used to change, combine or copy records.

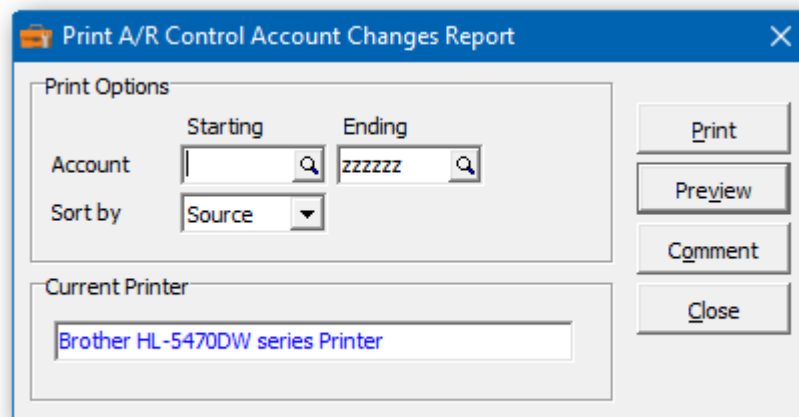
A wildcard change will generate multiple change records. The function will search the database for records that match. Records may be ignored, if entry rules are violated. For example, an account code cannot be referenced, if it's already involved in a pending change.

- From this form you can select:
 - New** to add a change
 - Edit** to modify your change
 - Delete** to delete your change
 - Delete All** to delete all your changes
 - Find** will search for a particular change
 - Print** to print the change list
 - Post** to post your changes

A right click over the grid will display a popup menu with same functions. In addition, you can set the grid sort order. You can choose to sort by 'from' or 'to' account.

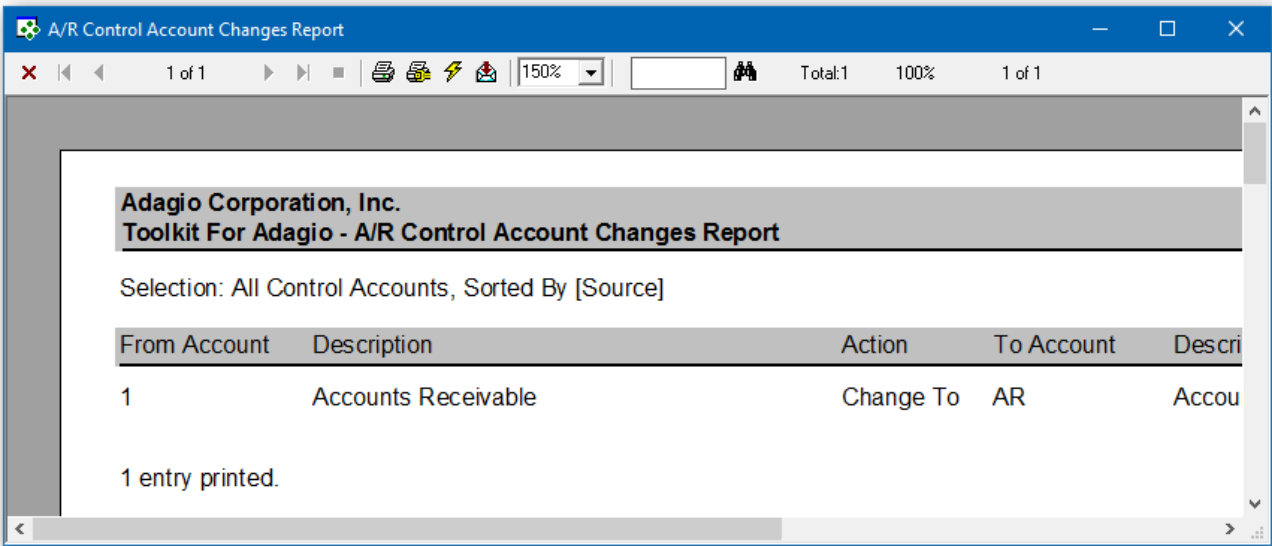


- If you wish to print the Control Account Changes Report, select **Print** from the Control Account Changes form. Select the range of accounts and the sort order.

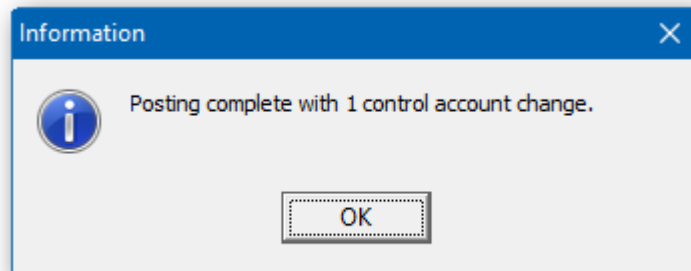


- From this form you can select:
 - Print** to print this report
 - Preview** to preview the report before printing
 - Comment** to add any comments to the footer of the report
 - Close** to close form without printing

Here is a sample print preview of the **Control Account Changes Report**:



- The **Post** function will perform a series of steps before changes are made. First, the pending changes will be checked for accuracy. If the changes are acceptable, the database will attempt to lock the dataset exclusively. If the option to 'backup before post' has been selected, a backup of the entire dataset will be performed. Once the backup is complete, the program will execute the list of changes. A completion message will report on how many control accounts were changed.



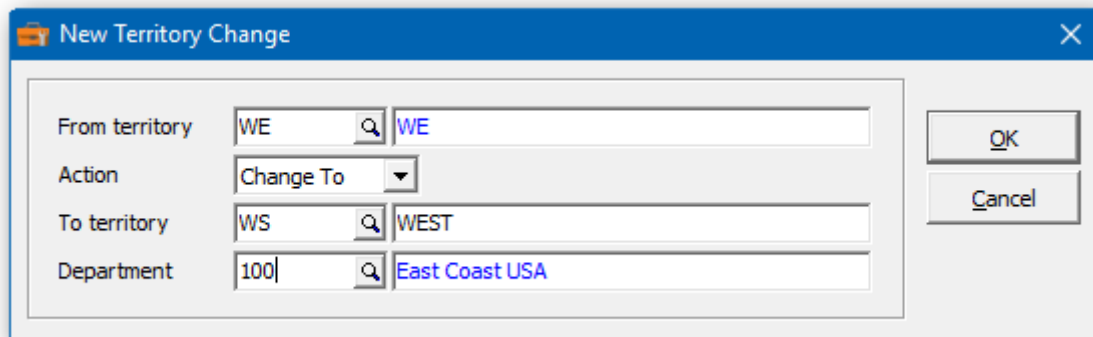
Error Message	Explanation
Control Account _____ does not exist. Please correct the problem before posting.	You are attempting to post to a change to a control account code that does not exist. Either the control account was deleted or the change has already been posted.
Control Account _____ already exists. Please correct the problem before posting.	You are attempting to combine into a control account code which already exists.
Control Account _____ already exists.	You are attempting to copy or change a control account code into a target location that already exists.
An action is already pending for control account _____.	You are attempting to perform an action on a control account code that already has a pending action.
Please enter a different target control account to the source _____.	The 'From' and 'To' control accounts are the same.
Please enter a control account to _____	You are attempting to combine or copy to a control account which has not been identified. The source or target cannot be blank.
Control Account _____ does not exist.	You are attempting to combine or copy into a source or target that does not exist.

Territory Changes

The Toolkit for Adagio will allow you to change, combine into or copy a territory code. This utility is only available for territories that are maintained in Adagio Receivables 9.0A or later.

To begin:

- Select **Territories** from the toolbar.
Or
- Select **Edit...Receivables...Territory Changes** from the menu bar
- Select **New** to create a new territory change record.
- When the New Territory Change form appears, enter the 'from' territory code, the action (Change To, Combine Into or Copy To) and the 'to' territory code. If you're changing a territory code, you can edit the description and the G/L department.
- Click **OK** to accept the new record.



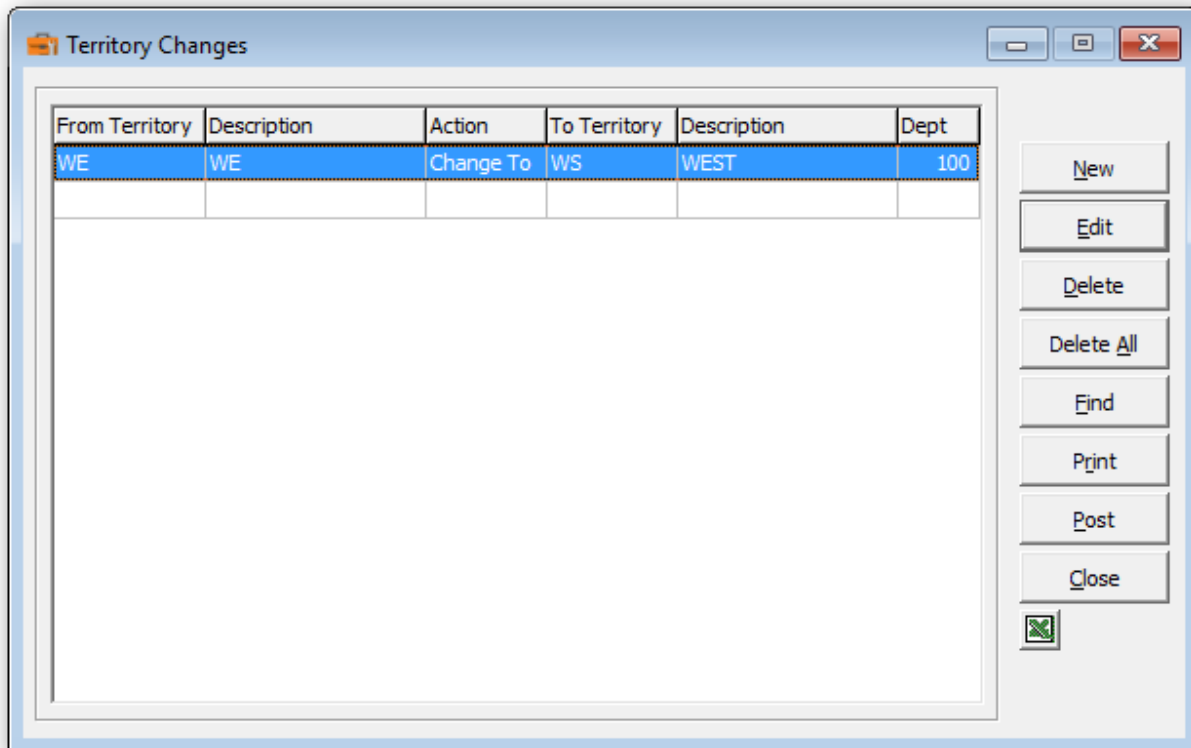
In the Territory Changes grid you will see the pending territory change. Repeat the process for multiple territory changes. If you have several changes, you may want to consider importing your list of changes from Excel.

Wildcards can be used to enter a series of records. Use a series of question marks to indicate any character in that position. For example, typing a territory code of '1?????' would select territory codes that start with '1'. With this example, you could change all of the '1?????' territory codes to '2?????'. Wildcards can be used to change, combine or copy records.

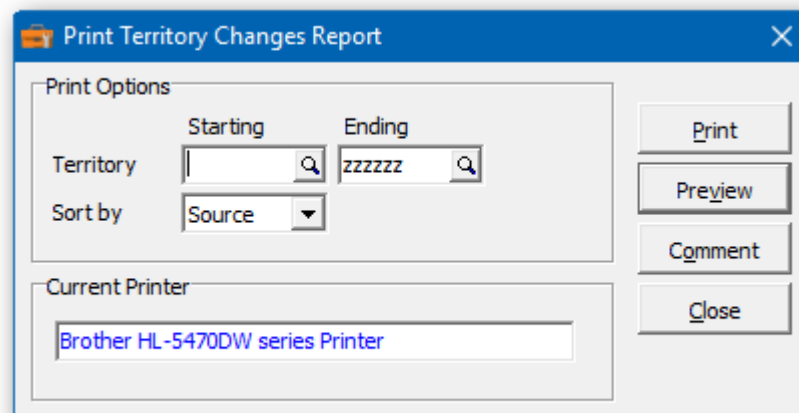
A wildcard change will generate multiple change records. The function will search the database for records that match. Records may be ignored, if entry rules are violated. For example, a territory code cannot be referenced, if it's already involved in a pending change.

- From this form you can select:
 - New** to add a change
 - Edit** to modify your change
 - Delete** to delete your change
 - Delete All** to delete all your changes
 - Find** will search for a particular change
 - Print** to print the change list
 - Post** to post your changes
 - Close** to close the form

A right click over the grid will display a popup menu with same functions. In addition, you can set the grid sort order. You can choose to sort by 'from' or 'to' territory.



- If you wish to print the Territory Changes Report, select **Print** from the Territory Changes form. Select the range of territories and the sort order.



- From this form you can select:

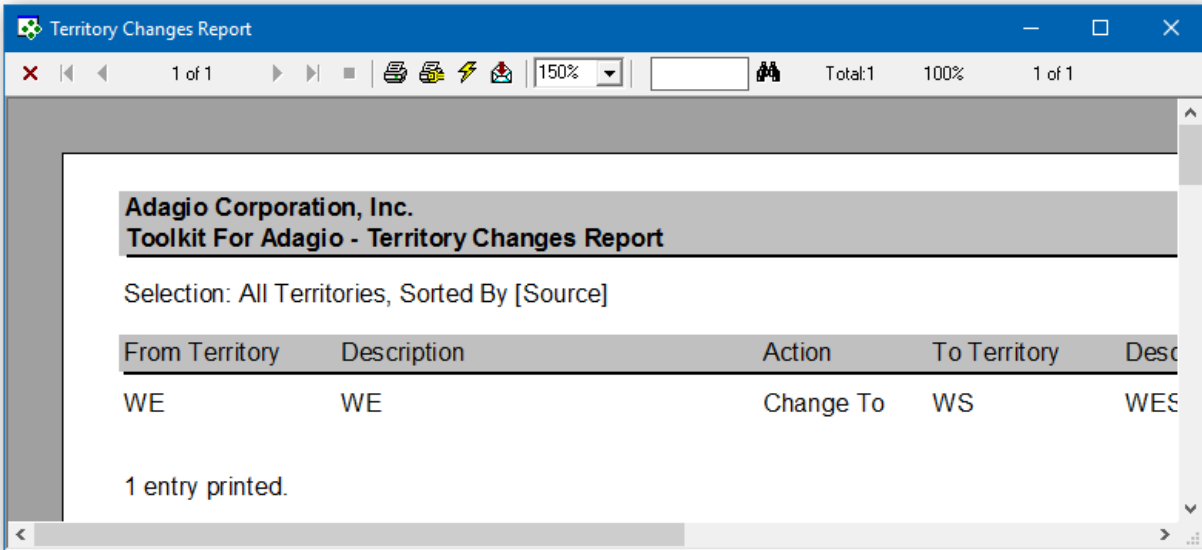
Print to print this report

Preview to preview the report before printing

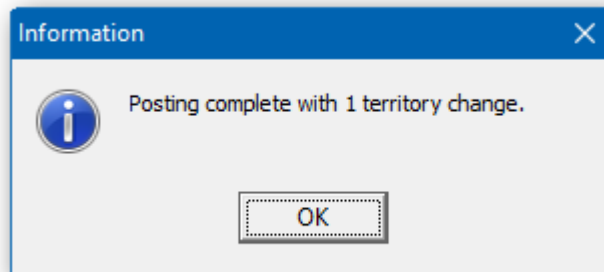
Comment to add any comments to the footer of the report

Close to close form without printing

Here is a sample print preview of the **Territory Changes Report**:



- The **Post** function will perform a series of steps before changes are made. First, the pending changes will be checked for accuracy. If the changes are acceptable, the database will attempt to lock the dataset exclusively. If the option to 'backup before post' has been selected, a backup of the entire dataset will be performed. Once the backup is complete, the program will execute the list of changes. A completion message will report on how many territory codes were changed.



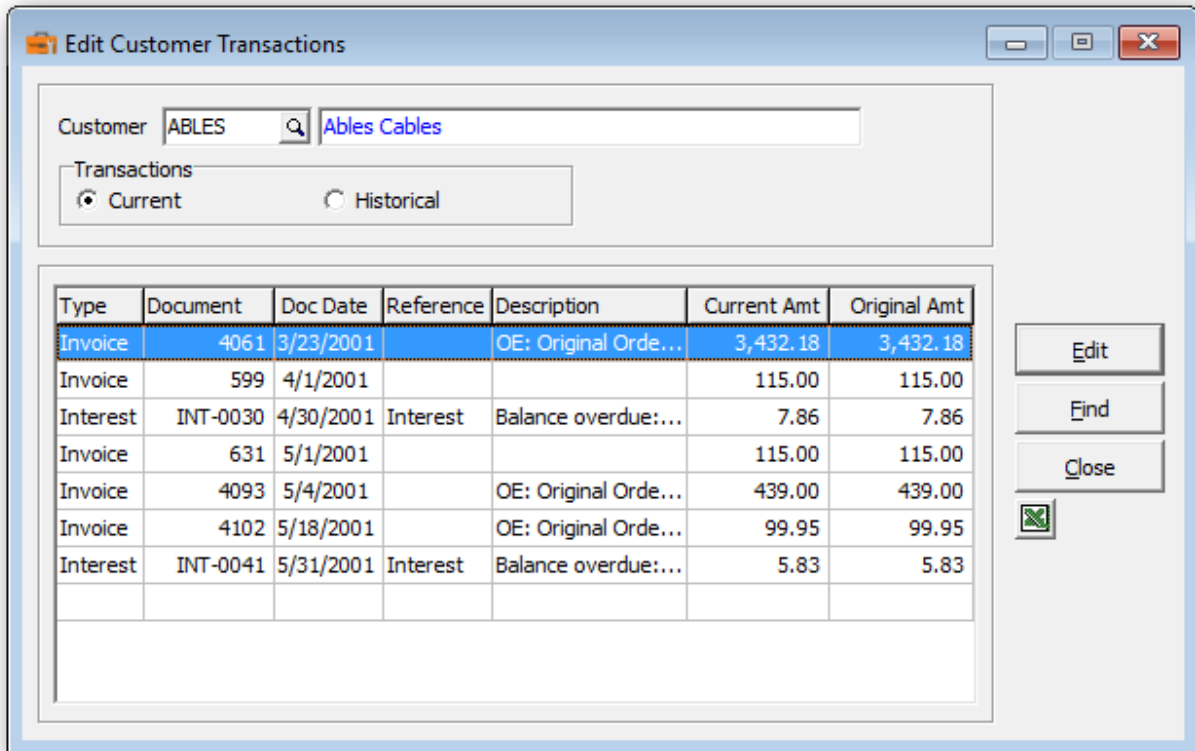
Error Message	Explanation
Territory _____ does not exist. Please correct the problem before posting.	You are attempting to post to a change to a territory code that does not exist. Either the territory was deleted or the change has already been posted.
Territory _____ already exists. Please correct the problem before posting.	You are attempting to combine into a territory code which already exists.
Territory _____ already exists.	You are attempting to copy or change a territory code into a target location that already exists.
An action is already pending for territory _____.	You are attempting to perform an action on a territory code that already has a pending action.
Please enter a different target territory to the source _____.	The 'From' and 'To' territories are the same.
Please enter a territory to _____	You are attempting to combine or copy to a territory which has not been identified. The source or target cannot be blank.
Territory _____ does not exist.	You are attempting to combine or copy into a source or target that does not exist.

Customer Transactions

This function allows you to edit customer documents that have been posted.

To begin:

- Select **Edit...Receivables...Customer Transactions** from the menu bar
- Select a customer to view the posted transactions.
- Choose either current or historical transactions.
- Choose a document from the list or use the **Find** button to search for a document.
- To edit the document, click **Edit** or double-click on the selected row. **F2** can also be used to edit the document.
- To export the documents in the grid, click the **Excel** button.

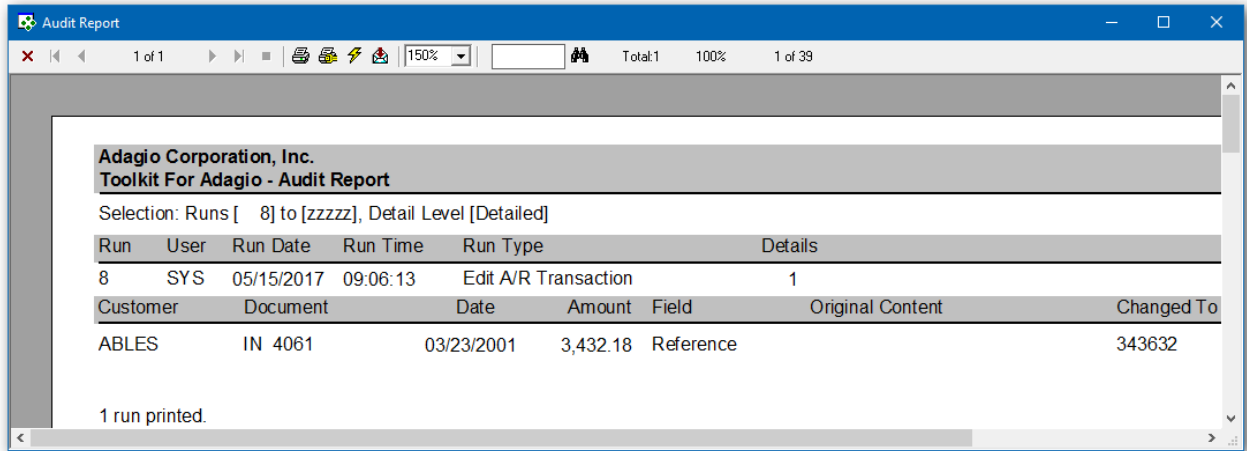


Type	Document	Applied Amount	Date	To Be Applied

Distribution	Acct/Dept	Description	Debit	Credit
	1100	Accounts receivable	3,432.18	
	1150	Accounts Receivable Cleari...		3,432.18

- The following fields are available for editing: location, reference, description, last activity date, due date, discount date, job/phase/category, optional fields and document date.
- To edit the document date, you'll need to select the option, **Permit editing of document date** from the company profile. Understand that if you change the document date, you could create a discrepancy between the transaction date and the date of the transactions already sent to the General Ledger.
- The due date and discount fields are applicable to invoices and interest.
- Documents can be moved from current to historical (or historical to current) provided the current amount is zero.
- Other document information is available for viewing. For example, the current and original amount, terms, applied transactions and G/L details.
- The original due date is retained. The A/R customer transaction reports will show an "e" on the report, if the due date has been altered. The original due date can also be shown in the transaction grid.
- Once you've made the document changes, click **OK** to save or **Cancel** to cancel those changes.

Here's a sample from the detailed Audit Report.



- All transaction changes are recorded with the original and current content.
- Historical documents are identified by an "H" after the document number.

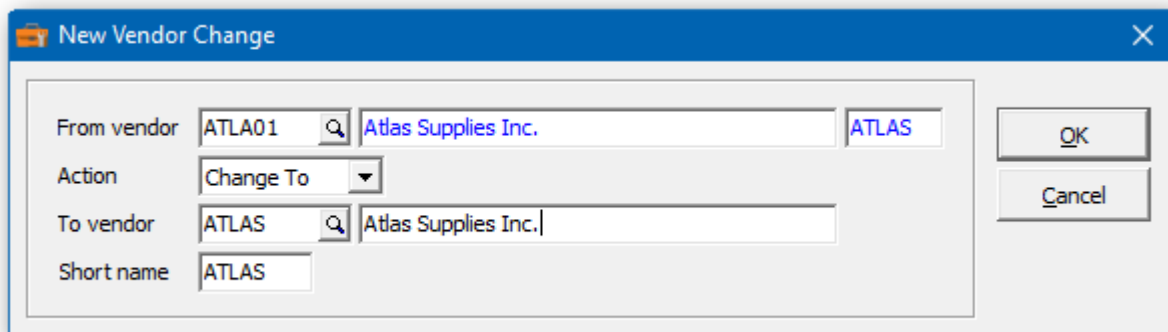
Error Message	Explanation
The ____ date cannot be prior to the document date.	The date entered is prior to the document date. This is not permitted.
Please enter a valid job estimate.	You have entered a job estimate that is not on file in Job Cost.
Please enter a valid job.	You have entered a job that is not on file in Job Cost.
The document date is required.	The document date is a required field.
Transaction write error.	The transaction failed to write. Check the data integrity.
This document has been modified. Please confirm the changes.	You've made changes to the document. Either cancel or confirm the changes.
Do you want to save the changes to this document?	You've made changes to the document. Either cancel or confirm the changes.

Vendor Changes

The Toolkit for Adagio will allow you to change, combine into or copy a vendor code.

To begin:

- Select **Vendors** from the toolbar.
Or
- Select **Edit...Payables...Vendor Changes** from the menu bar
- Select **New** to create a new vendor change record.
- When the New Vendor Change form appears, enter the 'from' vendor, the action (Change To, Combine Into or Copy To) and the 'to' vendor and perhaps a new name or short name. Click **OK** to accept the new record.



In the Vendor Changes grid you will see the pending vendor change. Repeat the process for multiple vendor changes. If you have several changes, you may want to consider importing the list from Excel.

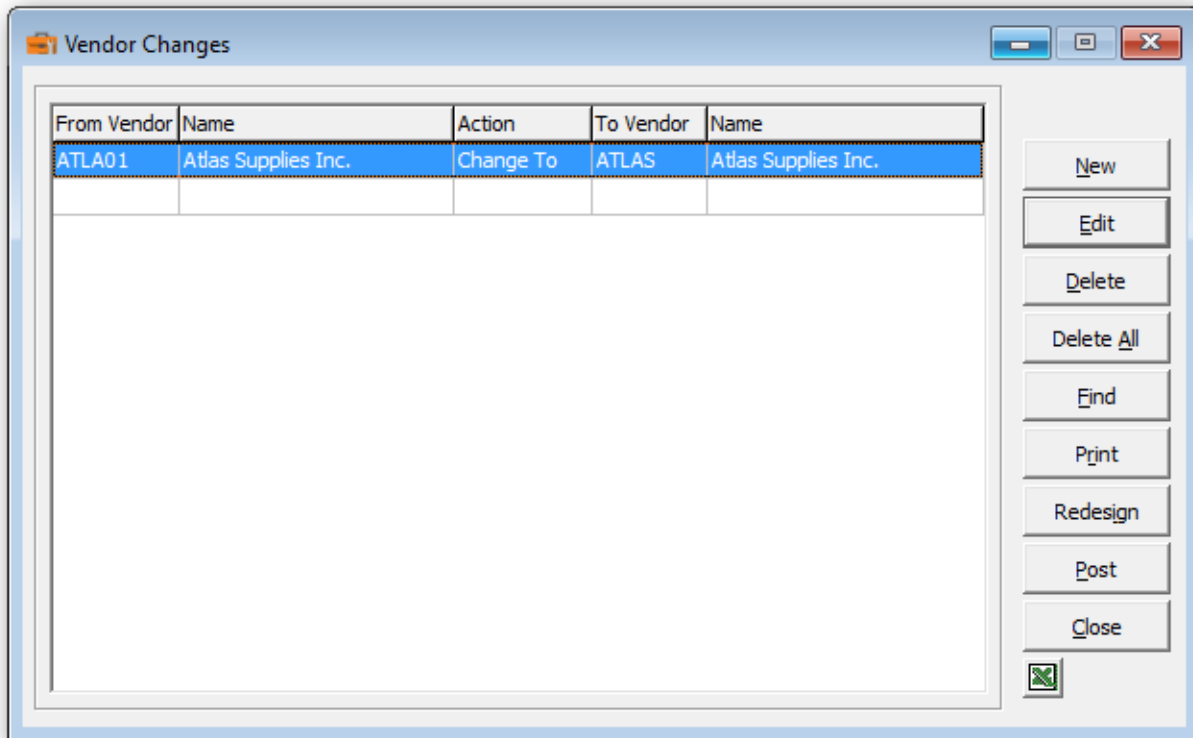
Wildcards can be used to enter a series of records. Use a series of question marks to indicate any character in that position. For example, typing vendor 'ABL???' would select vendor codes that start with 'ABL'. With this example, you could change all of the 'ABL???' vendors to 'ABE???'.

Wildcards can be used to change, combine or copy records.

A wildcard change will generate multiple change records. The function will search the database for records that match. Records may be ignored, if entry rules are violated. For example, a vendor cannot be referenced, if it's already involved in a pending change.

- From this form you can select:
 - New** to add a change
 - Edit** to modify your change
 - Delete** to delete your change
 - Delete All** to delete all your changes
 - Find** will search for a particular change
 - Print** to print the change list
 - Redesign** to change all codes from the names or numeric series
 - Post** to post your changes
 - Close** to close the form

- A right click over the grid will display a popup menu with same functions. In addition, you can set the grid sort order. You can choose to sort by 'from' or 'to' vendor.



- Select **Redesign** to change all vendor codes to a new format. The new format can be based upon the vendor name or a numeric series. For example, the vendor code could be constructed from the first four characters of the vendor name plus a trailing two digit number. The numeric portion is used to avoid duplication of vendor codes.
- Select the number of characters from the first and second words of the vendor name. Choose the length and initial value for the trailing numeric value. The total length cannot exceed 6.
- The process can be configured to ignore vendor names that start with a particular phrase. For example, 'THE', 'CITY OF' or 'DISTRICT OF'.
- Alternatively, create a numeric series by choosing a starting value and increment. A 6 digit number is preferable to make all the codes a uniform length.
- The sample vendor will preview the new format.
- Once configured, select **OK** to generate the new vendor codes. The changes won't be made permanent until they are posted. Feel free to review and edit the records before committing to the new format.

Error Message	Explanation
The total number of characters plus the trailing numeric length must be less than or equal to 6.	Check your settings to make sure that they don't exceed 6 characters in length.
Pending vendor changes will be deleted. Are you sure you wish to proceed?	You have existing pending records. Those changes will be deleted if you generate new vendor codes.

Redesign Vendor Codes

Method

From vendor name Numeric series

Options

Characters from first word

Characters from second word

Trailing numeric length

Starting numeric value

Ignore phrases that start with

Sample

OK

Cancel

Redesign Vendor Codes

Method

From vendor name Numeric series

Options

Starting numeric value

Increment by

Sample

OK

Cancel

- If you wish to print the Vendor Changes Report, select **Print** from the Vendor Changes form. Select the range of vendor and the sort order.

- From this form you can select:

Print to print this report

Preview to preview the report before printing

Comment to add any comments to the footer of the report

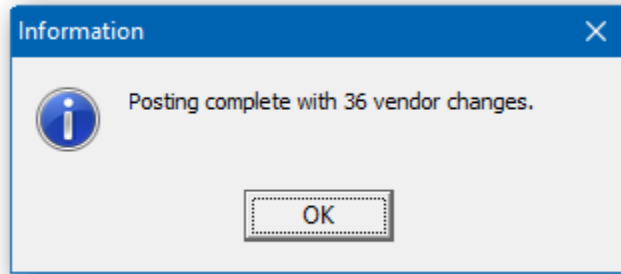
Close to close form without printing

Here's a sample print preview of the Vendor Changes Report:

From Vendor	Name	Short	Action	To Vendor	Name
ATLA01	Atlas Supplies Inc.	ATLAS	Change To	ATLAS	Atlas Su

- The **Post** function will perform a series of steps before changes are made. First, the pending changes will be checked for accuracy. If the changes are acceptable, the database will attempt to lock the dataset exclusively. If the option to 'backup before post' has been selected, a backup

of the entire dataset will be performed. Once the backup is complete, the program will execute the list of changes. A completion message will report on how many vendors were changed.



Error Message	Explanation
Vendor _____ does not exist. Please correct the problem before posting.	You are attempting to post to a change to a vendor that does not exist. Either the vendor has been deleted or the change has already been posted.
Vendor _____ already exists. Please correct the problem before posting.	You are attempting to combine into a vendor number which already exists.
Vendor _____ already exists.	You are attempting to copy or change a vendor number into a target vendor that already exists.
An action is already pending for vendor _____.	You are attempting to perform an action on a vendor that already has a pending action.
Please enter a different target vendor to the source _____.	The 'From' and 'To' vendors are the same.
Please enter a vendor to _____	You are attempting to combine or copy to a vendor number which has not been identified. The source or target cannot be blank.
Vendor _____ does not exist.	You are attempting to combine or copy into a source or target that does not exist.
Currency/decimal mismatch between vendor _____ and _____.	You are attempting to combine two vendors with different currencies.

Recalculate Vendor Statistics

This function can be used to recalculate vendor statistics. These statistics are normally updated when transactions are posted. Period to date totals are cleared by Period End Processing. Year to date totals are cleared by Year End Processing. If these procedures are neglected or run on inappropriate dates, it may be necessary to recalculate these statistics.

Please note that the new statistics will be based upon the current and historical transactions on file. If the date range extends beyond the available transactions, the new statistics will not be accurate.

- Select **Edit...Payables...Recalculate Vendor Statistics** from menu bar.
- Select the statistics that you'd like to update.
- Enter the date range for the statistics you plan to update.
- The latest statistics are not restricted by a date range.
- Select **Post** to recalculate the vendor's statistics.

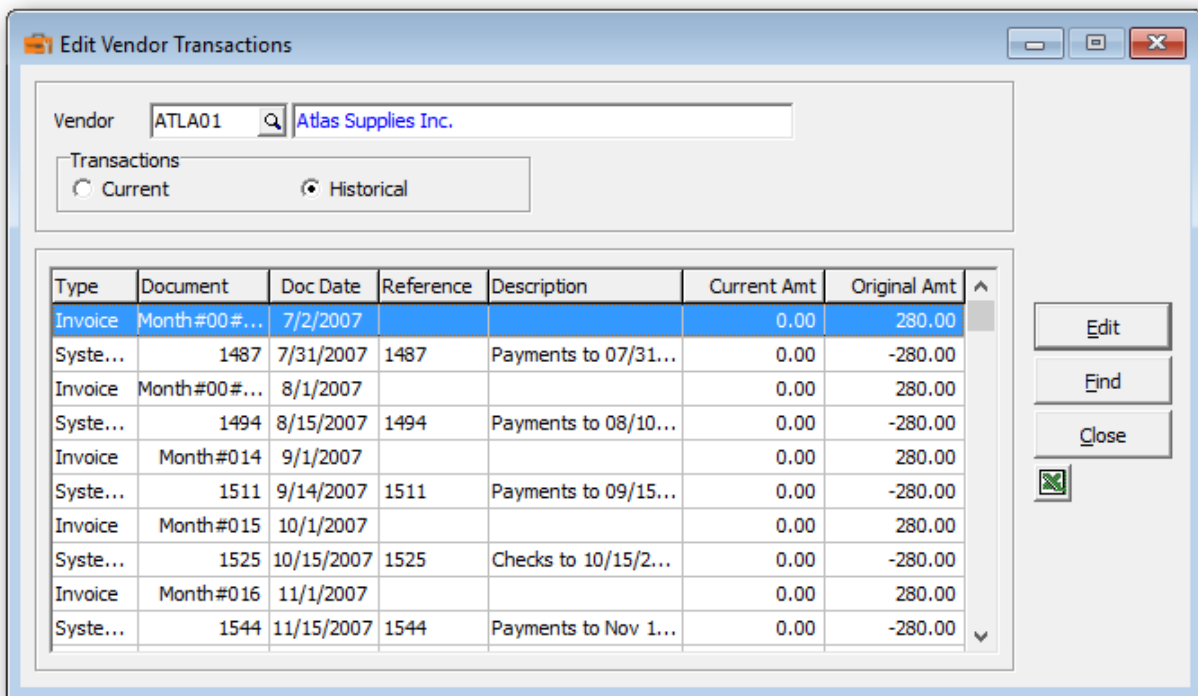
Error Message	Explanation
The ____ start date exceeds the ending date. No customer statistics will be processed.	The date range is not valid. Check the applicable date range to ensure that the end date is greater than the starting date.
Please enter a valid ____ date before proceeding.	Check to ensure that each date field is a valid.

Vendor Transactions

This function allows you to edit vendor documents that have been posted.

To begin:

- Select **Edit...Payables...Vendor Transactions** from the menu bar
- Select a vendor to view the posted transactions.
- Choose either current or historical transactions.
- Edit the document by choosing **Edit, F2** or double-clicking on a row.
- If there are several documents, use the **Find** function to select a document.
- Click on **Excel** button to export the documents in the list.



- The following fields are editable: location, reference, description, document status, discount rate, discount base, maximum payment, last activity date, active/due date, discount date and document date.

Edit Vendor Transaction

Location: Current Historical

Document: IN Month#00#011

Reference:

Description:

Terms: Net 0 Days

Posting seq: 22

Document date: 7/2/2007

Last activity: 7/31/2007

Active/Due date: 7/2/2007

Discount date:

Discount base: 0.00

Original amount: 280.00

Current amount: 0.00

OK

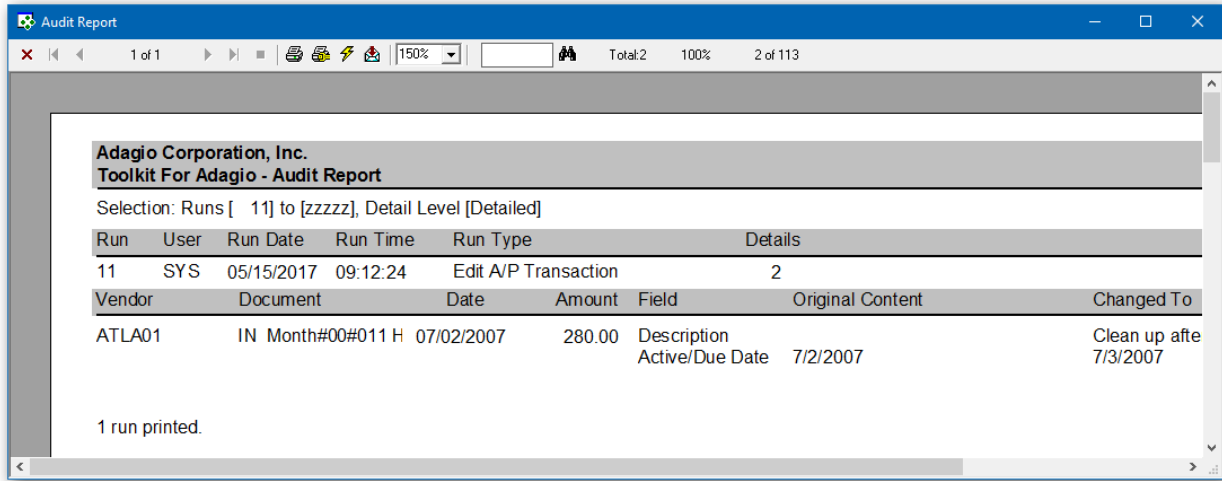
Cancel

Type	Document	Applied Amount	Date	Discount Taken
PA	1487	-280.00	7/31/2007	

Distribution	Acct/Dept	Description	Debit	Credit
	6675-101		140.00	
	6675-250		140.00	
	2100			280.00

- To edit the document date, you'll need to select the option, **Permit editing of document date** from the company profile. Understand that if change the document date, you could create a discrepancy between the transaction date and the date of the transactions already sent to the General Ledger.
- The document status is available for current transactions. The discount fields are applicable to invoices. The activate prepayment date is applicable to prepayments.
- The discount base and maximum payment fields are active, if a current amount remains.
- Documents can be moved from current to historical (or historical to current) provided the current amount is zero.
- Other document information is available for viewing. For example, the current and original amount, terms, applied transactions and G/L details.
- Once you've made the document changes, click **OK** to save or **Cancel** to cancel those changes.
- All changes are recorded in the detailed audit trail.

Here's a sample from the detailed Audit Report.



- All transaction changes are recorded with the original and current content.
- Historical documents are identified by an "H" after the document number.

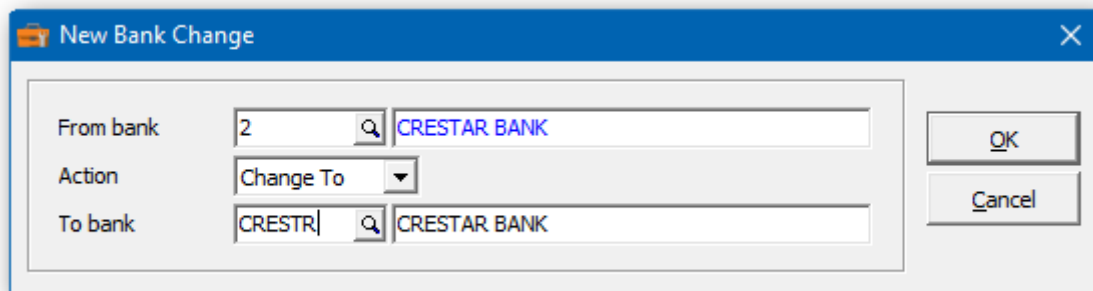
Error Message	Explanation
The ____ date cannot be prior to the document date.	The date entered is prior to the document date. This is not permitted.
The Adagio Payables data is currently locked by another user ____ or process _____. Payment control will be disabled.	There is another user either making payment control changes or posting with Adagio Payables. Exclusive use is required.
The document date is required.	The document date is a required field.
Transaction write error.	The transaction failed to write. Check the data integrity.
This document has been modified. Please confirm the changes.	You've made changes to the document. Either cancel or confirm the changes.
Do you want to save the changes to this document?	You've made changes to the document. Either cancel or confirm the changes.

Bank Changes

The Toolkit for Adagio will allow you to change, combine into or copy a bank. Bank codes are maintained in Adagio Payables and Adagio BankRec.

To begin:

- Select **Edit...Payables...Bank Changes** from the menu bar.
Or
- Select **Edit...Bank Rec...Bank Changes** from the menu bar.
- Select **New** to create a new bank change record.
- When the New Bank Change form appears, enter the 'from' bank, the action (Change To, Combine Into or Copy To) and the 'to' bank. If you're changing a bank code, you can edit the description.
- Click **OK** to accept the new record.



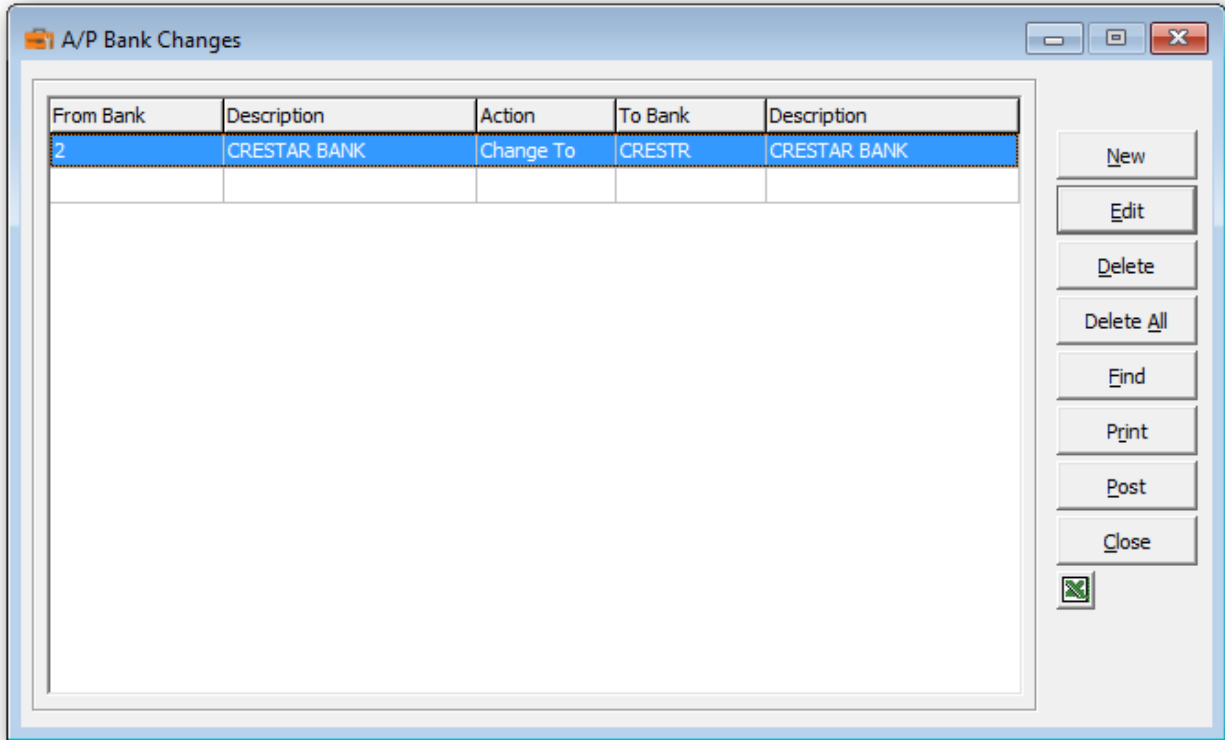
In the Bank Changes grid you will see the pending bank change. Repeat the process for multiple bank changes. If you have several changes, you may want to consider importing your list of changes from Excel.

Wildcards can be used to enter a series of records. Use a series of question marks to indicate any character in that position. For example, typing a bank code of '1?????' would select bank codes that start with '1'. With this example, you could change all of the '1?????' bank codes to '2?????'. Wildcards can be used to change, combine or copy records.

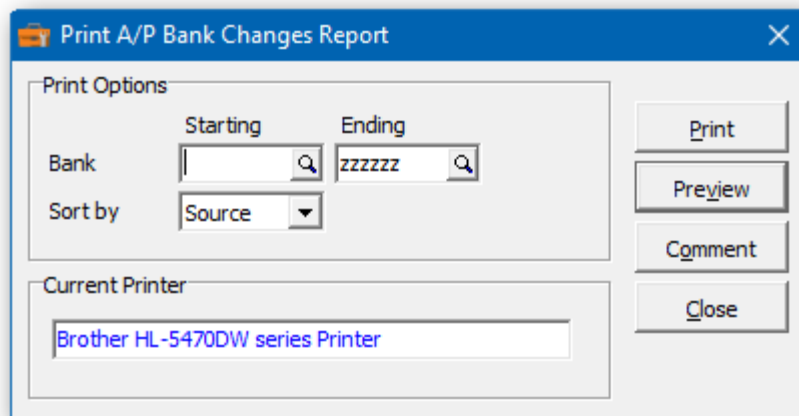
A wildcard change will generate multiple change records. The function will search the database for records that match. Records may be ignored, if entry rules are violated. For example, a bank code cannot be referenced, if it's already involved in a pending change.

- From this form you can select:
 - New** to add a change
 - Edit** to modify your change
 - Delete** to delete your change
 - Delete All** to delete all your changes
 - Find** will search for a particular change
 - Print** to print the change list
 - Post** to post your changes

A right click over the grid will display a popup menu with same functions. In addition, you can set the grid sort order. You can choose to sort by 'from' or 'to' bank.



- If you wish to print the Bank Changes Report, select **Print** from the Bank Changes form. Select the range of banks and the sort order.



- From this form you can select:

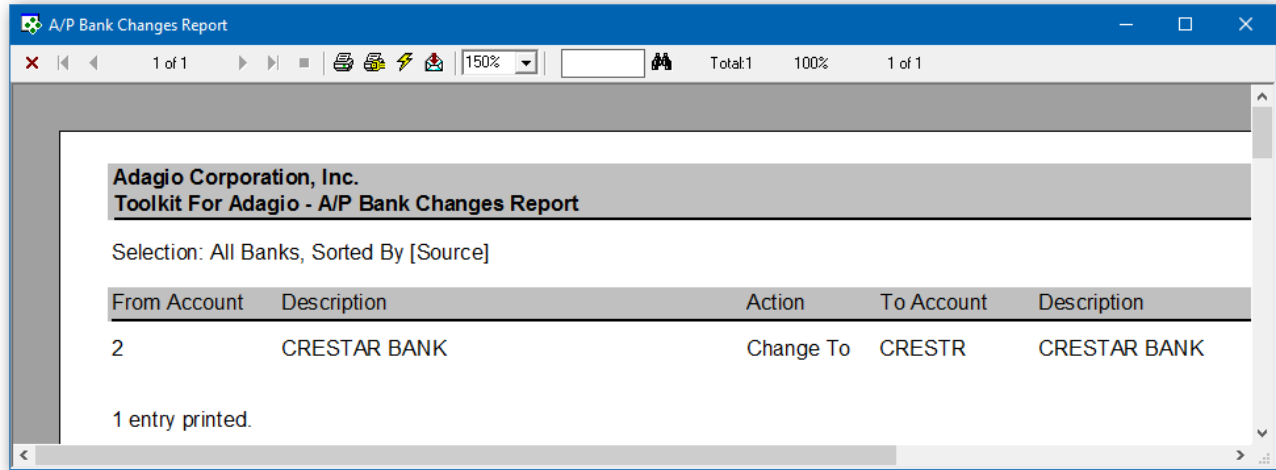
Print to print this report

Preview to preview the report before printing

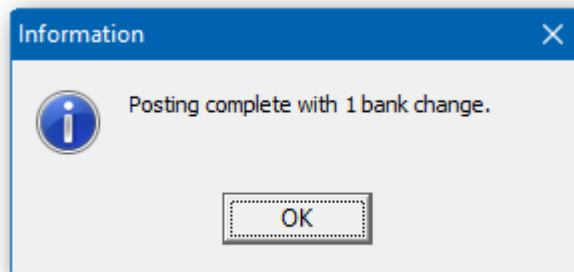
Comment to add any comments to the footer of the report

Close to close form without printing

Here is a sample print preview of the **Bank Changes Report**:



- The **Post** function will perform a series of steps before changes are made. First, the pending changes will be checked for accuracy. If the changes are acceptable, the database will attempt to lock the dataset exclusively. If the option to 'backup before post' has been selected, a backup of the entire dataset will be performed. Once the backup is complete, the program will execute the list of changes. A completion message will report on how many bank codes were changed.



Error Message	Explanation
Bank _____ does not exist. Please correct the problem before posting.	You are attempting to post to a change to a bank code that does not exist. Either the bank was deleted or the change has already been posted.
Bank _____ already exists. Please correct the problem before posting.	You are attempting to combine into a bank code which already exists.
Bank _____ already exists.	You are attempting to copy or change a bank code into a target bank that already exists.
An action is already pending for bank _____.	You are attempting to perform an action on a bank code that already has a pending action.
Please enter a different target bank to the source _____.	The 'From' and 'To' bank codes are the same.
Please enter a bank to _____	You are attempting to combine or copy to a bank code which has not been identified. The source or target cannot be blank.
Bank _____ does not exist.	You are attempting to combine or copy into a source or target that does not exist.

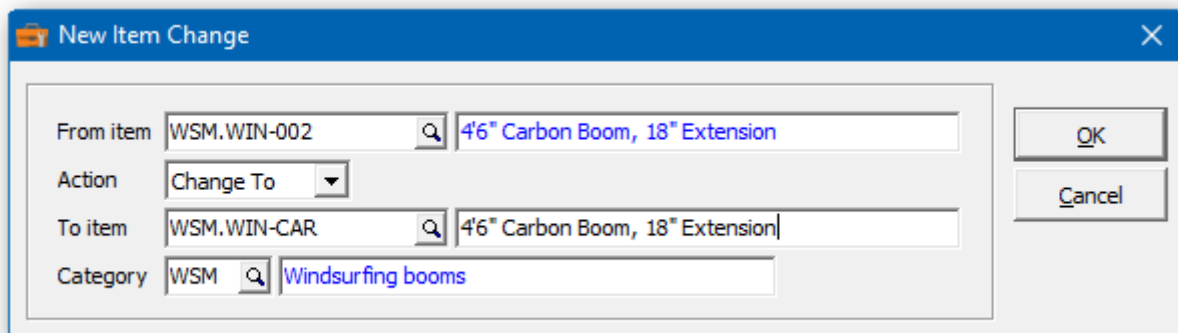
Inventory Item Changes

The Toolkit for Adagio will allow you to change, combine into or copy an inventory item number. If you use Order Entry without Inventory Control, you can use this function to change your Order Entry items.

To begin:

- Select **IC Items** from the toolbar.
Or
- Select **Edit...Inventory...Item Changes** from the menu bar
- Select **New** to create a new item change record.
- When the New Item Change form appears, enter the 'from' item, the action (Change To, Combine Into or Copy To) and the 'to' item. Click **OK** to accept the new record.

- You can also change the description or the category associated with this item.



The screenshot shows a 'New Item Change' dialog box. It has a blue title bar with a close button. The main area contains four input fields: 'From item' with 'WSM.WIN-002' and a search icon, a text field with '46" Carbon Boom, 18" Extension'; 'Action' with a dropdown menu set to 'Change To'; 'To item' with 'WSM.WIN-CAR' and a search icon, a text field with '46" Carbon Boom, 18" Extension'; and 'Category' with 'WSM' and a search icon, a text field with 'Windsurfing booms'. On the right side, there are 'OK' and 'Cancel' buttons.

In the Inventory Item Changes grid you will see the pending item change. Repeat the process for multiple item changes. If you have several changes, you may want to consider importing the list from Excel.

Wildcards can be used to enter a series of records. Use a series of question marks to indicate any character in that position. For example, typing item 'WSM.WIN.???' would select item codes that start with 'WSM.WIN.'. With this example, you could change all of the 'WSM.WIN.???' items to 'WSM.WND.???'.

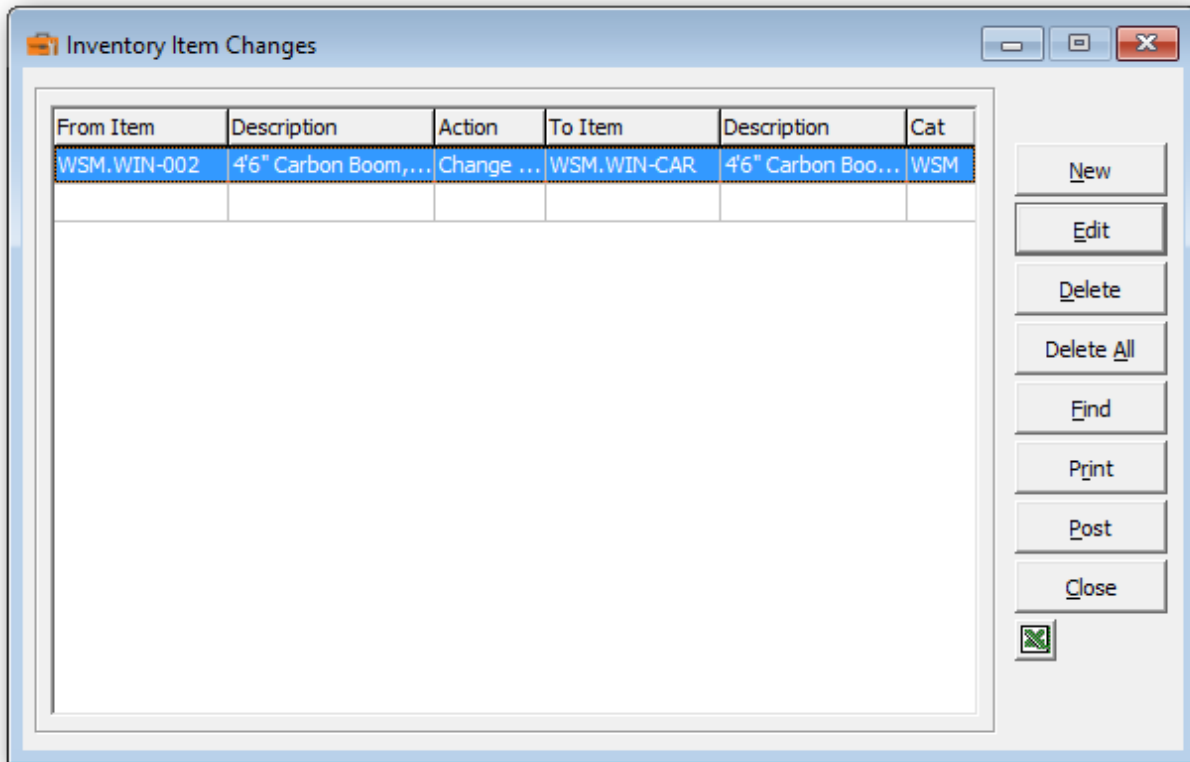
Wildcards can be used to change, combine or copy records.

A wildcard change will generate multiple change records. The function will search the database for records that match. Records may be ignored, if entry rules are violated. For example, an item cannot be referenced, if it's already involved in a pending change.

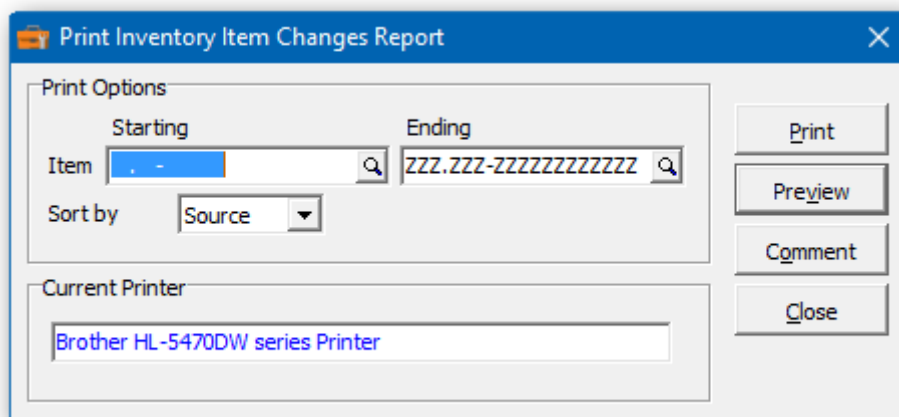
- From this form you can select:
 - New** to add a change
 - Edit** to modify your change
 - Delete** to delete your change
 - Delete All** to delete all your changes
 - Find** will search for a particular change
 - Print** to print the change list
 - Post** to post your changes

Close to close the form

- A right click over the grid will display a popup menu with same functions. In addition, you can set the grid sort order. You can choose to sort by 'from' or 'to' item.



- If you wish to print out the Inventory Item Changes Report, select **Print** from the Inventory Item Changes form. Select a range of items and the sort order.



- From this form you can select:

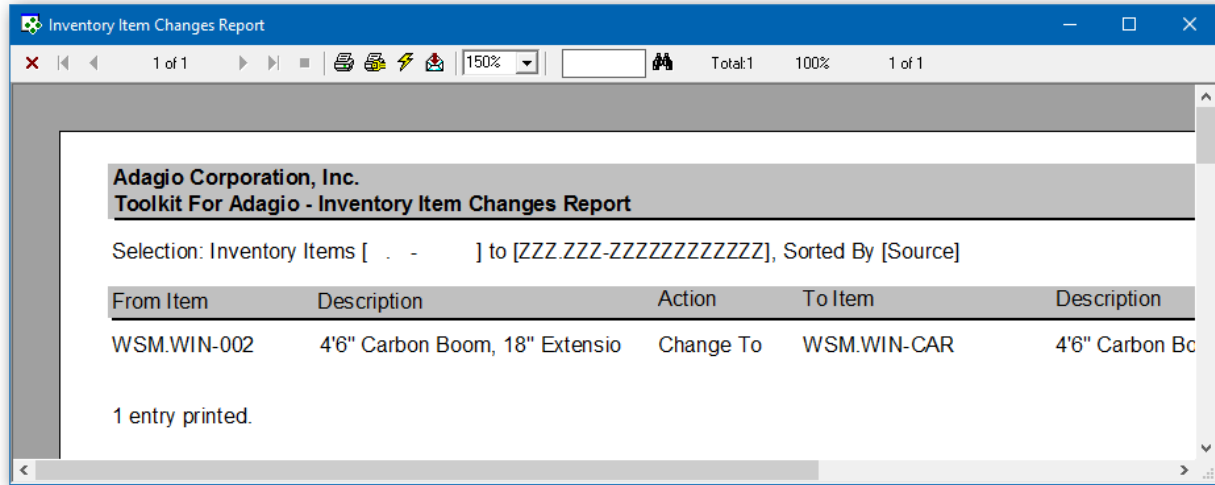
Print to print this report

Preview to preview the report before printing

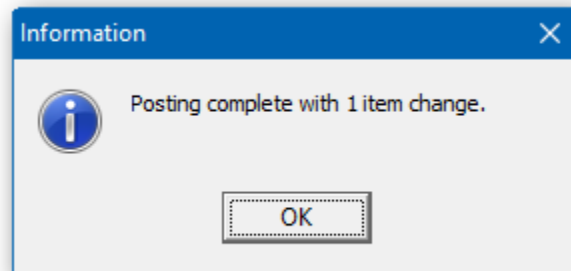
Comment to add any comments to the footer of the report

Close to close form without printing

Here's a sample print preview of the Inventory Item Changes Report:



- The **Post** function will perform a series of steps before changes are made. First, the pending changes will be checked for accuracy. If the changes are acceptable, the database will attempt to lock the dataset exclusively. If the option to 'backup before post' has been selected, a backup of the entire dataset will be performed. Once the backup is complete, the program will execute the list of changes. A category change will also be reflected in Sales Analysis and other places that store the category along with the item number. A completion message will report on how many items were changed.



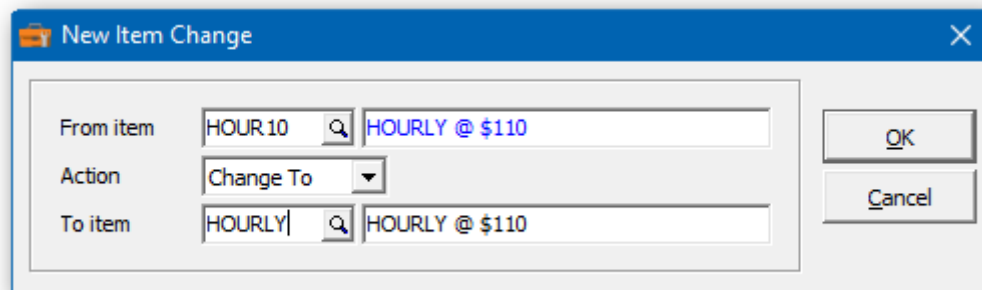
Error Message	Explanation
Item _____ does not exist. Please correct the problem before posting.	You are attempting to post to a change to an item that does not exist. Either the item has been deleted or the change has already been posted.
Item _____ already exists. Please correct the problem before posting.	You are attempting to combine into an item number which already exists.
Item _____ already exists.	You are attempting to copy or change an item number into a target item that already exists.
An action is already pending for item _____.	You are attempting to perform an action on an item that already has a pending action.
Please enter a different target item to the source _____.	The 'From' and 'To' items are the same.
Please enter an item to _____	You are attempting to combine or copy to an item number which has not been identified. The source or target cannot be blank.
Item _____ does not exist.	You are attempting to combine or copy into a source or target that does not exist.
Category _____ does not exist. Please correct the problem before posting.	You are attempting to combine or copy into a category that does not exist.
Please enter a valid category.	You are attempting to enter a category that is invalid.
Items with different stocking units cannot be combined (_____, _____).	You are attempting to combine or copy different stocking units that cannot be combined.

Invoice Item Changes

The Toolkit for Adagio will allow you to change, combine into or copy an invoice item number.

To begin:

- Select **AI Items** from the toolbar.
Or
- Select **Edit...Invoices...Item Changes** from the menu bar
- Select **New** to create a new item change record.
- When the New Item Change form appears, enter the 'from' item, the action (Change To, Combine Into or Copy To), the 'to' item and perhaps the new description.
- Click **OK** to accept the new record.



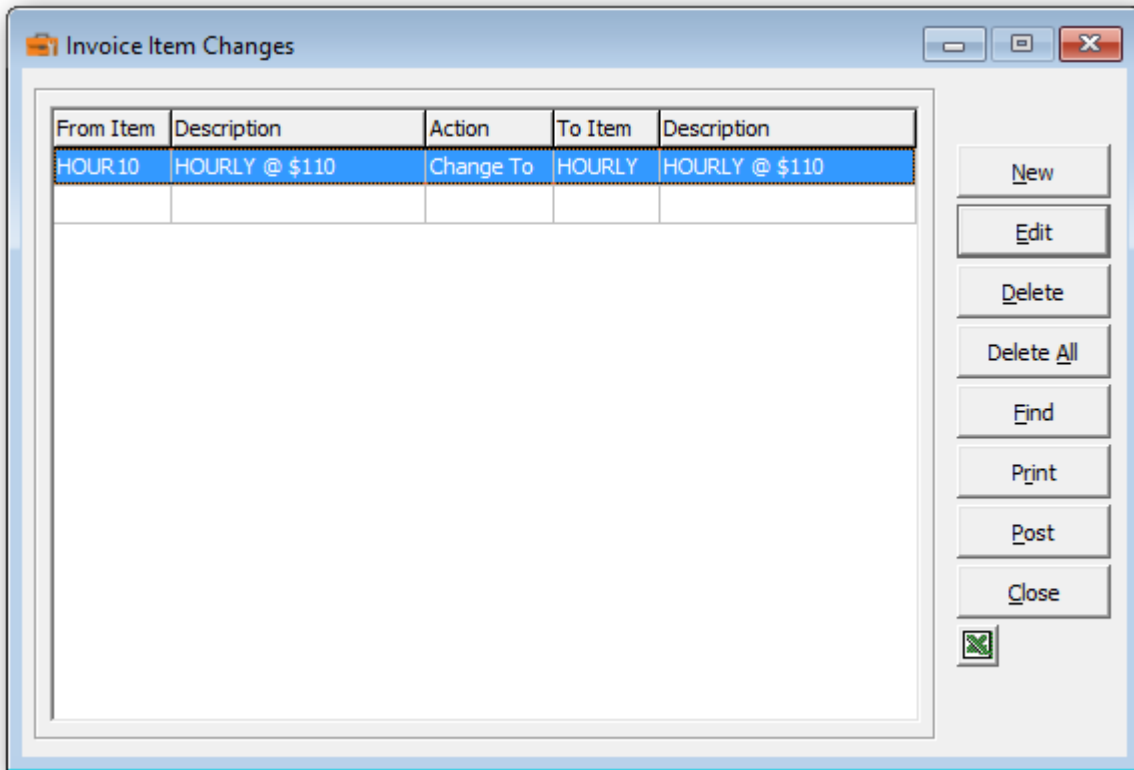
The screenshot shows a 'New Item Change' dialog box. It has a blue title bar with a close button. The main area contains three input fields: 'From item' with 'HOUR.10' and a search icon, 'Action' with a dropdown menu set to 'Change To', and 'To item' with 'HOURLY' and a search icon. To the right of the input fields are 'OK' and 'Cancel' buttons.

In the Invoice Item Changes grid you will see the pending item change. Repeat the process for multiple item changes. If you have several changes, you may want to consider importing the list from Excel.

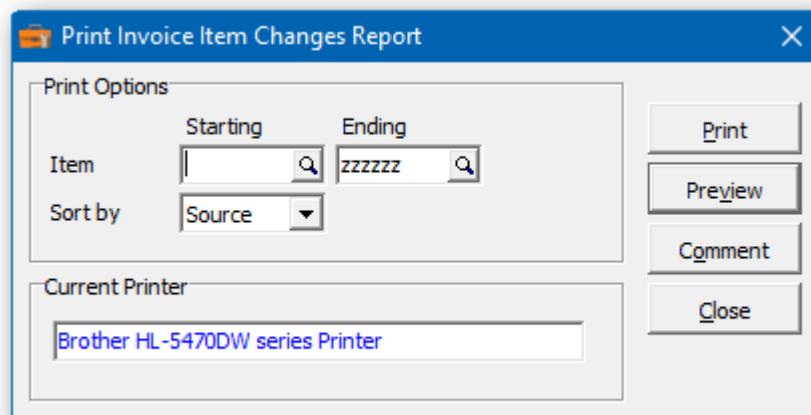
Wildcards can be used to enter a series of records. Use a series of question marks to indicate any character in that position. For example, typing item 'HR????' would select item codes that start with 'HR'. With this example, you could change all of the 'HR????' items to 'HOUR??'. Wildcards can be used to change, combine or copy records.

A wildcard change will generate multiple change records. The function will search the database for records that match. Records may be ignored, if entry rules are violated. For example, an item cannot be referenced, if it's already involved in a pending change.

- From this form you can select:
 - New** to add a change
 - Edit** to modify your change
 - Delete** to delete your change
 - Delete All** to delete all your changes
 - Find** will search for a particular change
 - Print** to print the change list
 - Post** to post your changes
- A right click over the grid will display a popup menu with same functions. In addition, you can set the grid sort order. You can choose to sort by 'from' or 'to' item.

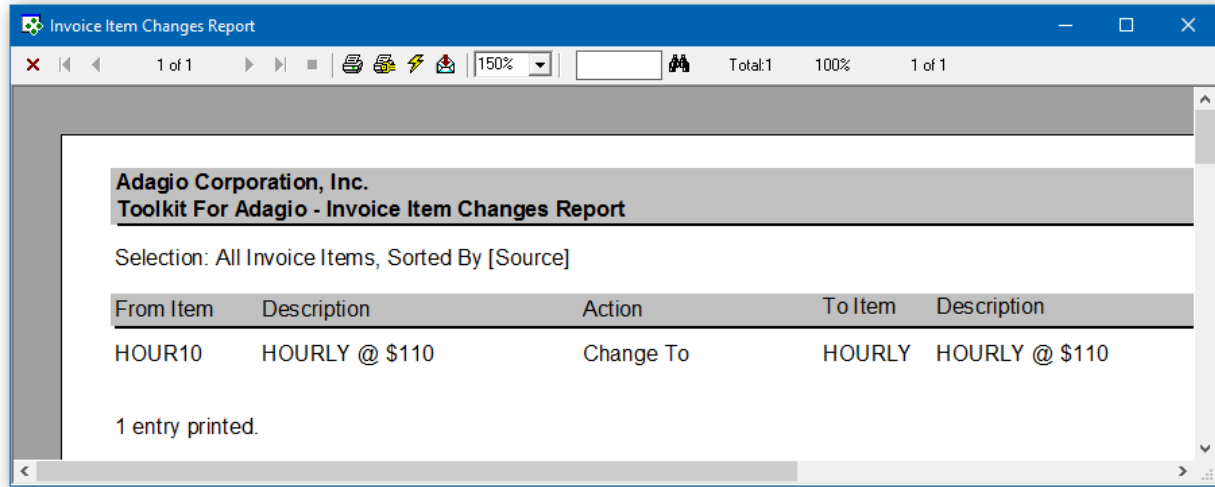


- If you wish to print out the Invoice Item Changes Report, select **Print** from the Invoice Items Changes form. Select a range of items and the sort order.

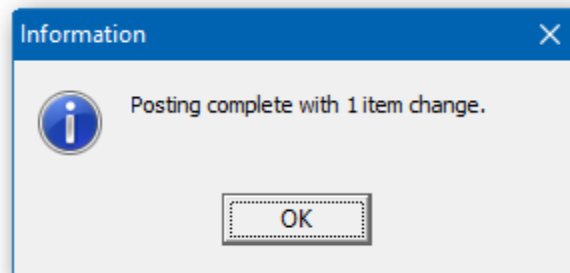


- From this form you can select:
 - Print** to print this report
 - Preview** to preview the report before printing
 - Comment** to add any comments to the footer of the report
 - Close** to close form without printing

Here's a sample print preview of the Invoice Item Changes Report:



- The **Post** function will perform a series of steps before changes are made. First, the pending changes will be checked for accuracy. If the changes are acceptable, the database will attempt to lock the dataset exclusively. If the option to 'backup before post' has been selected, a backup of the entire dataset will be performed. Once the backup is complete, the program will execute the list of changes. A completion message will report on how many items were changed.



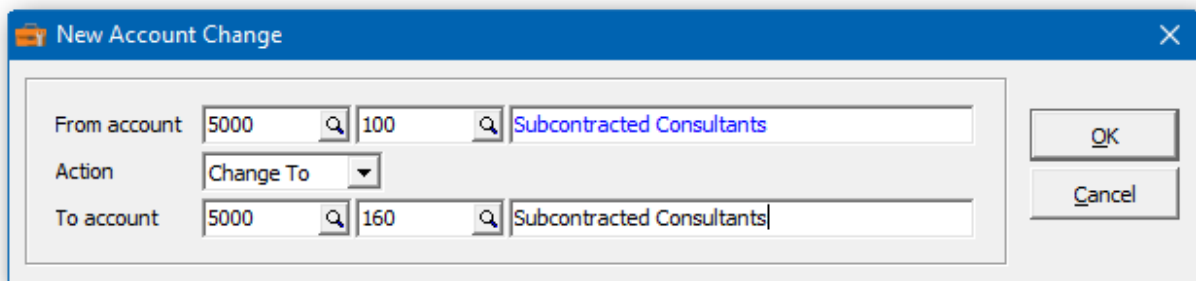
Error Message	Explanation
Item _____ does not exist. Please correct the problem before posting.	You are attempting to post to a change to an item that does not exist. Either the item has been deleted or the change has already been posted.
Item _____ already exists. Please correct the problem before posting.	You are attempting to combine into an item number which already exists.
Item _____ already exists.	You are attempting to copy or change an item number into a target item that already exists.
An action is already pending for item _____.	You are attempting to perform an action on an item that already has a pending action.
Please enter a different target item to the source _____.	The 'From' and 'To' items are the same.
Please enter an item to _____	You are attempting to combine or copy to an item number which has not been identified. The source or target cannot be blank.
Item _____ does not exist.	You are attempting to combine or copy into a source or target that does not exist.

Account Changes

The Toolkit for Adagio will allow you to change, combine into or copy an account/department.

To begin:

- Select **Accounts** from the toolbar.
Or
- Select **Edit...Ledger...Account Changes** from the menu bar
- Select **New** to create a new account change record.
- When the New Account Change form appears, enter the 'from' account, the action (Change To, Combine Into or Copy To), the 'to' account and perhaps the new description.
- Click **OK** to accept the new record.



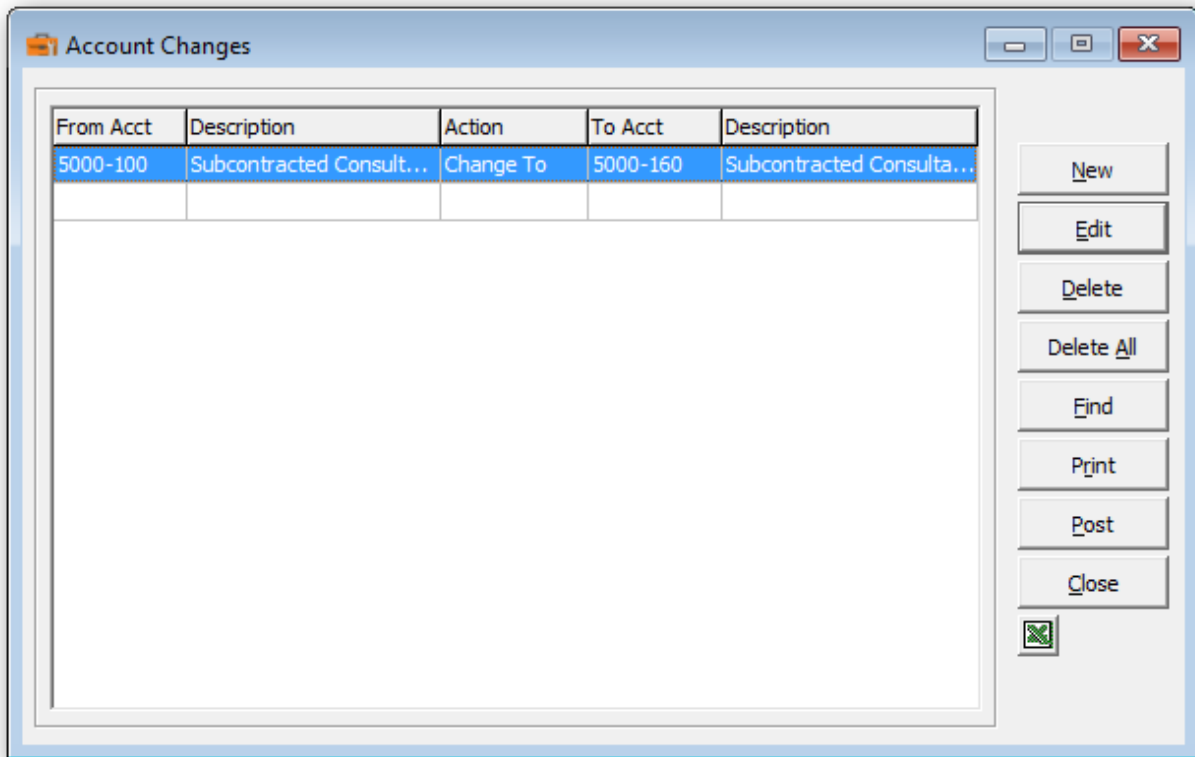
In the Account Changes grid you will see the pending account changes. Repeat the process for multiple account changes. If you have several changes, you may want to import the entire list from Excel.

Wildcards can be used to enter a series of records. Use a series of question marks to indicate any character in that position. For example, typing account '5?????' would select account codes that start with '5'. With this example, you could change all of the '5?????' account to '6?????'. Wildcards can be used to change, combine or copy records.

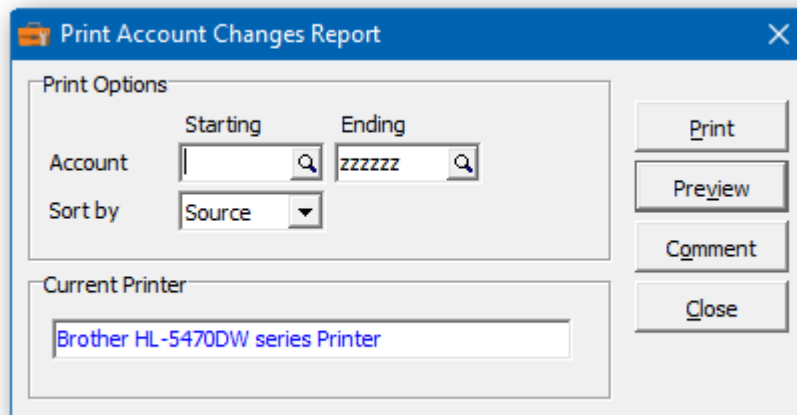
A wildcard change will generate multiple change records. The function will search the database for records that match. Records may be ignored, if entry rules are violated. For example, an account cannot be referenced, if it's already involved in a pending change.

- From this form you can select:
 - New** to add a change
 - Edit** to modify your change
 - Delete** to delete your change
 - Delete All** to delete all your changes
 - Find** will search for a particular change
 - Print** to print the change list
 - Post** to post your changes

A right click over the grid will display a popup menu with same functions. In addition, you can set the grid sort order. You can choose to sort by 'from' or 'to' account.

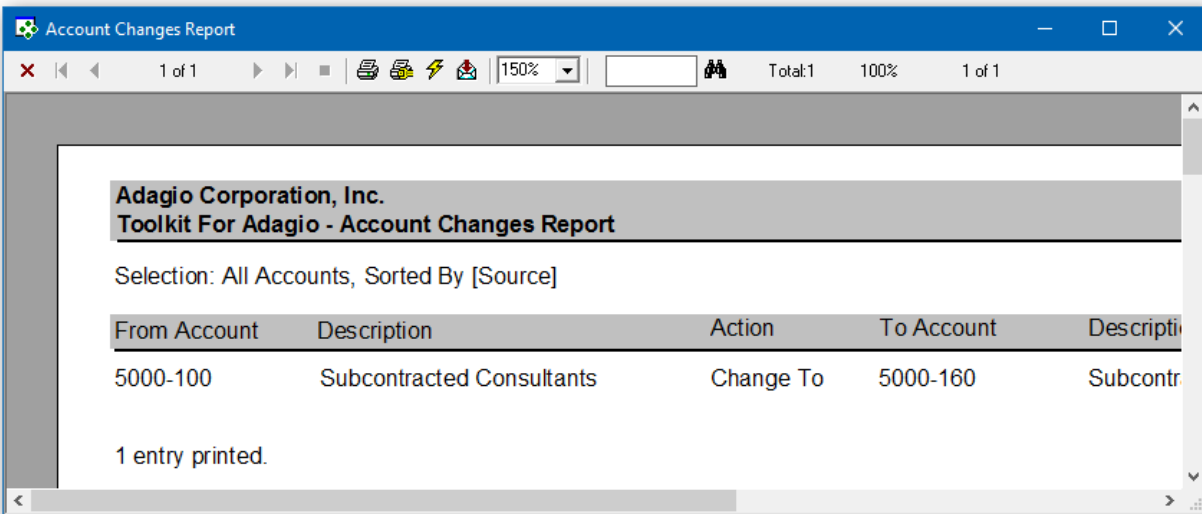


- If you wish to print out the Account Changes Report, select **Print** from the Account Changes form. You can access your account numbers by clicking on the drop down menus in the 'Starting' and 'Ending' fields

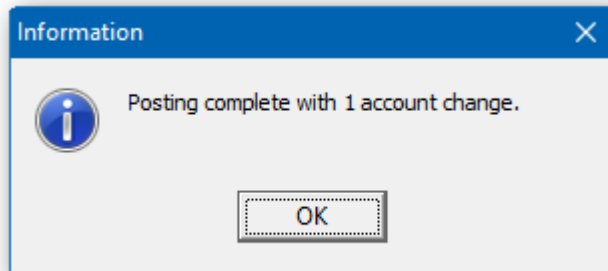


- From this form you can select:
 - Print** to print this report
 - Preview** to preview the report before printing
 - Comment** to add any comments to the footer of the report
 - Close** to close form without printing

Here's a sample print preview of the Account Changes Report:



- The **Post** function will perform a series of steps before changes are made. First, the pending changes will be checked for accuracy. If the changes are acceptable, the database will attempt to lock the dataset exclusively. If the option to 'backup before post' has been selected, a backup of the entire dataset will be performed. Once the backup is complete, the program will execute the list of changes. A completion message will report on how many accounts were changed.



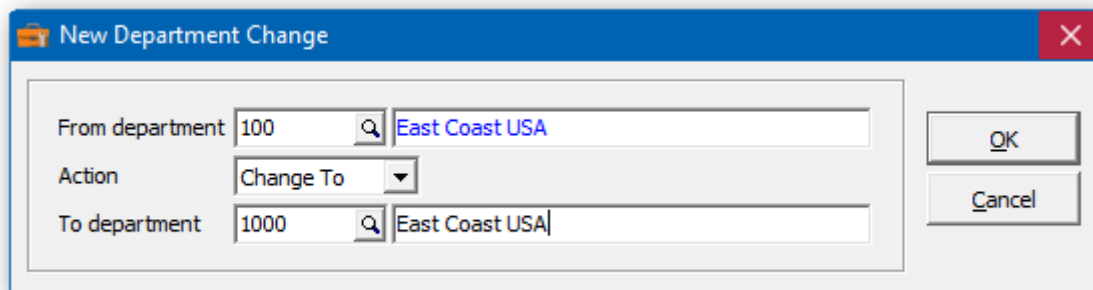
Error Message	Explanation
Account _____ does not exist. Please correct the problem before posting.	You are attempting to post a change to an account/department that does not exist. Either the account has been deleted or the change has already been posted.
Account _____ already exists. Please correct the problem before posting.	You are attempting to combine into an account/department that already exists.
Account _____ already exists.	You are attempting to copy or change an account/department into a target account that already exists.
An action is already pending for account _____.	You are attempting to perform an action on an account/department that already has a pending action.
Please enter a different target account to the source _____.	The 'From' and 'To' accounts are the same.
Please enter an account to _____	You are attempting to combine or copy to an account/department number which has not been identified. The source or target cannot be blank.
Account _____ does not exist.	You are attempting to combine or copy into a source or target that does not exist.

Department Changes

The Toolkit for Adagio will allow you to change, combine into or copy a department.

To begin:

- Select **Depts** from the toolbar.
Or
- Select **Edit...Ledger...Department Changes** from the menu bar
- Select **New** to create a new department change record.
- When the New Department Change form appears, enter the 'from' department, the action (Change To, Combine Into or Copy To), the 'to' department and perhaps the new description.
- Click **OK** to accept the new record.



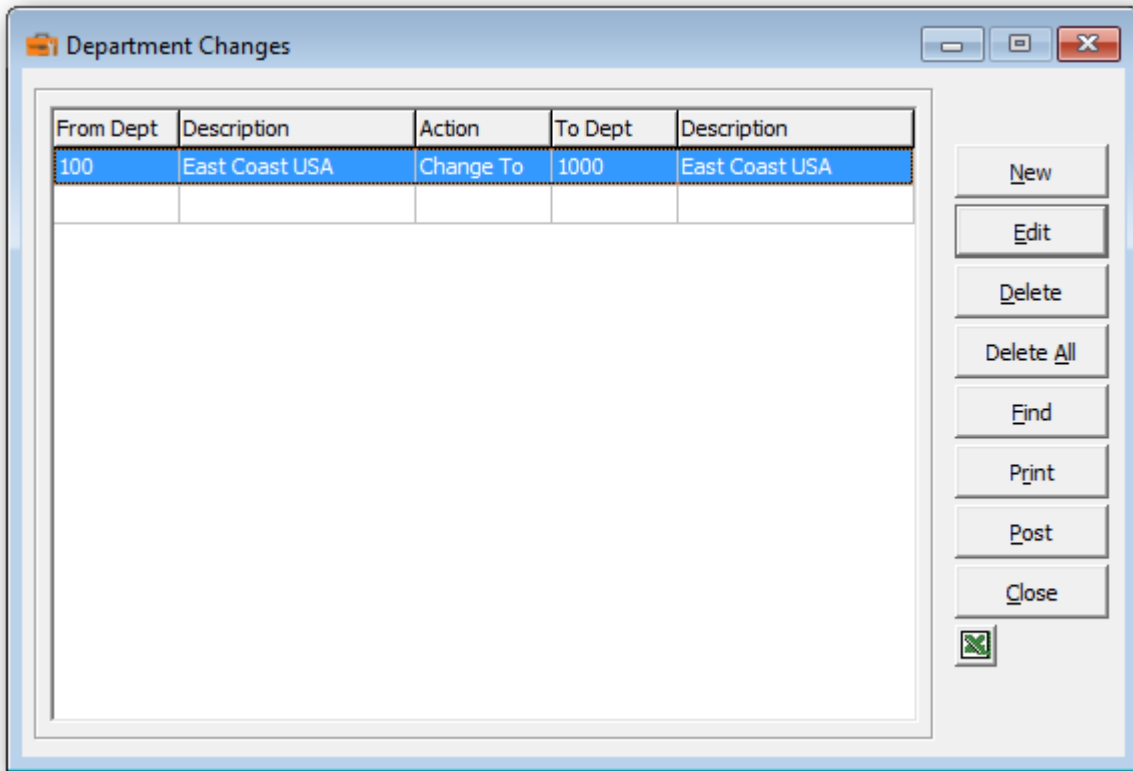
In the Department Changes grid you will see the pending department changes. Repeat the process for multiple department changes. If you have several changes, you may want to import the entire list from Excel.

Wildcards can be used to enter a series of records. Use a series of question marks to indicate any character in that position. For example, typing account '5?????' would select department codes that start with '5'. With this example, you could change all of the '5?????' department to '6?????'. Wildcards can be used to change, combine or copy records.

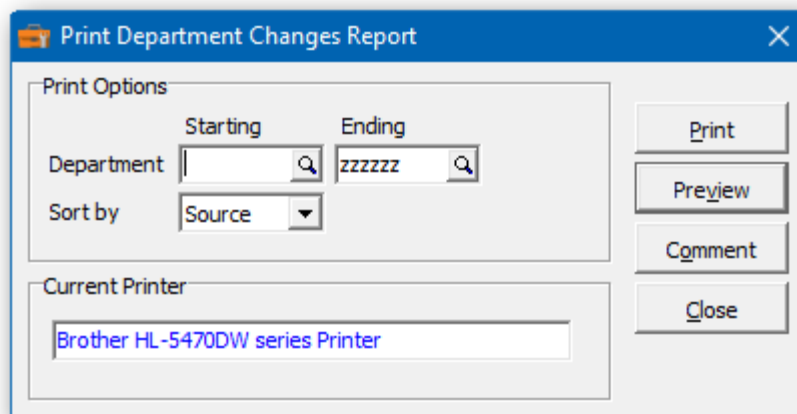
A wildcard change will generate multiple change records. The function will search the database for records that match. Records may be ignored, if entry rules are violated. For example, a department cannot be referenced, if it's already involved in a pending change.

- From this form you can select:
 - New** to add a change
 - Edit** to modify your change
 - Delete** to delete your change
 - Delete All** to delete all your changes
 - Find** will search for a particular change
 - Print** to print the change list
 - Post** to post your changes

A right click over the grid will display a popup menu with same functions. In addition, you can set the grid sort order. You can choose to sort by 'from' or 'to' department.



- If you wish to print out the Department Changes Report, select **Print** from the Department Changes form. You can access your department numbers by clicking on the drop down menus in the 'Starting' and 'Ending' fields



- From this form you can select:

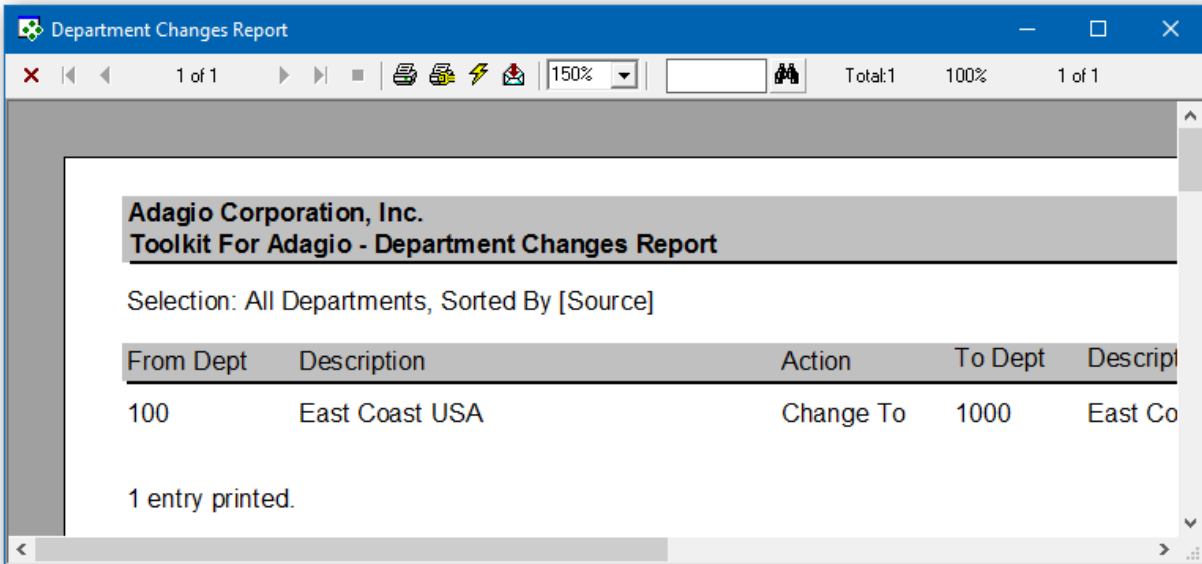
Print to print this report

Preview to preview the report before printing

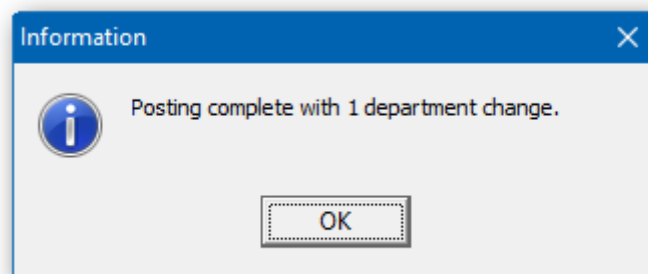
Comment to add any comments to the footer of the report

Close to close form without printing

Here's a sample print preview of the Department Changes Report:



- The **Post** function will perform a series of steps before changes are made. First, the pending changes will be checked for accuracy. If the changes are acceptable, the database will attempt to lock the dataset exclusively. If the option to 'backup before post' has been selected, a backup of the entire dataset will be performed. Once the backup is complete, the program will execute the list of changes. A completion message will report on how many departments were changed.



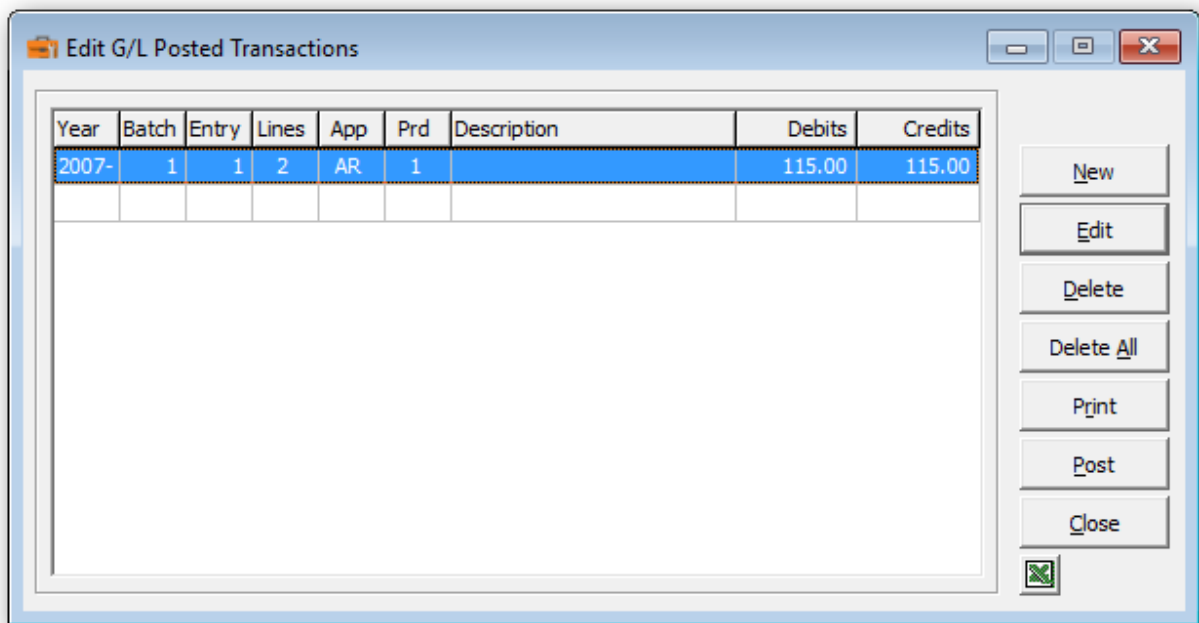
Error Message	Explanation
Department ____ does not exist. Please correct the problem before posting.	You are attempting to post to a change to a department that does not exist. Either the department has been deleted or the change has already been posted.
Department ____ already exists. Please correct the problem before posting.	You are attempting to combine into a department that already exists.
Department ____ already exists.	You are attempting to copy or change a department into a target department that already exists.
An action is already pending for department _____.	You are attempting to perform an action on a department that already has a pending action.
Please enter a different target department to the source _____.	The 'From' and 'To' departments are the same.
Please enter a department to _____	You are attempting to combine or copy to a department number which has not been identified. The target department cannot be blank.
Department _____ does not exist.	You are attempting to combine or copy into a source or target that does not exist.

Edit Posted Transactions

The Toolkit for Adagio will allow you to correct errors in General Ledger posted entries. With this function, you can edit, add or remove posted entries or change the period in which they were posted. Only entries posted to the current year are eligible.

To begin:

- Select **Edit...Ledger...Posted Transactions** from the menu bar
- Or
- Select **GL Trans** from the toolbar.
- Select **New** to edit a posted transaction.
- When the Edit form appears, select the fiscal year, batch and entry from the fields provided. Use the finder or smart finder to locate the entry.
- Alternatively, you can select a transaction by account. To view transactions by account, click the **Find** button. Choose the appropriate account from the finder field. Use the Period finder to move to position the grid to that period. Once you've located the transaction, double-click the record or click the **Select** button. The associated entries will appear in the posted transaction grid.



- From the grid form you can select:
 - New** to select an entry to edit
 - Edit** to modify the changes to the highlighted entry
 - Delete** to delete your change
 - Delete All** to delete all your changes
 - Find** will search for a particular change
 - Print** to print the change list
 - Post** to post your changes
 - Close** to close the form

Year 2007- Batch 1 Entry 1 Period 1 January 31, 2007

Detail	Account	Src	Date	Reference	Description	Debit	Credit
1	1101	AR-IN	1/2/2007	918		115.00	0.00
2	4000-200	AR-IN	1/2/2007	918		0.00	115.00
Entry totals						115.00	115.00
Out of balance						0.00	

Buttons: OK, Cancel, Find, New, Edit, Delete

➤ From the edit form you can select:

New to add a detail

Edit to modify the highlighted detail

Delete to delete the highlighted detail

Find will search for a particular entry

OK will save the change to this entry

Cancel will cancel changes to this entry

➤ Highlight the record you'd like to change. Double-click over the record and click **Edit**.

Source AR IN A/R Invoices

Date 1/2/2007

Reference 918

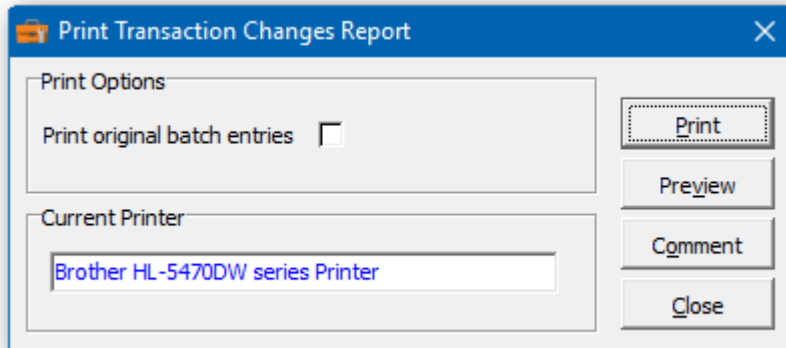
Description

Acct/dept 1101 Accounts Receivable111

Debits 115.00 Credits 0.00

Buttons: OK, Cancel

- Make the appropriate changes and then click **OK** to accept the changes.
- A right click over the grid will display a popup menu with the same functions. In addition, you can delete all the records in the grid and refresh the transaction list.
- If you wish to print the Transaction Changes Report, select **Print** from the edit form. This report will include the current and pending transactions.
- From the print form you can select:



Print to print this report

Preview to preview the report before printing

Comment to add any comments to the footer of the report

Close to close form without printing

Print original batch entries to print the original entries, as well as the new entries

Here is a sample print preview of the Transaction Changes Report:

Status	Year	Batch	Entry Detail	Account	Date	Source	Reference	Description	Debit	Credit
Current	2007-	1	1	1 1101	01/02/2007	AR-IN	918		115.00	
	2007-	1	1	2 4000-200	01/02/2007	AR-IN	918			115.00
									115.00	115.00
Pending	* 2007-	1	1	1 1140	01/02/2007	AR-IN	918	Federal Deliveries	115.00	
	2007-	1	1	2 4000-200	01/02/2007	AR-IN	918			115.00
									115.00	115.00

* indicates edited, > indicates inserted
1 entry printed.

- The **Post** function will perform a series of steps before changes are made. First, the pending changes will be checked for accuracy. If the changes are acceptable, the database will attempt to lock the Adagio Ledger database, exclusively. If the option to 'backup before post' has been

selected, a backup of the entire dataset will be performed. Once the backup is complete, the program will execute the changes.

- The original batch entries will be deleted and replaced with the new batch entries.
- If the period was changed, the new batch entry will be reassigned to the new period.
- If you delete the transaction list and post, the current batch entry will be deleted.
- After the post, you can re-select the entry to view the changes.
-

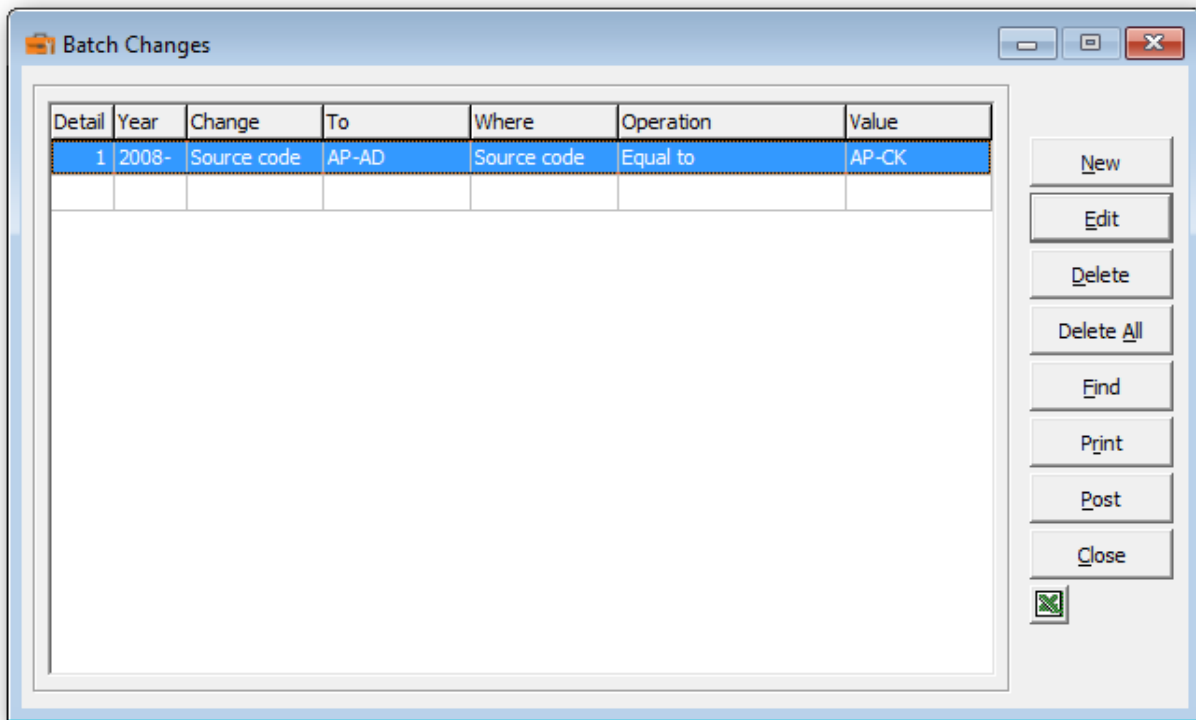
Error Message	Explanation
Unable to post. The batch entries are out of balance.	Before you post, the transactions must be in balance. The debits must equal the credits. Review the pending transactions and adjust the amounts until the balance is zero.
Please enter a valid batch and entry number.	Transactions must originate from a previously posted batch. Select a valid batch and entry using the batch or entry finder.
Changes will be discarded. Are you sure you wish to exit this function?	Changes were made to the transactions. If you close this function, the changes will be discarded.
The transaction cannot be selected, due to missing batch/entry information.	Transactions must originate from a previously posted batch. Transactions from a previous import, retrieve or consolidation might not contain a batch/entry number.
Unable to edit posted transactions. There are no transactions on file.	There are no transactions on file to edit. This might be a new General Ledger database or perhaps the entries were cleared by another process.
An indexed transaction file will be created for this function.	This function requires an index into the posted transaction file. If there are subsequent postings, the index will become out of date and require an update.
All entries will be changed to period ____.	If you change the period, the new transactions will be assigned to the new period. The original transactions will be removed from the current period.
Batch ____ cannot be edited, because it's a prior year post.	The posted transaction file may contain transactions from prior years. Only current year transactions can be edited.

Batch Changes

The Toolkit for Adagio will allow you to make mass changes to open General Ledger batches. Any field can be changed, based upon a user defined criteria.

To begin:

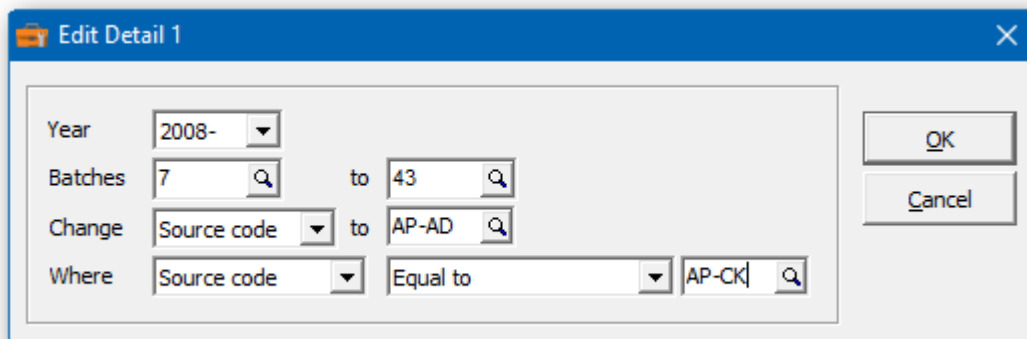
- Select **Edit...Ledger...Batch Changes** from the menu bar.
- Select **New** to create a new batch change record.
- When the New Detail form appears, enter the year, batch range, the change and the search criteria required to make the change.
- Click **OK** to accept the new record.
- If you have several changes, you may want to consider importing your list of changes from Excel.



The 'Batch Changes' window displays a table with the following data:

Detail	Year	Change	To	Where	Operation	Value
1	2008-	Source code	AP-AD	Source code	Equal to	AP-CK

On the right side of the window, there is a vertical list of buttons: New, Edit, Delete, Delete All, Find, Print, Post, and Close. A green checkmark icon is located at the bottom right of the window.



The 'Edit Detail 1' window contains the following input fields:

- Year: 2008- (dropdown)
- Batches: 7 (text) to 43 (text)
- Change: Source code (dropdown) to AP-AD (text)
- Where: Source code (dropdown) Equal to (dropdown) AP-CK (text)

Buttons for OK and Cancel are located on the right side of the window.

- From the grid form you can select:

New to add a change

Edit to modify your change

Delete to delete your change

Find will search for a particular change

Print to print the change list

Post to post your changes

Close to close the form

- A right click over the grid will display a popup menu with the same functions. In addition, you can delete all the pending changes.
- If you wish to print the Batch Changes Report, select **Print** from the grid form. Select the range of details to print.

Print Batch Changes Report

Print Options

Detail Starting Ending

zzzzz

Current Printer

Brother HL-5470DW series Printer

Print

Preview

Comment

Close

- From the print form you can select:

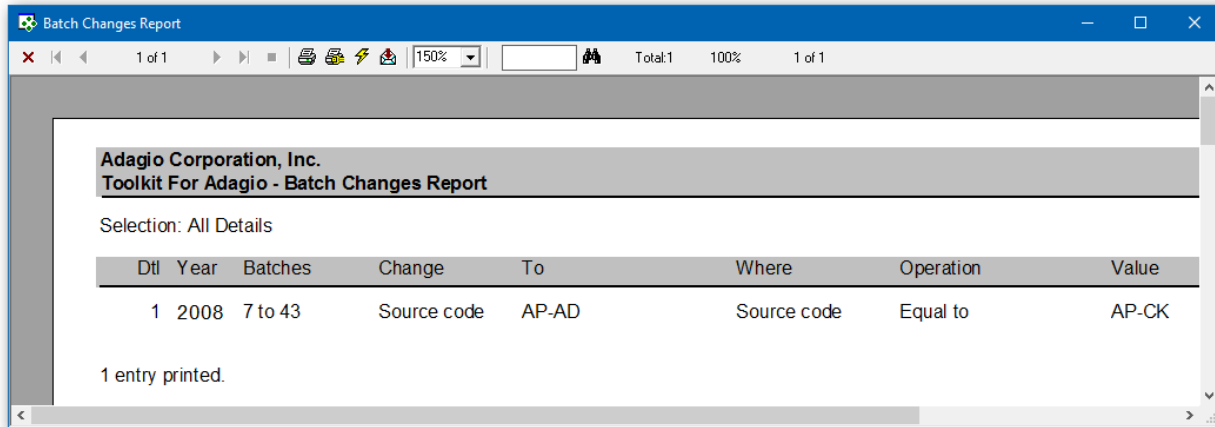
Print to print this report

Preview to preview the report before printing

Comment to add any comments to the footer of the report

Close to close form without printing

Here is a sample print preview of the Batch Changes report:



- The **Post** function will perform a series of steps before changes are made. First, the pending changes will be checked for accuracy. If the changes are acceptable, the database will attempt to lock the Adagio Ledger database, exclusively. If the option to 'backup before post' has been selected, a backup of the entire dataset will be performed. Once the backup is complete, the program will execute the changes.
- After the post, you can re-select the entry to view the changes.
-

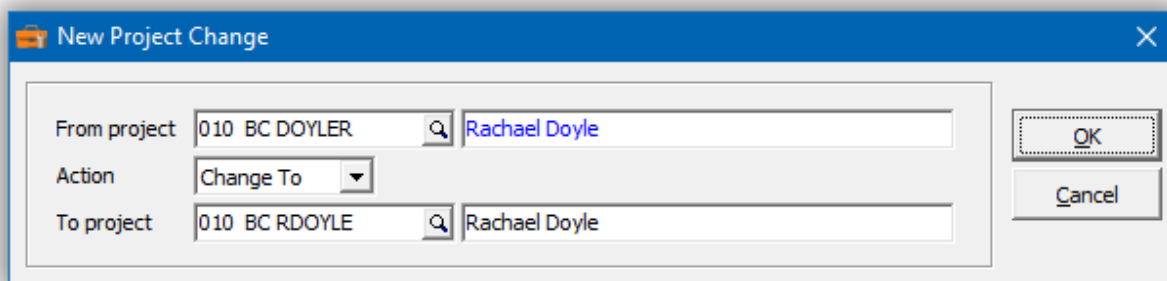
Error Message	Explanation
The ___ is invalid or missing.	The field content is invalid or missing. The following fields are checked for accuracy: source code, fiscal period, account, department and transaction date.
The starting ___ exceeds the ending ___.	If the criteria involves a range, be sure to enter an ending range that is greater than the starting range. The same rule applies to the batch range.
Please enter a valid fiscal year. Either current or next year.	The edited batch must be an active batch in either the current or next year.

Project Changes

The Toolkit for Adagio will allow you to change, combine into or copy an Adagio Ledger project code.

To begin:

- Select **Edit...Ledger...Project Changes** from the menu bar.
- Select **New** to create a new project change record.
- When the New Project Change form appears, enter the 'from' project and the 'to' project. You can also change the project description.
- Click **OK** to accept the new record.



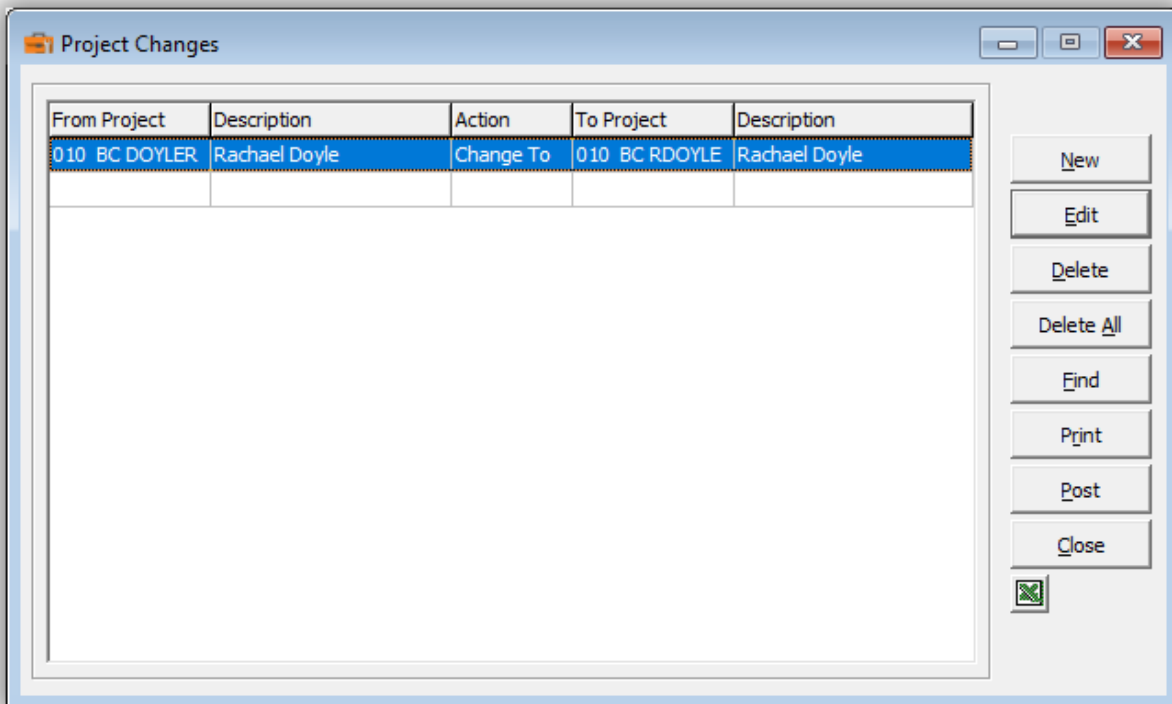
In the Project Changes grid you will see the pending project change. Repeat the process for multiple project changes. If you have several changes, you may want to consider importing your list of changes from Excel.

Wildcards can be used to enter a series of records. Use a series of question marks to indicate any character in that position. For example, typing a project of '1?????' would select projects that start with '1'. With this example, you could change all of the '1?????' project codes to '2?????'.

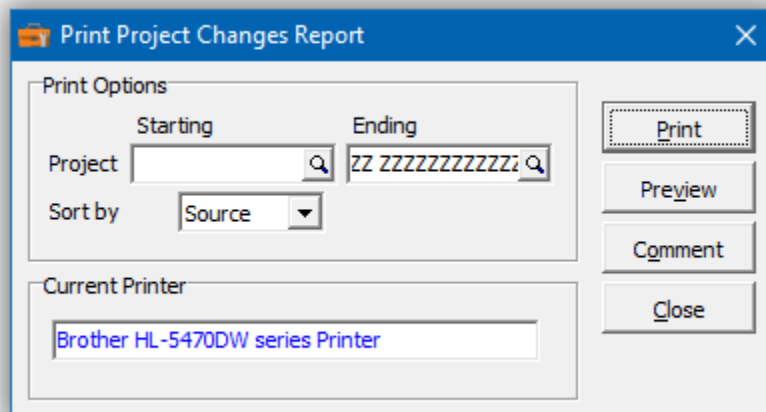
A wildcard change will generate multiple change records. The function will search the database for records that match. Records may be ignored, if entry rules are violated. For example, a project code cannot be referenced, if it's already involved in a pending change.

- From this form you can select:
 - New** to add a change
 - Edit** to modify your change
 - Delete** to delete your change
 - Delete All** to delete all your changes
 - Find** will search for a particular change
 - Print** to print the change list
 - Post** to post your changes

A right click over the grid will display a popup menu with same functions. In addition, you can set the grid sort order. You can choose to sort by 'from' or 'to' project.

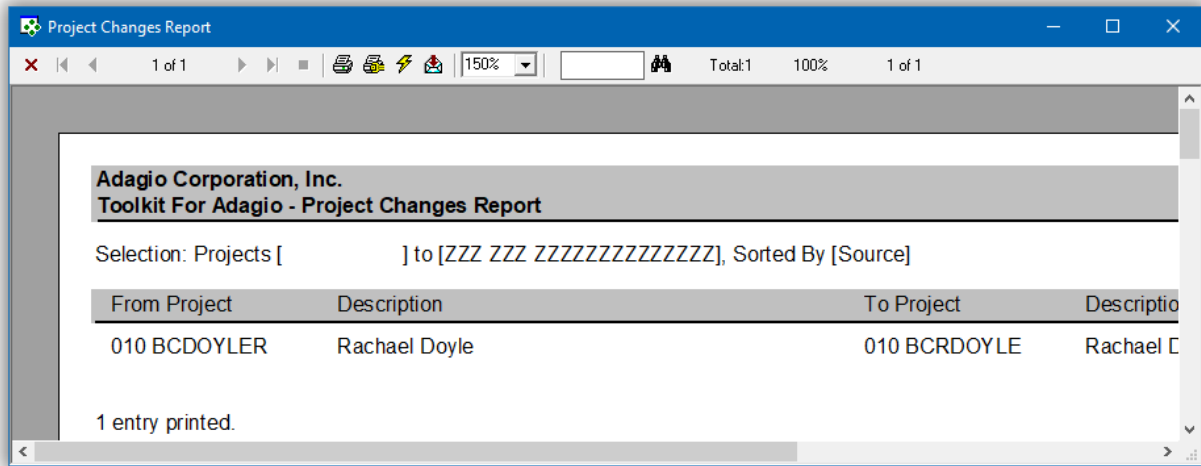


- If you wish to print the Project Changes Report, select **Print** from the Project Changes form. Select the range of projects and the sort order.

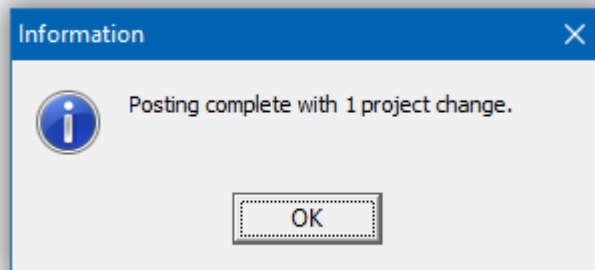


- From this form you can select:
 - Print** to print this report
 - Preview** to preview the report before printing
 - Comment** to add any comments to the footer of the report
 - Close** to close form without printing

Here is a sample print preview of the **Project Changes Report**:



- The **Post** function will perform a series of steps before changes are made. First, the pending changes will be checked for accuracy. If the changes are acceptable, the database will attempt to lock the dataset exclusively. If the option to 'backup before post' has been selected, a backup of the entire dataset will be performed. Once the backup is complete, the program will execute the list of changes. A completion message will report on how many projects were changed.



Error Message	Explanation
Project _____ does not exist. Please correct the problem before posting.	You are attempting to post to a change to a project that does not exist. Either the project was deleted or the change has already been posted.
Project _____ already exists.	You are attempting to change a project to a target project that already exists.
An action is already pending for project _____.	You are attempting to perform an action on a project that already has a pending action.
Please enter a different target project to the source _____.	The 'From' and 'To' projects are the same.

Project Format Change

Once projects are created within Adagio Ledger, the project code format cannot be changed. This function can be used to make project format changes and have those changes reflected in existing projects or posted transactions.

Use this function to make the following changes:

- Change a single segment project to a multi-segment project.
- Change a multiple segment project to a single segment project.
- Rearrange multi-segment projects. For example, ABC-DEF becomes DEF-ABC. The project code content will also change.
- You can resize any segment. For example ABC-DEF becomes ABC-DEF? The '?' will be replaced with a blank character to expand the segment or project length.
- You can reduce the size of a segment by removing a letter. For example, ABC-DEF becomes ABC-DE. The utility will confirm that the missing 'F' will not create a problem with your project list. For example, your project might be in the form of ABC-DEFGHIJKLM, but you are not using KLM and can be trimmed. Use the 'Check' function to see if the new format is acceptable.
- Modify the position of the characters within the project code.
- Change the placement of the hyphen, space, slash, etc. within the project code.
- Expand the project code by placing a space(s) at the beginning, middle or end of a segment.
- Remove unwanted characters from the project code.

Using the Project Format Change

- Select **Edit...Ledger...Project Format Change** from menu bar.

The current project format will display in the Project Format Change form. Each position in the project code is assigned an alphabetical character; beginning with the letter A. The project is sectioned, if segments exist.

- In the **New project format** field enter in the new structure of the project code. Input the characters displayed in the previous structure positioning the characters in the desired order. If you would like to remove a character in a specific position from each project code do not enter the character which represents that position. Use **' . / \ - () #** or **blank'** to separate the segments. If you would like to insert a space in the new project code, place a **'?'** character in the required positions.

For example:

Project code 010 BC DOLYLER would be represented by:

ABC DEF GHIJKLMNOPQR

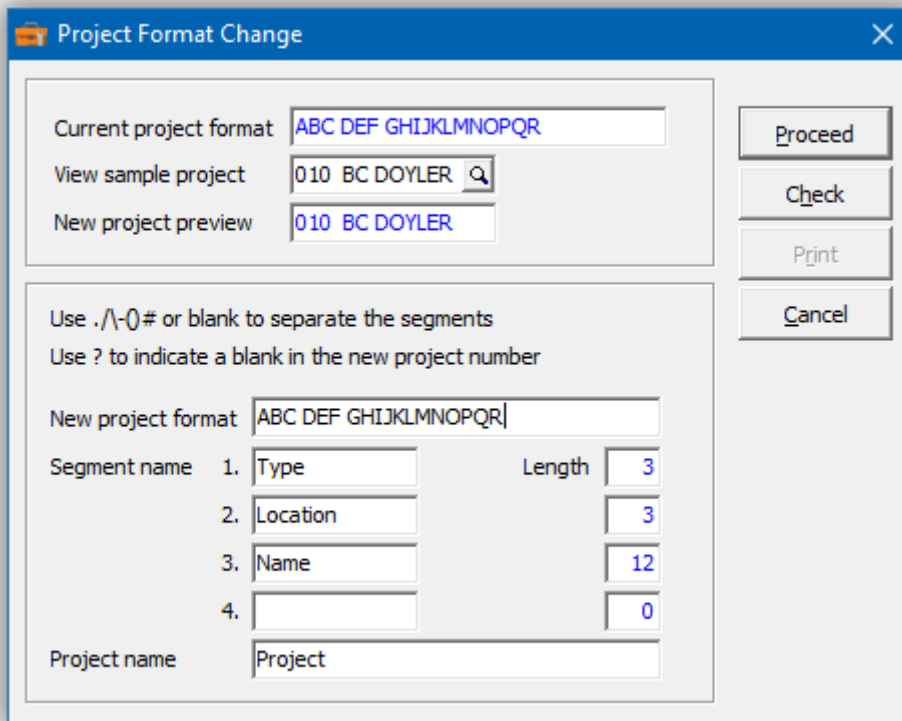
If you would like to increase the length of the second segment and decrease the third segment you would type the new number as:

ABC DEF? GHIJKLMNOPQ

If you would like to switch the first and second segments, you would type the new number as:

DEF ABC GHIJKLMNOPQR

The common rules for setting up the project format still exist – each segment must be between 3 and 18 characters (this does not include segment separators) the maximum number of segments are 4 and the characters to divide each segment must be . / \ - () or #.



The new **Segment names** and **Project name** can be edited.

Use **View sample project** to preview how a project might appear under the new format.

➤ Press **Check**

Either the new format is acceptable or duplicate projects will be reported. Duplicate projects can be the result of a shortened project format. If there are problems, a report of those projects is provided.

➤ Press **Proceed**

You will now see in the **New project preview** field your proposed new item format. The **View sample project** field displays the old project format.

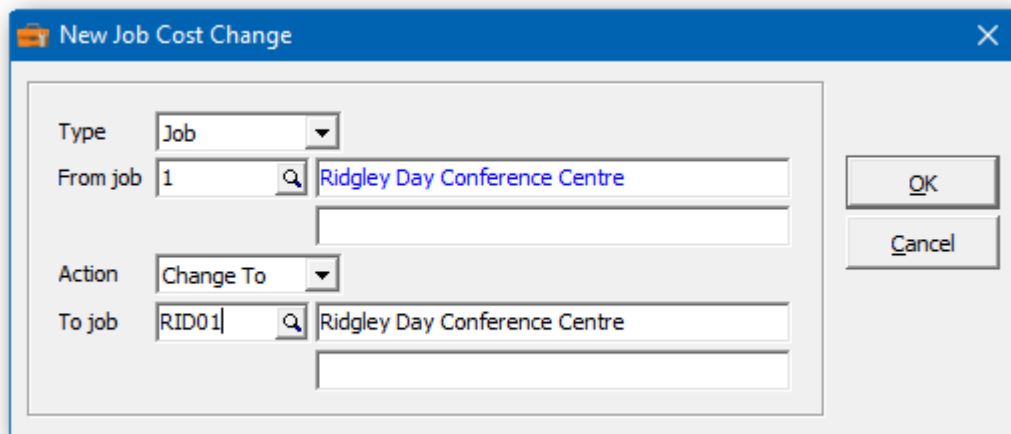
Error Message	Explanation
Project length must be at least three.	Project length must be a minimum of 3 characters and a maximum of 18 characters. Segment separators are not included in this count.
Two separators together are not allowed.	You are attempting to put two separators together in the item code. There must be some characters between the segment separators.
You must enter a segment name.	You must fill in the field for the segment name.
Separator must be one of . / \ - () or # or blank.	A separator must be either one of the following characters . / \ - () or # or a blank.
Four is the maximum number of segments.	There cannot be more than four segments in a project code. Check that a separator character (blank, period, slash, bracket or number symbol) is not being used as a character.
The project length cannot exceed 18.	Project length must be a minimum of 3 characters and a maximum of 18 characters. Segment separators are not included in this count.
The new project format will result in __ duplication errors. Please print the error report for details.	The project format in which you entered will result in __ errors. It is recommended to print off the error report and resolve the problem(s) before proceeding.
The letter ____ is not part of the original project format, separator or question mark.	You are attempting to use a letter or character that is not part of the original project format and is not a designated separator.
The letter ____is repeated in the new format.	You are attempting to use a letter or character that is repeated in the new format.

JobCost Changes

The Toolkit for Adagio will allow you to change, combine into or copy a job, phase or category code.

To begin:

- Select **Job Cost** from the toolbar.
Or
- Select **Edit...Job Cost...Job Cost Changes** from the menu bar
- Select **New** to create a new JobCost change record.
- When the New JobCost Change form appears, enter the job type (job, phase, category), 'from' code, the action (Change To, Combine Into or Copy To) and the 'to' code.
- Click **OK** to accept the new record.

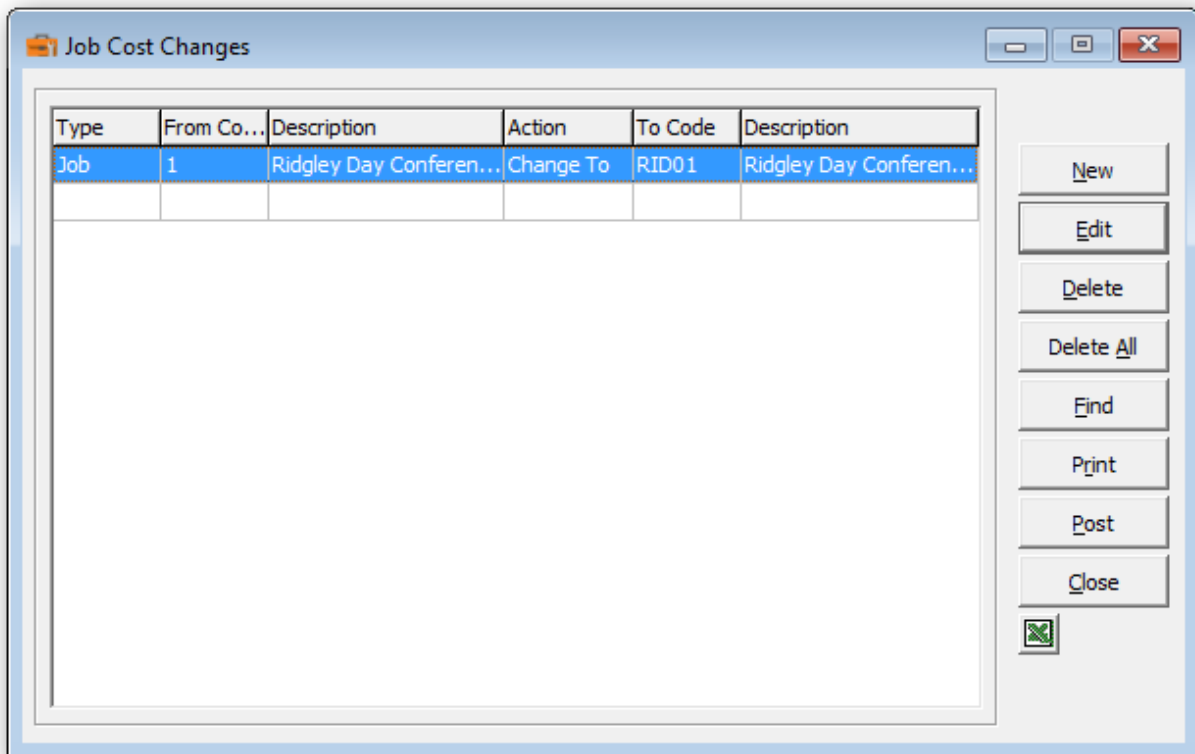


In the JobCost Changes grid you will see the pending JobCost changes. You are permitted to enter a variety of job types in a single session. If you have several changes, you may want to consider importing the list from Excel.

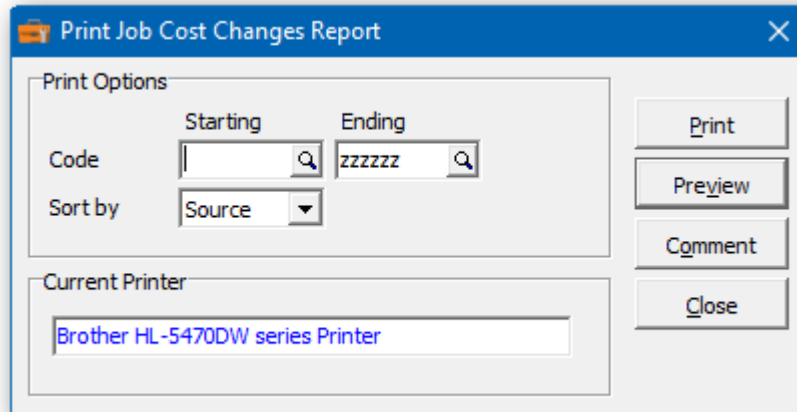
Wildcards can be used to enter a series of records. Use a series of question marks to indicate any character in that position. For example, typing job '110?' would select jobs that start with '110'. In this example, you could change all of the '110?' jobs to '210?'. Wildcards can be used to change, combine or copy records.

A wildcard change will generate multiple change records. The function will search the job list for records that match. Records may be ignored, if entry rules are violated. For example, a job cannot be referenced, if it's already involved in a pending change.

- From this form you can select:
 - New** to add a change
 - Edit** to modify your change
 - Delete** to delete your change
 - Delete All** to delete all your changes
 - Find** will search for a particular change
 - Print** to print the change list
 - Post** to post your changes
- A right click over the grid will display a popup menu with same functions. In addition, you can set the grid sort order. You can choose to sort by 'from' or 'to' code.



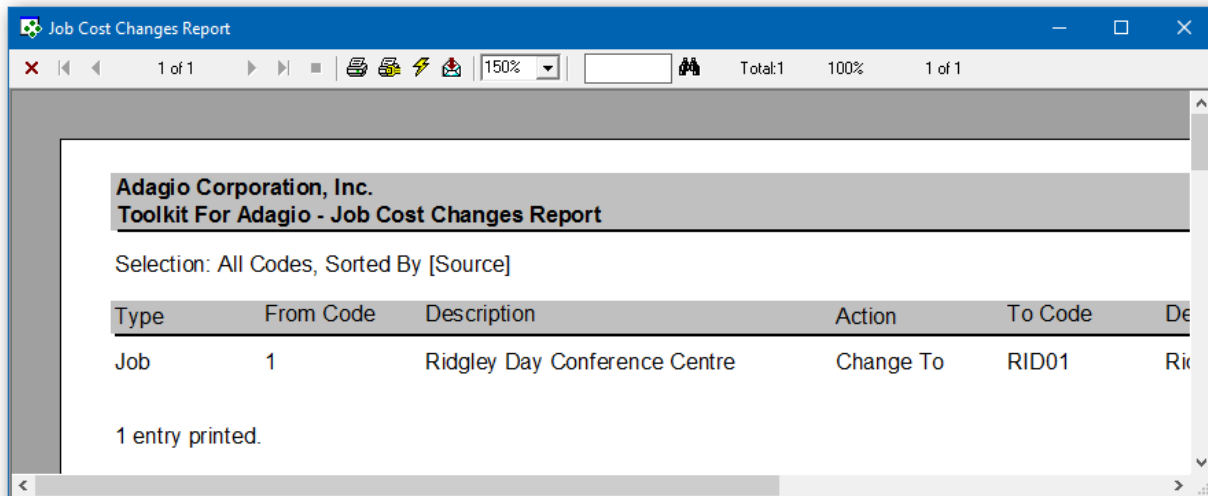
If you wish to print the JobCost Changes Report, select **Print** from the JobCost Changes form. Select the range of codes and the sort order.



From the print form, you can select:

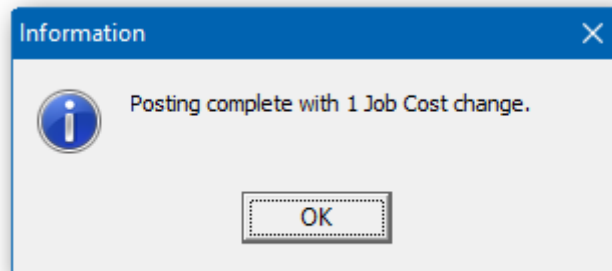
- **Print** to print this report
- **Preview** to preview the report before printing
- **Comment** to add any comments to the footer of the report
- **Close** to close form without printing

Here's a sample print preview of the JobCost Changes Report:



Type	From Code	Description	Action	To Code	De
Job	1	Ridgley Day Conference Centre	Change To	RID01	Ri

- The **Post** function will perform a series of steps before changes are made. First, the pending changes will be checked for accuracy. If the changes are acceptable, the database will attempt to lock the dataset exclusively. If the option to 'backup before post' has been selected, a backup of the entire dataset will be performed. Once the backup is complete, the program will execute the list of changes. A completion message will report on how many jobs were changed.



Error Message	Explanation
Job _____ does not exist. Please correct the problem before posting.	You are attempting to post to a change to a job that does not exist. Either the job has been deleted or the change has already been posted.
Job _____ already exists. Please correct the problem before posting.	You are attempting to combine into a job number which already exists.
Job _____ already exists.	You are attempting to copy or change a job number into a target job that already exists.
An action is already pending for job _____.	You are attempting to perform an action on a job that already has a pending action.
Please enter a different target job to the source _____.	The 'From' and 'To' jobs are the same.
Please enter a job to _____	You are attempting to combine or copy to a job number which has not been identified. The source or target cannot be blank.
Job _____ does not exist.	You are attempting to combine or copy into a source or target that does not exist.
Cost type mismatch between phase _____ and _____.	You are attempting to combine two phases with different cost types.
Cost type mismatch between category _____ and _____.	You are attempting to combine two categories with different cost types.
Revenue recognition method mismatch between job _____ and _____.	You are attempting to combine two jobs with different revenue recognition methods.

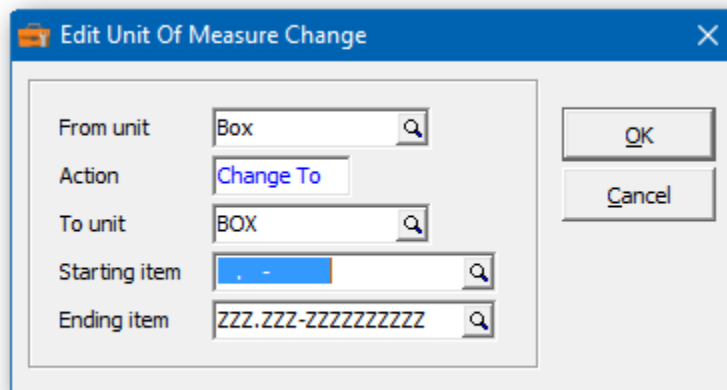
Unit of Measure Changes

The Toolkit for Adagio will allow you to change one or more units of measure. The function is typically used to clean up the Adagio database. Over time, with little validation, units can be spelled in a variety of ways. For example: 'Each', 'EA', 'EACH', 'Ea.'. Using the Load function, you can scan the entire database and load all variations.

To begin:

- Select **Units** from the toolbar.
Or
- Select **Edit...Inventory...Unit Of Measure Changes** from the menu bar
- Select **New** to create a new unit change record.

When the New Unit Change form appears, enter the 'from' and 'to' unit of measure. Enter the range of items that will be affected. Click **OK** to accept the new record.



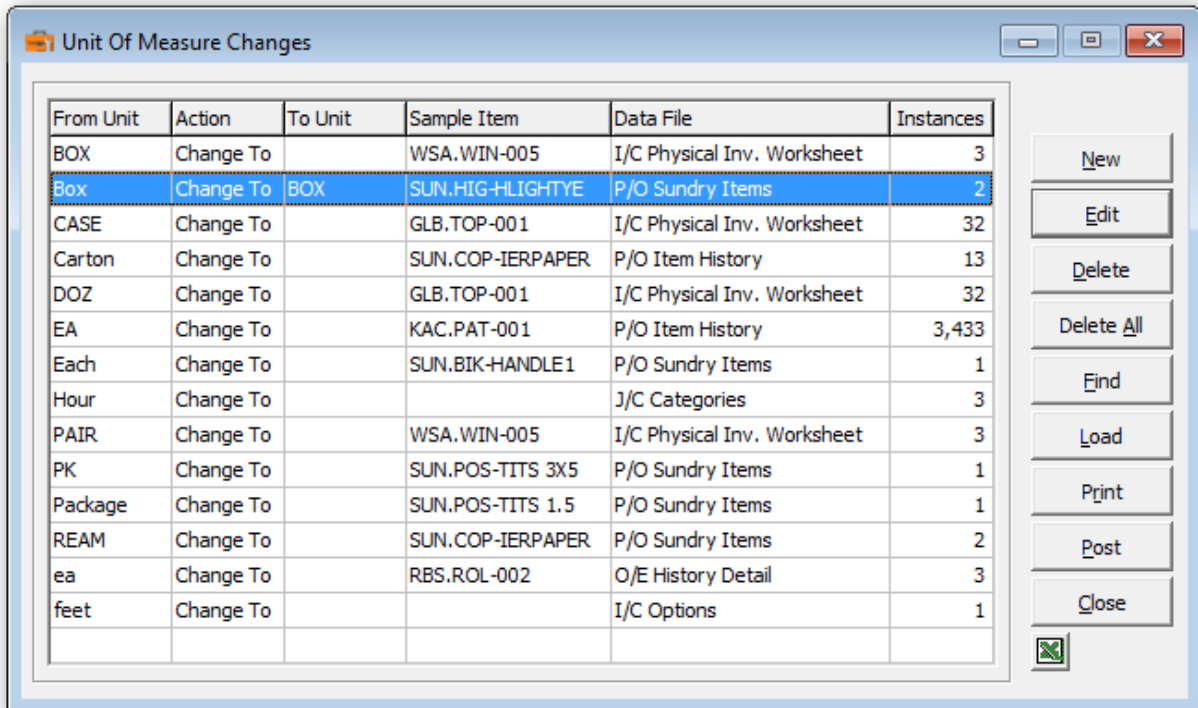
In the Unit Changes grid you will see the pending unit change. Repeat the process for multiple unit changes.

It is recommended to use the **Load** function to prepare a list of units. This function will review your entire database for units that have been used. Once loaded, you can edit the units of your choice. The grid will also display the last location where it found the unit and the number of instances, for example, 'EA', 'J/C Categories', 252 Instances.

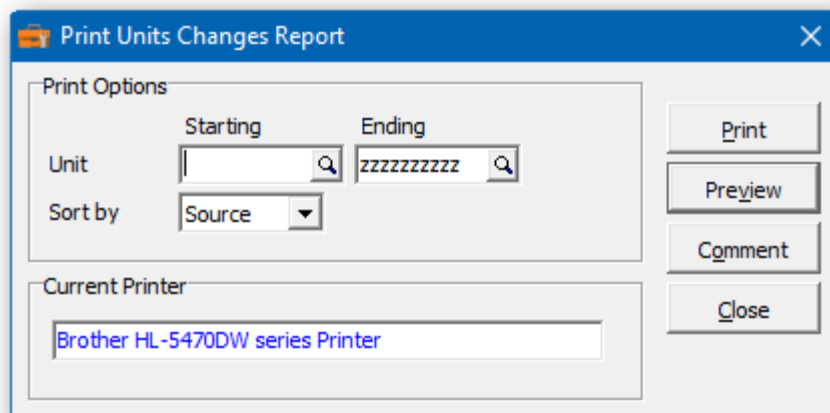
A unit change can be restricted to one or more items. From the **Edit** form, select a range of items that will be reviewed.

- From this form you can select:
 - Edit** to modify your change
 - Delete** to delete your change
 - Delete All** to delete all your changes
 - Find** will search for a particular change
 - Print** to print the change list
 - Post** to post your changes

- A right click over the grid will display a popup menu with same functions. In addition, you can set the grid sort order. You can choose to sort by 'from' or 'to' unit.



If you wish to print the Unit Changes Report, select **Print** from the Unit Changes form. Select the range of units and the sort order.



- From this form you can select:

Print to print this report

Preview to preview the report before printing

Comment to add any comments to the footer of the report

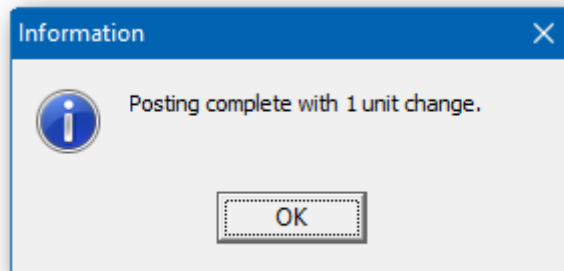
Close to close form without printing

Here's a sample print preview of the Unit Changes Report:

From Unit	Action / Ranges	To Unit	Sample Item	Data File
Box	Change To	BOX	SUN.HIG-HLIGHTYE	P/O Sundry Items
BOX	Change To		WSA.WIN-005	I/C Physical Inv. Wor
Carton	Change To		SUN.COP-IERPAPER	P/O Item History
CASE	Change To		GLB.TOP-001	I/C Physical Inv. Wor
DOZ	Change To		GLB.TOP-001	I/C Physical Inv. Wor
ea	Change To		RBS.ROL-002	O/E History Detail
EA	Change To		KAC.PAT-001	P/O Item History
Each	Change To		SUN.BIK-HANDLE1	P/O Sundry Items
feet	Change To			I/C Options
Hour	Change To			J/C Categories
Package	Change To		SUN.POS-TITS 1.5	P/O Sundry Items
PAIR	Change To		WSA.WIN-005	I/C Physical Inv. Wor
PK	Change To		SUN.POS-TITS 3X5	P/O Sundry Items
REAM	Change To		SUN.COP-IERPAPER	P/O Sundry Items

14 entries printed.

- The **Post** function will perform a series of steps before changes are made. First, the pending changes will be checked for accuracy. If the changes are acceptable, the database will attempt to lock the dataset exclusively. If the option to 'backup before post' has been selected, a backup of the entire dataset will be performed. Once the backup is complete, the program will execute the list of changes.
- Records that haven't been edited or contain a blank 'To' unit will be ignored. A completion message will report on how many unit instances were changed.
- You can rerun the **Load** function to view the active units.
- The resulting list of units will be added to the Adagio Inventory Control units table.



Error Message	Explanation
Unit _____ does not exist. Please correct the problem before posting.	You are attempting to post to a change to a unit that does not exist. Either the unit was deleted or the change has already been posted.
Unit _____ already exists. Please correct the problem before posting.	You are attempting to combine into a unit which already exists.
Unit _____ already exists.	You are attempting to copy or change a unit into a target customer that already exists.
An action is already pending for unit _____.	You are attempting to perform an action on a unit that already has a pending action.
Please enter a different target unit to the source _____.	The 'From' and 'To' units are the same.
Please enter a unit to _____	You are attempting to combine or copy to a unit which has not been identified. The source or target cannot be blank.
Unit _____ does not exist.	You are attempting to combine or copy into a source or target that does not exist.

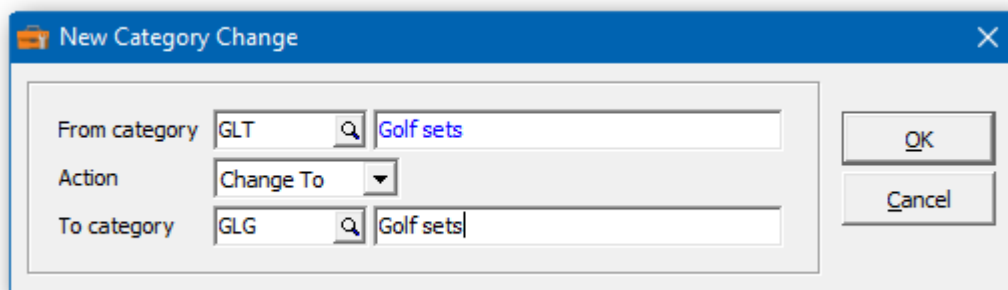
Category Changes

The Toolkit for Adagio will allow you to change, combine into or copy an inventory category code. If you use Order Entry without Inventory Control, you can use this function to change your Order Entry categories.

To begin:

- Select **Categories** from the toolbar.
Or
- Select **Edit...Inventory...Category Changes** from the menu bar
Or
- Select **Edit...Order Entry...Category Changes** from the menu bar
- Select **New** to create a new category change record.

- When the New Category Change form appears, enter the 'from' category, the action (Change To, Combine Into or Copy To) and the 'to' category and perhaps a new description.
- Click **OK** to accept the new record.



In the Category Changes grid you will see the pending category change. Repeat the process for multiple category changes. If you have several changes, you may want to consider importing your list of changes from Excel.

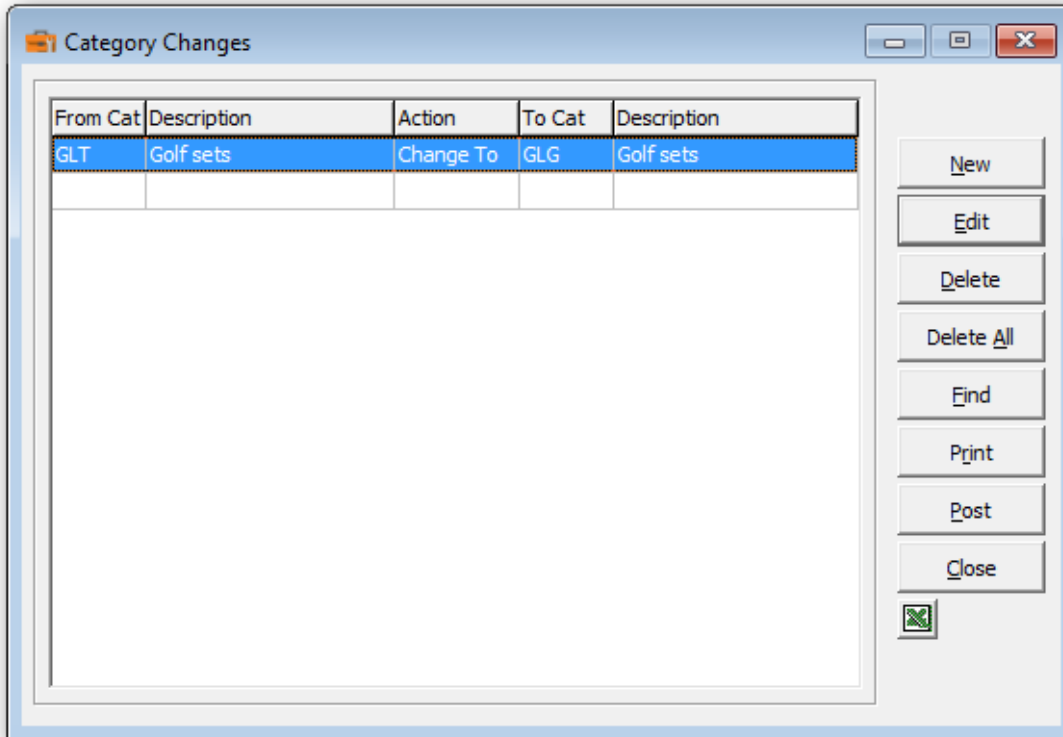
Wildcards can be used to enter a series of records. Use a series of question marks to indicate any character in that position. For example, typing category G??' would select category codes that start with 'G'. With this example, you could change all of the 'G??' categories to 'H??'. Wildcards can be used to change, combine or copy records.

A wildcard change will generate multiple change records. The function will search the database for records that match. Records may be ignored, if entry rules are violated. For example, a category cannot be referenced, if it's already involved in a pending change.

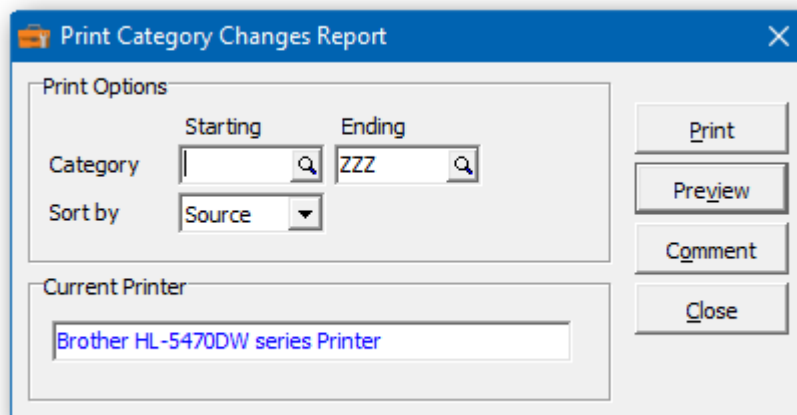
- From this form you can select:
 - New** to add a change
 - Edit** to modify your change
 - Delete** to delete your change

Delete All to delete all your changes
Find will search for a particular change
Print to print the change list
Post to post your changes
Close to close the form

A right click over the grid will display a popup menu with same functions. In addition, you can set the grid sort order. You can choose to sort by 'from' or 'to' category.



- If you wish to print the Category Changes Report, select **Print** from the Category Changes form. Select the range of categories and the sort order.



- From this form you can select:

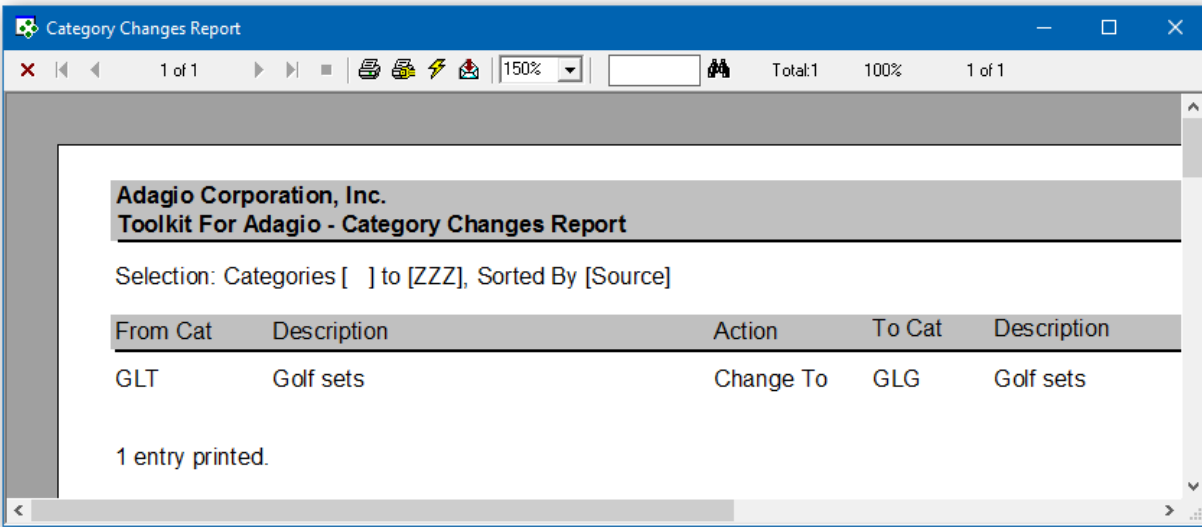
Print to print this report

Preview to preview the report before printing

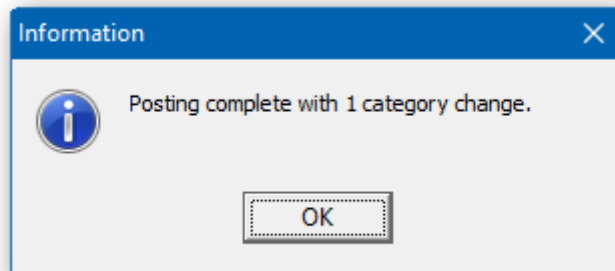
Comment to add any comments to the footer of the report

Close to close form without printing

Here is a sample print preview of the Category Changes Report:



- The **Post** function will perform a series of steps before changes are made. First, the pending changes will be checked for accuracy. If the changes are acceptable, the database will attempt to lock the dataset exclusively. If the option to 'backup before post' has been selected, a backup of the entire dataset will be performed. Once the backup is complete, the program will execute the list of changes. A completion message will report on how many categories were changed.



Error Message	Explanation
Category _____ does not exist. Please correct the problem before posting.	You are attempting to post to a change to a category that does not exist. Either the category was deleted or the change has already been posted.
Category _____ already exists. Please correct the problem before posting.	You are attempting to combine into a category number which already exists.
Category _____ already exists.	You are attempting to copy or change a category number into a target category that already exists.
An action is already pending for category _____.	You are attempting to perform an action on a category that already has a pending action.
Please enter a different target category to the source _____.	The 'From' and 'To' categories are the same.
Please enter a category to _____	You are attempting to combine or copy to a category number which has not been identified. The source or target cannot be blank.
Category _____ does not exist.	You are attempting to combine or copy into a source or target that does not exist.
Currency/decimal mismatch between category _____ and _____.	You are attempting to combine two categories with different currencies.

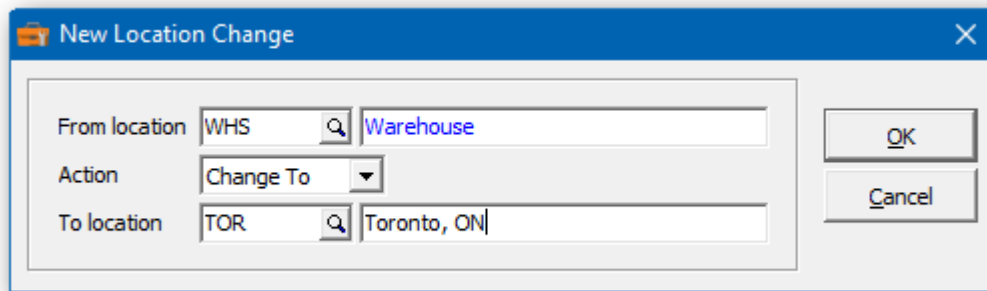
Location Changes

The Toolkit for Adagio will allow you to change, combine into or copy a location code. If you use Order Entry without Inventory Control, you can use this function to change your Order Entry locations.

To begin:

- Select **Locations** from the toolbar.
Or
- Select **Edit...Inventory...Location Changes** from the menu bar
Or
- Select **Edit...Order Entry...Location Changes** from the menu bar
- Select **New** to create a new location change record.

- When the New Location Change form appears, enter the 'from' location, the action (Change To, Combine Into or Copy To) and the 'to' location and perhaps a new description.
- Click **OK** to accept the new record.



In the Location Changes grid you will see the pending location change. Repeat the process for multiple location changes. If you have several changes, you may want to consider importing your list of changes from Excel.

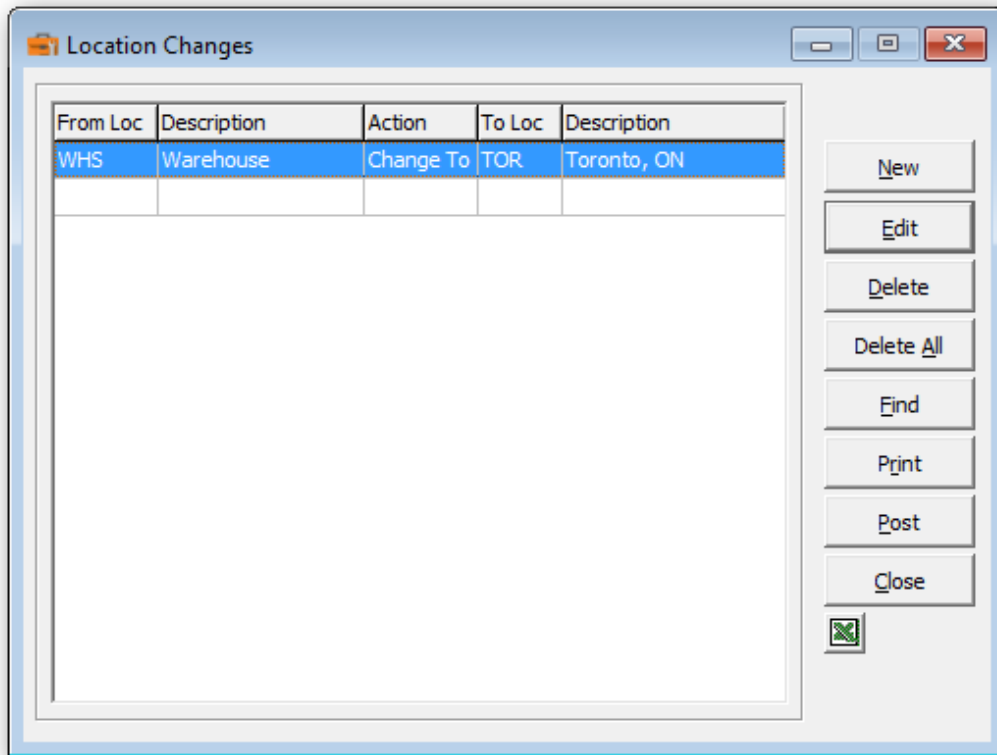
Wildcards can be used to enter a series of records. Use a series of question marks to indicate any character in that position. For example, typing location '1??' would select location codes that start with '1'. With this example, you could change all of the '1??' locations to '2??'. Wildcards can be used to change, combine or copy records.

A wildcard change will generate multiple change records. The function will search the database for records that match. Records may be ignored, if entry rules are violated. For example, a location cannot be referenced, if it's already involved in a pending change.

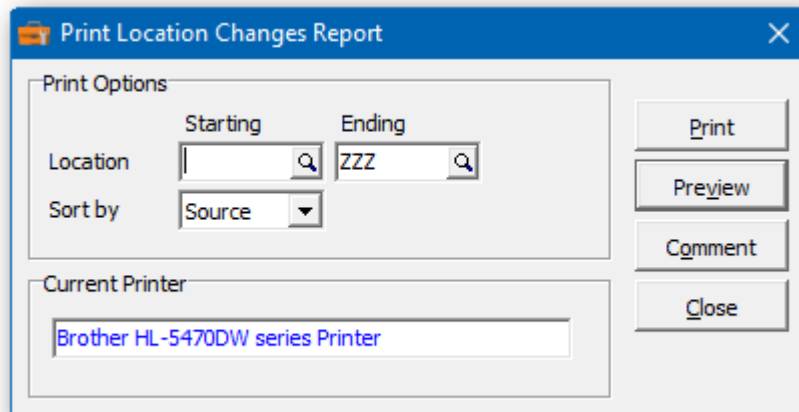
- From this form you can select:
 - New** to add a change
 - Edit** to modify your change
 - Delete** to delete your change
 - Delete All** to delete all your changes
 - Find** will search for a particular change
 - Print** to print the change list

Post to post your changes
Close to close the form

A right click over the grid will display a popup menu with same functions. In addition, you can set the grid sort order. You can choose to sort by 'from' or 'to' location.



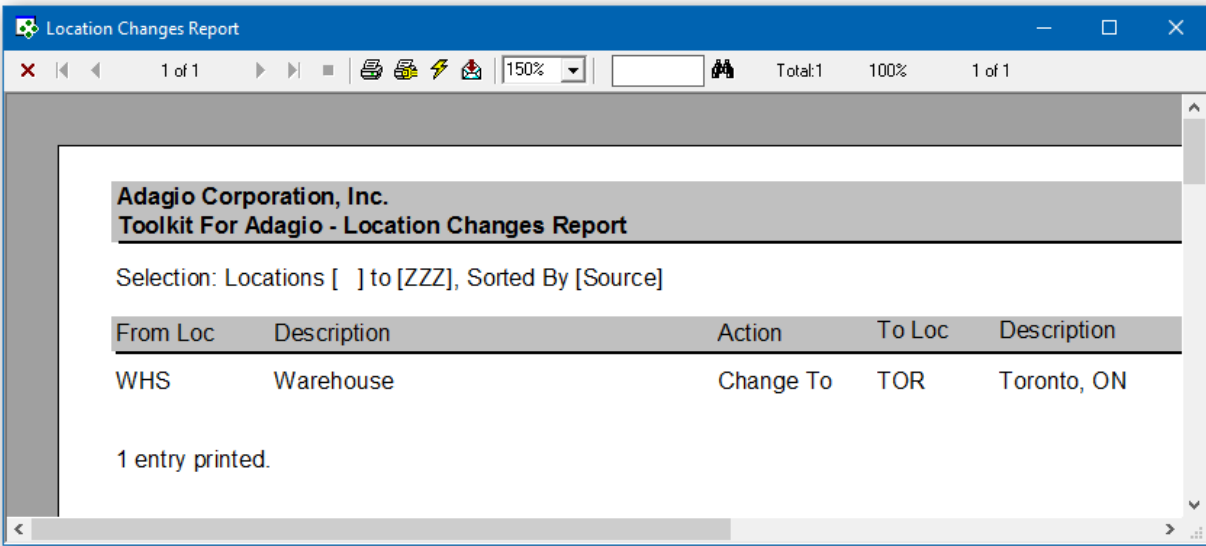
- If you wish to print the Location Changes Report, select **Print** from the Location Changes form. Select the range of locations and the sort order.



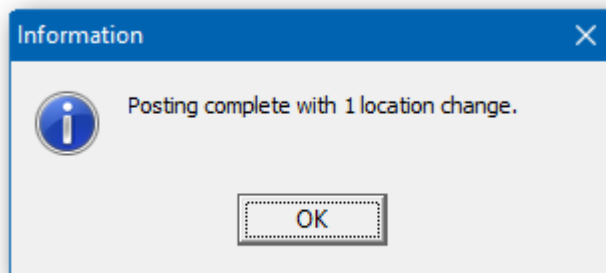
- From this form you can select:
Print to print this report

Preview to preview the report before printing
Comment to add any comments to the footer of the report
Close to close form without printing

Here is a sample print preview of the Location Changes Report:



- The **Post** function will perform a series of steps before changes are made. First, the pending changes will be checked for accuracy. If the changes are acceptable, the database will attempt to lock the dataset exclusively. If the option to 'backup before post' has been selected, a backup of the entire dataset will be performed. Once the backup is complete, the program will execute the list of changes. A completion message will report on how many locations were changed.



Error Message	Explanation
Location _____ does not exist. Please correct the problem before posting.	You are attempting to post to a change to a location that does not exist. Either the location was deleted or the change has already been posted.
Location _____ already exists. Please correct the problem before posting.	You are attempting to combine into a location number which already exists.
Location _____ already exists.	You are attempting to copy or change a location number into a target location that already exists.
An action is already pending for location _____.	You are attempting to perform an action on a location that already has a pending action.
Please enter a different target location to the source _____.	The 'From' and 'To' locations are the same.
Please enter a location to _____	You are attempting to combine or copy to a location which has not been identified. The source or target cannot be blank.
Location _____ does not exist.	You are attempting to combine or copy into a source or target that does not exist.

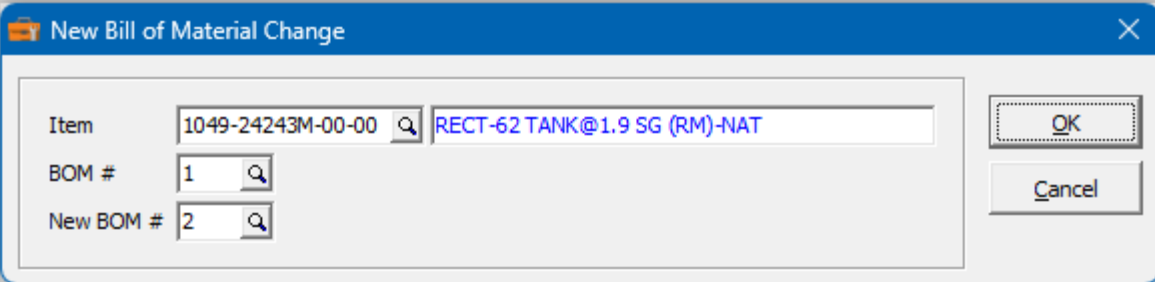
Bill of Material Changes

The Toolkit for Adagio will allow you to change the Bill of Material number for a bill of material record.

To begin:

- Select **BOM** from the toolbar.
Or
- Select **Edit...Inventory...Bill of Material Changes** from the menu bar
- Select **New** to create a new bill of material change record.

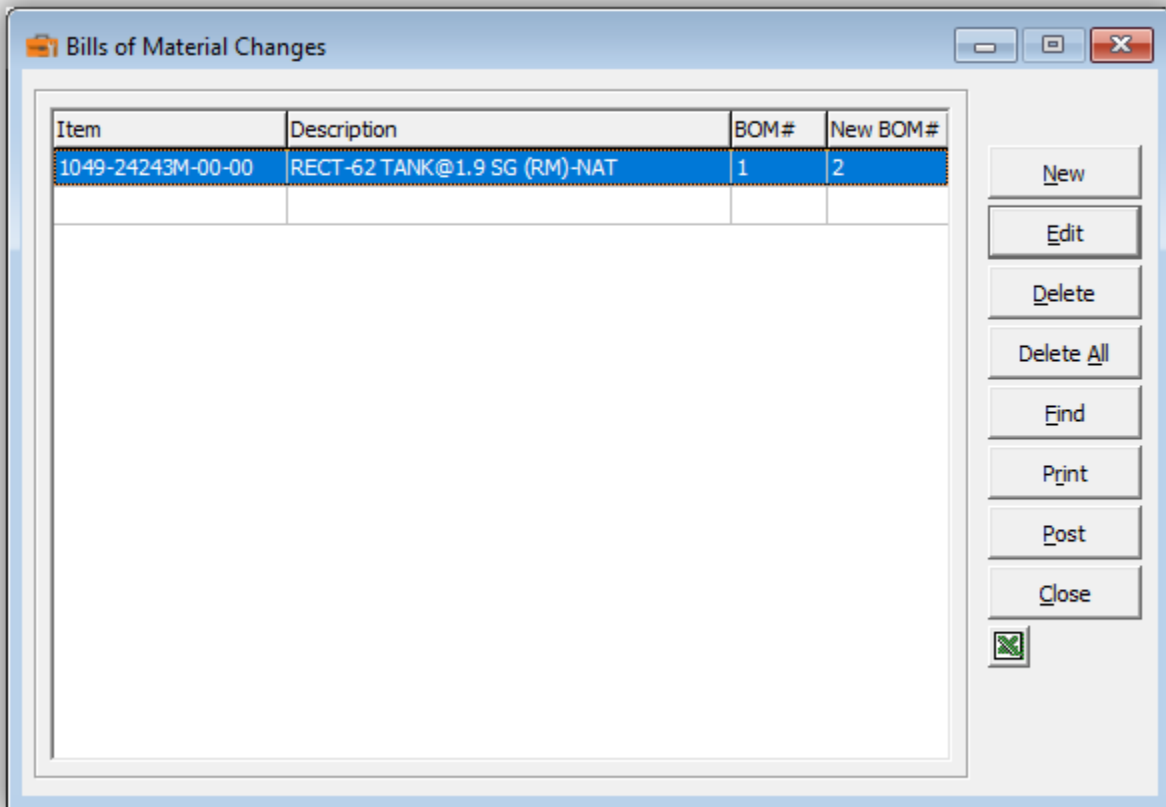
- When the New Bill of Material Change form appears, enter the item and bill of material number. Then choose the new bill of material number.
- Click **OK** to accept the new record.



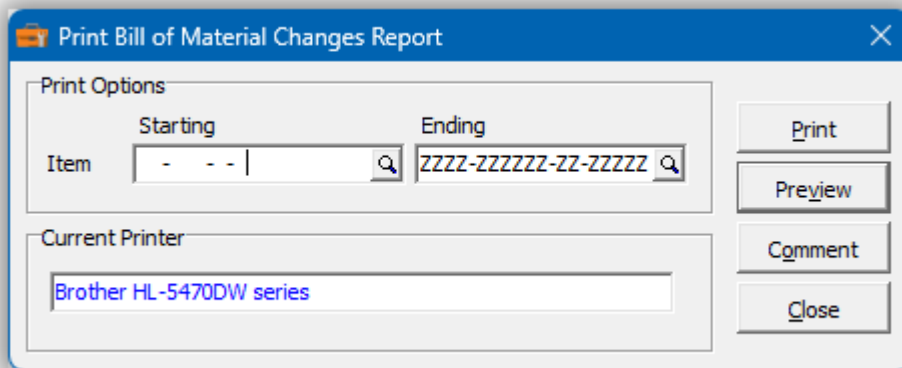
In the Bill of Material Changes grid you will see the pending changes. Repeat the process for multiple changes. If you have several changes, you may want to consider importing your list of changes from Excel.

- From this form you can select:
 - New** to add a change
 - Edit** to modify your change
 - Delete** to delete your change
 - Delete All** to delete all your changes
 - Find** will search for a particular change
 - Print** to print the change list
 - Post** to post your changes
 - Close** to close the form

A right click over the grid will display a popup menu with same functions.



- If you wish to print the Bill of Material Changes Report, select **Print** from the Bill of Material Changes form. Select the range of items and the sort order.



- From this form you can select:

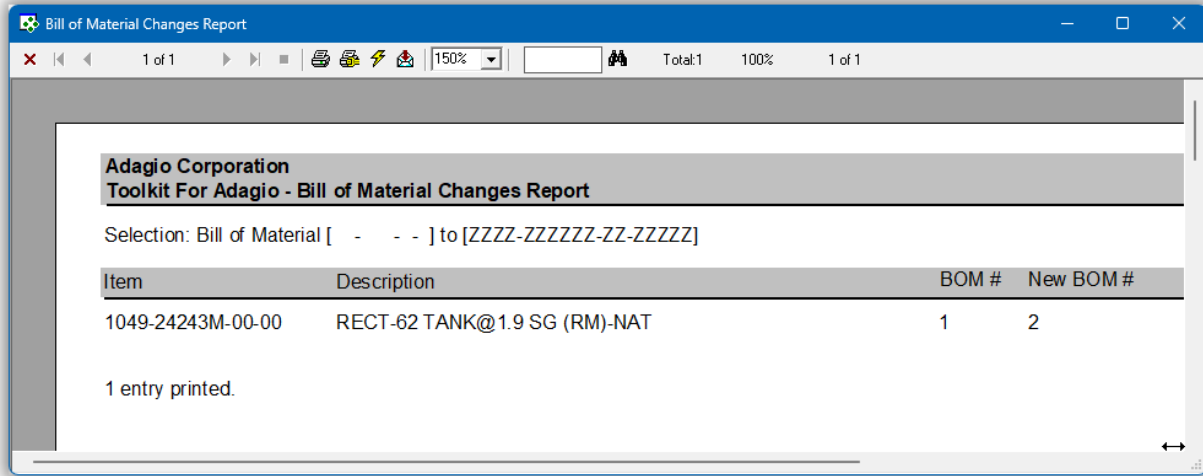
Print to print this report

Preview to preview the report before printing

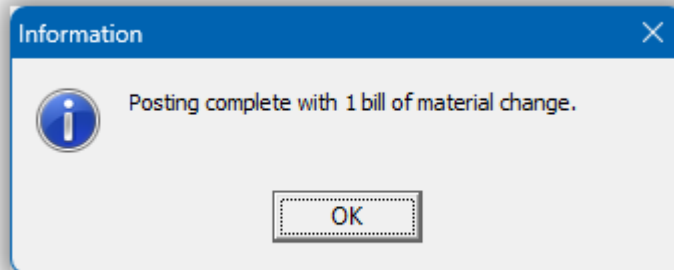
Comment to add any comments to the footer of the report

Close to close form without printing

Here is a sample print preview of the Bill of Material Changes Report:



- The **Post** function will perform a series of steps before changes are made. First, the pending changes will be checked for accuracy. If the changes are acceptable, the database will attempt to lock the inventory dataset exclusively. If the option to 'backup before post' has been selected, a backup of the entire dataset will be performed. Once the backup is complete, the program will execute the list of changes. A completion message will report on how many bill of material records were changed.



Error Message	Explanation
Please enter an item.	You have neglected to enter an item number for this bill of material. If the record was previously saved it might have been previously deleted or changed.
Please enter a BOM number to change.	You have neglected to enter the bill of material number for this item.
Please enter a new BOM number.	You have neglected to enter the new bill of material number for this item.
_____ does not exist.	The item and bill of material number is not on file. Perhaps it was previously changed or deleted.
_____ already exists.	The new bill of material number is already on file for this item.
Please enter a BOM number that differs from the current number.	The existing bill of material number is the same as the new number.

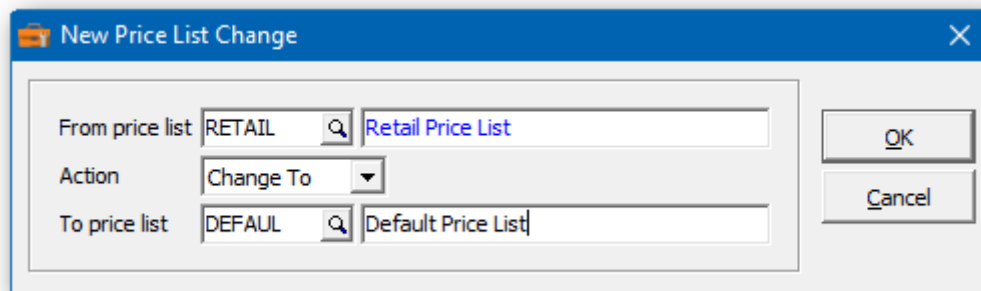
Price List Changes

The Toolkit for Adagio will allow you to change, combine into or copy inventory price list codes. If you use Order Entry without Inventory Control, you can use this function to change your Order price list codes.

To begin:

- Select **Edit...Inventory...Price List Changes** from the menu bar
Or
- Select **Edit...Order Entry...Price List Changes** from the menu bar
- Select **New** to create a new price list change record.

- When the New Price List Change form appears, enter the 'from' price list, the action (Change To, Combine Into or Copy To) and the 'to' price list and perhaps a new description.
- Click **OK** to accept the new record.



The screenshot shows a dialog box titled "New Price List Change". It has a blue header bar with a close button (X) on the right. The main area contains three input fields: "From price list" with the value "RETAIL" and a search icon, "Action" with a dropdown menu showing "Change To", and "To price list" with the value "DEFAUL" and a search icon. To the right of these fields are two buttons: "OK" and "Cancel".

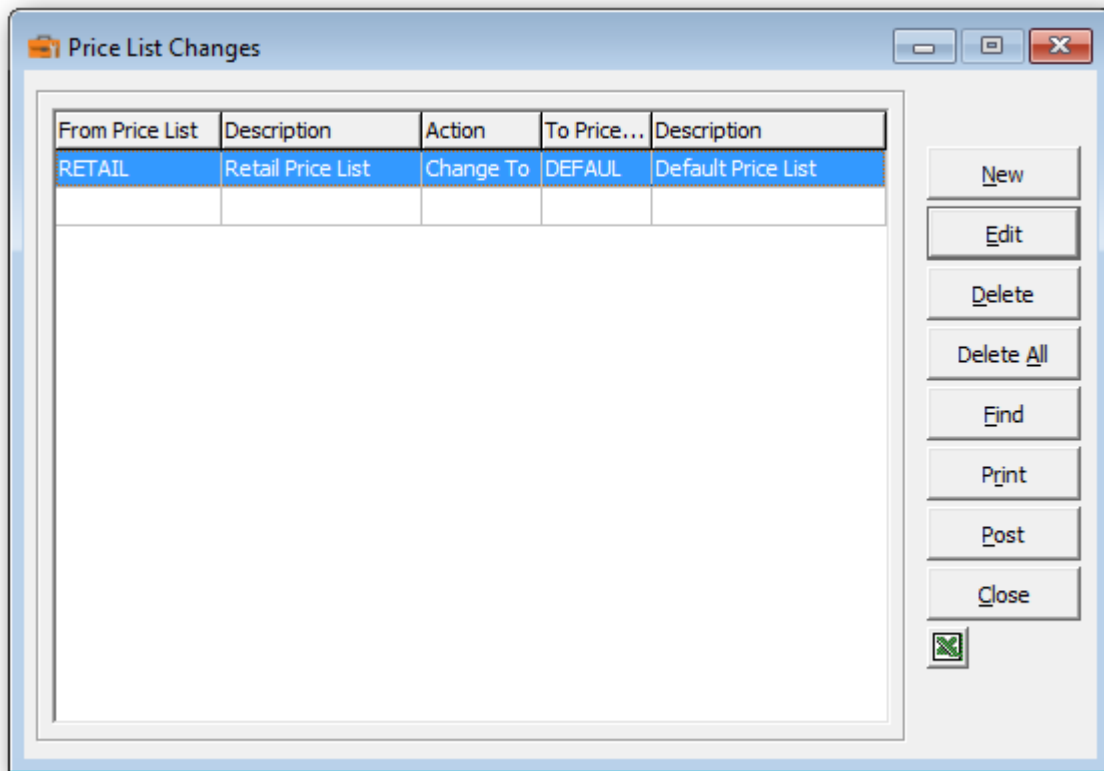
In the Price List Changes grid you will see the pending price list change. Repeat the process for multiple price list changes. If you have several changes, you may want to consider importing your list of changes from Excel.

Wildcards can be used to enter a series of records. Use a series of question marks to indicate any character in that position. For example, typing price list 'W?' would select 2 character price list codes that start with 'W'. With this example, you could change all of the 'W?' price list codes to 'P?'. Wildcards can be used to change, combine or copy records.

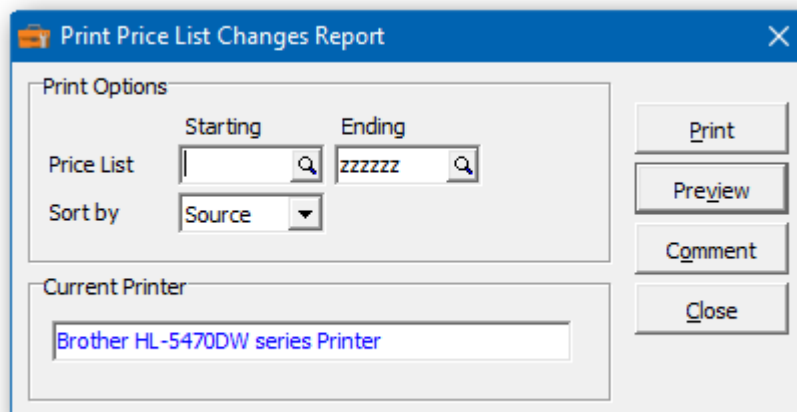
A wildcard change will generate multiple change records. The function will search the database for records that match. Records may be ignored, if entry rules are violated. For example, a price list code cannot be referenced, if it's already involved in a pending change.

- From this form you can select:
 - New** to add a change
 - Edit** to modify your change
 - Delete** to delete your change
 - Delete All** to delete all your changes
 - Find** will search for a particular change
 - Print** to print the change list
 - Post** to post your changes
 - Close** to close the form

A right click over the grid will display a popup menu with same functions. In addition, you can set the grid sort order. You can choose to sort by 'from' or 'to' price list code.



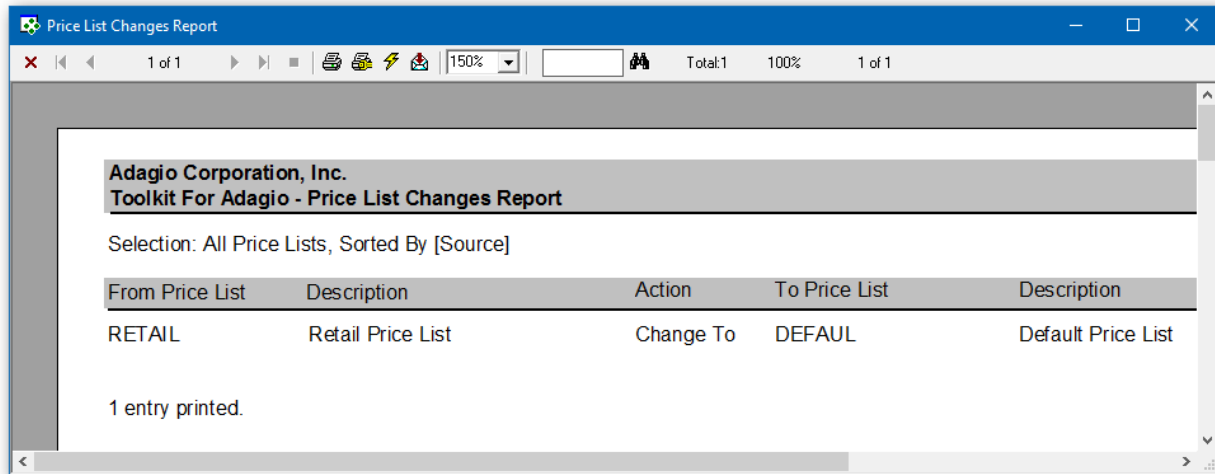
- If you wish to print the Price List Changes Report, select **Print** from the Price List Changes form. Select the range of price list codes and the sort order.



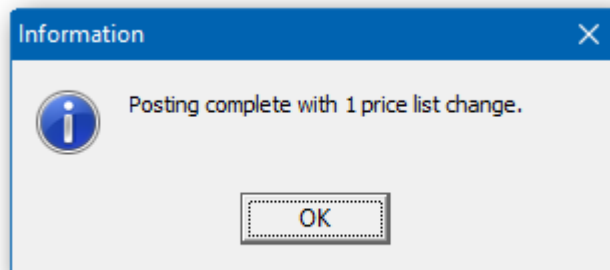
- From this form you can select:
Print to print this report

Preview to preview the report before printing
Comment to add any comments to the footer of the report
Close to close form without printing

Here is a sample print preview of the Price List Changes Report:



- The **Post** function will perform a series of steps before changes are made. First, the pending changes will be checked for accuracy. If the changes are acceptable, the database will attempt to lock the dataset exclusively. If the option to 'backup before post' has been selected, a backup of the entire dataset will be performed. Once the backup is complete, the program will execute the list of changes. A completion message will report on how many locations were changed.



Error Message	Explanation
Price List _____ does not exist. Please correct the problem before posting.	You are attempting to post to a change to a price list code that does not exist. Either the price list was deleted or the change has already been posted.
Price List _____ already exists. Please correct the problem before posting.	You are attempting to combine into a price list code which already exists.
Price List _____ already exists.	You are attempting to copy or change a price list code into a target price list that already exists.
An action is already pending for price list _____.	You are attempting to perform an action on a price list code that already has a pending action.
Please enter a different target price list to the source _____.	The 'From' and 'To' price list codes are the same.
Please enter a price list to _____	You are attempting to combine or copy to a price list code which has not been identified. The source or target cannot be blank.
Price list _____ does not exist.	You are attempting to combine or copy into a source or target that does not exist.

Item Format Changes

When your Inventory Control system is created, the format of your item number is established and cannot be changed within Inventory Control. The user can choose the number of segments, segment lengths, the segment separators and the order of the segments.

This function can also be used to change the Purchase Order sundry item format or Order Entry item format when Inventory Control data is not present.

To modify these formats, the Toolkit for Adagio can perform the following changes:

- Change a single segment item to a multi-segment item.
- Change a multiple segment item to a single segment item.
- Rearrange multi-segment items. For example, ABC-DEF becomes DEF-ABC. The item code content will also change.
- You can resize any segment. For example ABC-DEF becomes ABC-DEF? The '?' will be replaced with a blank character to expand the segment or item length.
- You can reduce the size of a segment by removing a letter. For example, ABC-DEF becomes ABC-DE. The utility will confirm that the missing 'F' will not create a problem with your item list. For example, your item might be in the form of ABC-DEFGHIJKLM, but you are not using KLM and can be trimmed. Use the 'Check' function to see if the new format is acceptable.
- Modify the position of the characters within the item number.
- Change the placement of the hyphen, space, slash, etc. within the item number.
- Expand the item number by placing a space(s) at the beginning, middle or end of a segment.
- Remove unwanted characters from the item number.
- Change the justification (whether the item is left-justified or right-justified) by changing the number of segments.

Using the Item Format Change

- Select **Format** from the tool bar.
Or
- Select **Edit...Inventory...Item Format Change** from menu bar. The function could also be located under **Purchase Orders** if Inventory Control data is not present.

The current item format will display in the Item Format Change form. Each position in the item number is assigned an alphabetical character; beginning with the letter A. The item is sectioned, if segments exist.

- In the **New item format** field enter in the new structure of the item number. Input the characters displayed in the previous structure positioning the characters in the desired order. If you would like to remove a character in a specific position from each item number do not enter the character which represents that position. Use **' . / \ - () # or blank'** to separate the segments. If you would like to insert a space in the new item number place a **'?'** character in the required positions.

For example:

Item number 01-A6C9/264-65 would be represented by:

AB-CDEF/GHI-JK

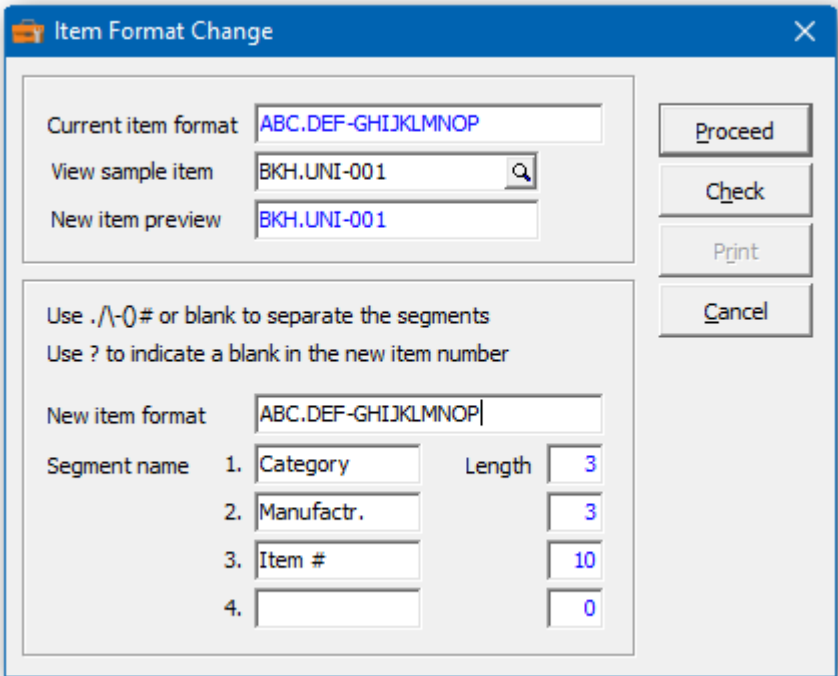
If you would like to increase the length of the third segment you would type the new number as:

AB-CDEF/GHI?-JK

If you would like to switch the third and second segments and remove the fourth you would type the new number as:

AB-GHI-CDEF

The common rules for setting up the item format still exist – each segment must be between 3 and 16 characters (this does not include segment separators) the maximum number of segments are 4 and the characters to divide each segment must be . / \ - () or #.



The new **Segment names** can be edited.

Use **View sample item** to preview how an item might appear under the new format.

➤ Press **Check**

Either the new format is acceptable or duplicate items will be reported. Duplicate items can be the result of a shortened item format. If there are problems, a report of those items is provided.

➤ Press **Proceed**

You will now see in the **New item preview** field your proposed new item format. The **View sample item** field displays the old item format.

Error Message	Explanation
Item length must be at least three.	Item length must be a minimum of 3 characters and a maximum of 16 characters. Segment separators are not included in this count.
Two separators together are not allowed.	You are attempting to put two separators together in the item code. There must be some characters between the segment separators.
You must enter a segment name.	You must fill in the field for the segment name.
Separator must be one of . / \ - () or # or blank.	A separator must be either one of the following characters . / \ - () or # or a blank.
Four is the maximum number of segments.	There cannot be more than four segments in an item number. Check that a separator character (blank, period, slash, bracket or number symbol) is not being used as a character.
The item length cannot exceed 16.	Item length must be a minimum of 3 characters and a maximum of 16 characters. Segment separators are not included in this count.
The new item format will result in __ duplication errors. Please print the error report for details.	The item format in which you entered will result in __ errors. It is recommended to print off the error report and resolve the problem(s) before proceeding.
The letter ____ is not part of the original item format, separator or question mark.	You are attempting to use a letter or character that is not part of the original item format and is not a designated separator.
The letter ____is repeated in the new format.	You are attempting to use a letter or character that is repeated in the new format.

Clear Inventory Costs & Quantity

This function can be used to clear quantity and costs from select inventory items. Quantity on sales orders and purchase orders will be excluded from this process.

Please note that there are no G/L transactions generated by this function.

- Select **Edit...Inventory...Clear Item Quantity & Cost** from menu bar.

Select the range of items that will be cleared

- Enter a starting and ending **Item number** in the range provided
- The item range can be further restricted with a range of report groups, categories or item segments.

Clear Inventory Quantity & Cost

	Starting	Ending
Item number	-	ZZZ.ZZZ-ZZZZZZZZZZZZ
Report group		ZZZ
Category code		ZZZ
Item segment		
Category		ZZZ
Manufact.		ZZZ
Item #		ZZZZZZZZZZ

Change stock items to non-stock items

Proceed Cancel

Delete Inventory Items

This function can be used to delete inventory items that are unused, obsolete or haven't been sold in a period of time.

Please note that there are no G/L transactions generated by this function.

- Select **Edit...Inventory...Delete Items** from menu bar.

Select the range of items that will be deleted

- Enter a starting and ending **Item number** in the range provided
- The item range can be further restricted with a range of report groups, categories or item segments.
- There are a number of reasons why an item is not eligible for removal. The item could be on a current or historical sales orders, quote, receipt or purchase order. The item may also be part of a bill of material or recently sold.
- You can choose to include items with a sales history in the current or previous year. Using Adagio Inventory, you can print the Sales History Report or view/edit item sales history. Use the **Delete items with sales history** if you wish to include items with sales history.
- You can also choose items with a shipment date prior to a selected cutoff date.
- Click Proceed

Delete Inventory Items

	Starting	Ending
Item number	. -	ZZZ.ZZZ-ZZZZZZZZZZZZ
Report group		ZZZ
Category code		ZZZ
Item segment		
Category		ZZZ
Manufact.		ZZZ
Item #		ZZZZZZZZZZ

Delete items with sales history

Delete items with a shipment date prior to 5/15/2017

Proceed Cancel

Recalculate Inventory Sales History

This function can be used to recalculate the item sales statistics, based upon historical shipments.

If the option to retain historical data has been turned off in Inventory Control, you won't be able to use this function.

- Select **IC Sales** from the toolbar.
Or
- Select **Edit...Inventory...Recalculate Inventory Sales History** from menu bar.

The form will present the current fiscal calendar as defined in Inventory Control. You can edit the current fiscal periods and prior year date range. The prior year will be applied to last year's sales statistics.

An option is provided to clear the item's lost sale statistics.

Once your period dates are set, click **Recalculate** to generate the new item sales statistics.

Period	Start Date	End Date
Current	6/1/2001	Today
2	5/1/2001	5/31/2001
3	4/1/2001	4/30/2001
4	3/1/2001	3/31/2001
5	2/1/2001	2/28/2001
6	1/1/2001	1/31/2001
7	12/1/2000	12/31/2000
8	11/1/2000	11/30/2000
9	10/1/2000	10/31/2000
10	9/1/2000	9/30/2000
11	8/1/2000	8/31/2000
12	7/1/2000	7/31/2000
13	6/1/2000	6/30/2000
Last Year	1/2/2000	12/31/2000

Clear lost unit sales statistics

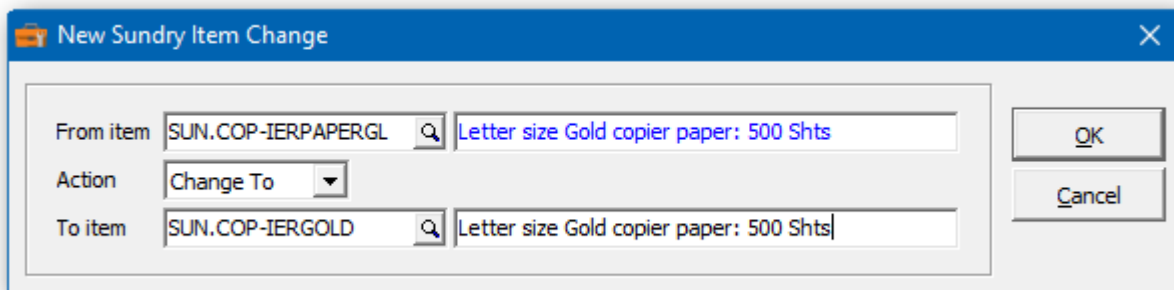
Error Message	Explanation
Period end dates must be ascending order.	Please ensure that the calendar dates are in ascending order.
The period start date must be less than the period end date.	Please ensure that the calendar dates are in ascending order. At least one of your starting dates is greater than the period end date.
There are no sales history records on file.	If there is no sales history on file, the item statistics will be cleared. To preserve the current item statistics, do not run this function. To correct this problem, turn on the option, 'Retain transaction history' option in Inventory Control.
The calendar is incomplete. Please complete the period dates in Adagio Inventory, before proceeding.	The fiscal calendar in Adagio Inventory Control is missing or incomplete. Check and complete the calendar within Inventory Control.
The 'Retain transaction history' option in Inventory Control is currently turned off. Without historical shipments, existing item sales statistics will be cleared.	Since the 'Retain transaction history' option is currently turned off in Inventory Control, the item sales history is either missing or incomplete. Without historical shipments, existing item sales statistics will be cleared.

Sundry Item Changes

The Toolkit for Adagio will allow you to change, combine into or copy a purchase order sundry item number.

To begin:

- Select **PO Items** from the toolbar.
- Or
- Select **Edit...Purchase Orders...Sundry Item Changes** from the menu bar
- Select **New** to create a new item change record.
- When the New Item Change form appears, enter the 'from' item, the action (Change To, Combine Into or Copy To) and the 'to' item. Click **OK** to accept the new record.



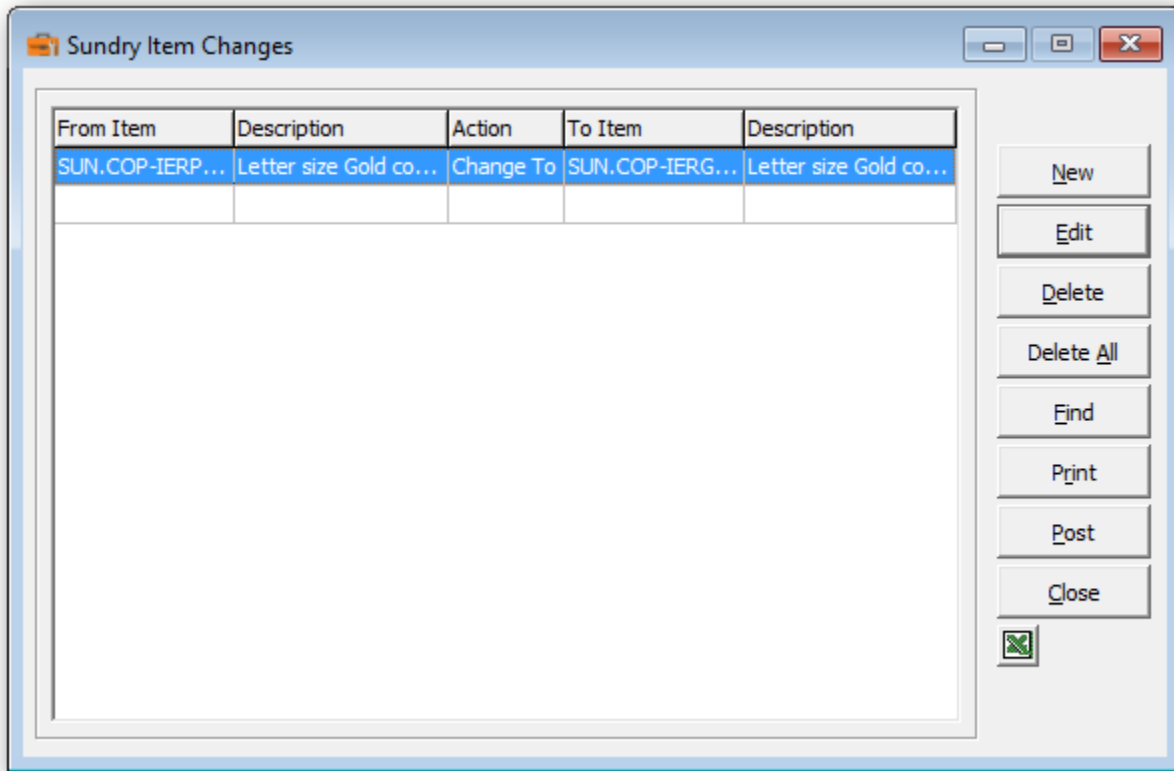
In the Sundry Item Changes grid you will see the pending item change. Repeat the process for multiple item changes. If you have several changes, you may want to consider importing the list from Excel.

Wildcards can be used to enter a series of records. Use a series of question marks to indicate any character in that position. For example, typing item 'WSM.WIN.???' would select item codes that start with 'WSM.WIN.'. With this example, you could change all of the 'WSM.WIN.???' items to 'WSM.WND.???'.

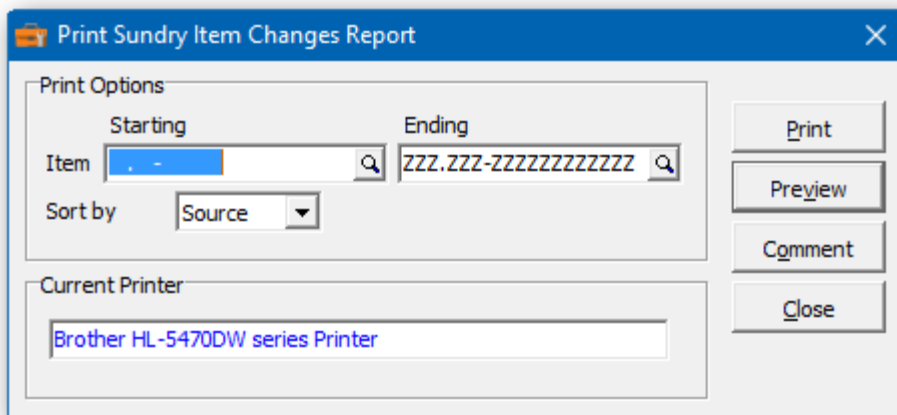
Wildcards can be used to change, combine or copy records.

A wildcard change will generate multiple change records. The function will search the database for records that match. Records may be ignored, if entry rules are violated. For example, an item cannot be referenced, if it's already involved in a pending change.

- From this form you can select:
 - New** to add a change
 - Edit** to modify your change
 - Delete** to delete your change
 - Delete All** to delete all your changes
 - Find** will search for a particular change
 - Print** to print the change list
 - Post** to post your changes
 - Close** to close the form
- A right click over the grid will display a popup menu with same functions. In addition, you can set the grid sort order. You can choose to sort by 'from' or 'to' item.



- If you wish to print out the Sundry Item Changes Report, select **Print** from the Sundry Items Changes form. Select a range of items and the sort order.



- From this form you can select:

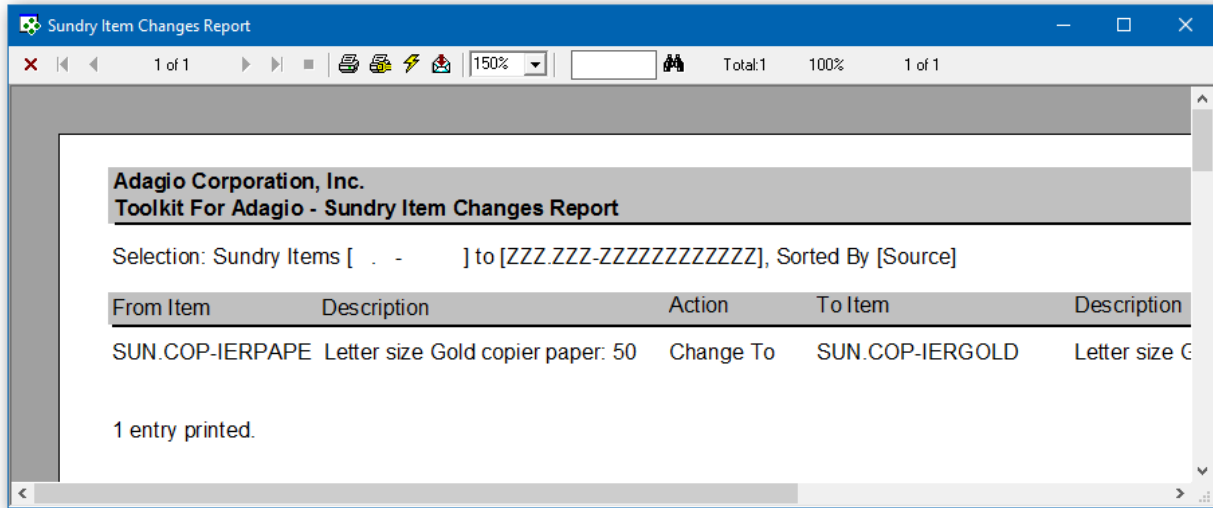
Print to print this report

Preview to preview the report before printing

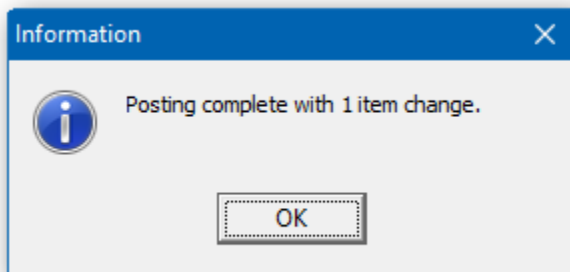
Comment to add any comments to the footer of the report

Close to close form without printing

Here's a sample print preview of the Sundry Item Changes Report:



- The **Post** function will perform a series of steps before changes are made. First, the pending changes will be checked for accuracy. If the changes are acceptable, the database will attempt to lock the dataset exclusively. If the option to 'backup before post' has been selected, a backup of the entire dataset will be performed. Once the backup is complete, the program will execute the list of changes. A completion message will report on how many items were changed.



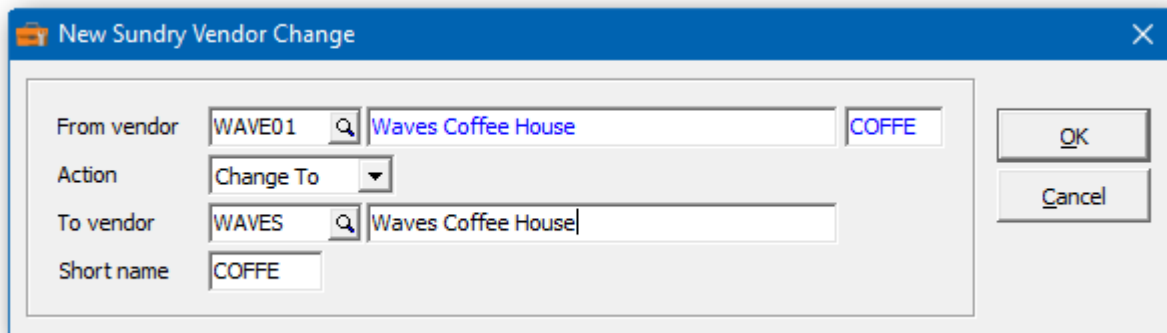
Error Message	Explanation
Item _____ does not exist. Please correct the problem before posting.	You are attempting to post to a change to an item that does not exist. Either the item has been deleted or the change has already been posted.
Item _____ already exists. Please correct the problem before posting.	You are attempting to combine into an item number which already exists.
Item _____ already exists.	You are attempting to copy or change an item number into a target item that already exists.
An action is already pending for item _____.	You are attempting to perform an action on an item that already has a pending action.
Please enter a different target item to the source _____.	The 'From' and 'To' items are the same.
Please enter an item to _____	You are attempting to combine or copy to an item number which has not been identified. The source or target cannot be blank.
Item _____ does not exist.	You are attempting to combine or copy into a source or target that does not exist.
Items with different stocking units cannot be combined (_____, _____).	You are attempting to combine or copy different stocking units that cannot be combined.

Sundry Vendor Changes

The Toolkit for Adagio will allow you to change, combine into or copy a purchase order sundry vendor number.

To begin:

- Select **PO Vendors** from the toolbar.
- Or
- Select **Edit...Purchase Orders...Sundry Vendor** Changes from the menu bar
- Select **New** to create a new vendor change record.
- When the New Sundry Vendor Change form appears, enter the 'from' vendor, the action (Change To, Combine Into or Copy To) and the 'to' vendor and perhaps a new name or short name. Click **OK** to accept the new record.



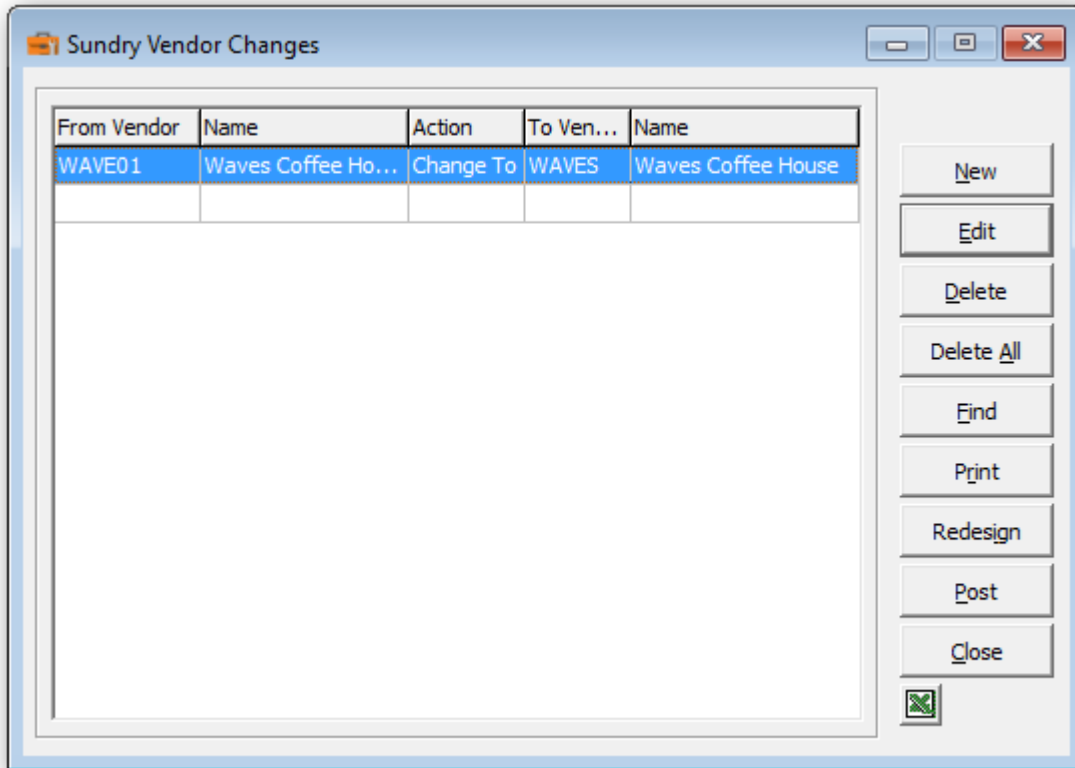
In the Sundry Vendor Changes grid you will see the pending vendor change. Repeat the process for multiple vendor changes. If you have several changes, you may want to consider importing the list from Excel.

Wildcards can be used to enter a series of records. Use a series of question marks to indicate any character in that position. For example, typing vendor 'W????' would select all 5 character vendor codes that start with 'W'. With this example, you could change all of the 'W????' items to '1????'. Wildcards can be used to change, combine or copy records.

A wildcard change will generate multiple change records. The function will search the database for records that match. Records may be ignored, if entry rules are violated. For example, a vendor cannot be referenced, if it's already involved in a pending change.

- From this form you can select:
 - New** to add a change
 - Edit** to modify your change
 - Delete** to delete your change
 - Delete All** to delete all your changes
 - Find** will search for a particular change
 - Print** to print the change list
 - Redesign** to change all codes from the names or numeric series
 - Post** to post your changes
 - Close** to close the form

- A right click over the grid will display a popup menu with same functions. In addition, you can set the grid sort order. You can choose to sort by 'from' or 'to' vendor.



- Select **Redesign** to change all vendor codes to a new format. The new format can be based upon the vendor name or a numeric series. For example, the vendor code could be constructed from the first four characters of the vendor name plus a trailing two digit number. The numeric portion is used to avoid duplication of vendor codes.
- Select the number of characters from the first and second words of the vendor name. Choose the length and initial value for the trailing numeric value. The total length cannot exceed 6.
- The process can be configured to ignore vendor names that start with a particular phrase. For example, 'THE', 'CITY OF' or 'DISTRICT OF'.
- Alternatively, create a numeric series by choosing a starting value and increment. A 6 digit number is preferable to make all the codes a uniform length.
- The sample vendor will preview the new format.
- Once configured, select **OK** to generate the new vendor codes. The changes won't be made permanent until they are posted. Feel free to review and edit the records before committing to the new format.

Error Message	Explanation
The total number of characters plus the trailing numeric length must be less than or equal to 6.	Check your settings to make sure that they sum to less than or equal to 6. Vendor codes cannot exceed 6 characters.
Pending vendor changes will be deleted. Are you sure you wish to proceed?	You have existing pending records. Those changes will be deleted if you generate new vendor codes.

Redesign Vendor Codes [X]

Method

From vendor name Numeric series

Options

Characters from first word

Characters from second word

Trailing numeric length

Starting numeric value

Ignore phrases that start with

Sample

OK

Cancel

Redesign Vendor Codes [X]

Method

From vendor name Numeric series

Options

Starting numeric value

Increment by

Sample

OK

Cancel

- If you wish to print out the Sundry Vendor Changes Report, select **Print** from the Sundry Vendor Changes form. Select a range of vendor and the sort order.

The screenshot shows a window titled "Print Sundry Vendor Changes Report". Inside the window, there are two main sections. The top section, "Print Options", includes a "Starting" and "Ending" text box, a "Vendor" text box with a search icon, and a "Sort by" dropdown menu set to "Source". The bottom section, "Current Printer", shows a text box with "Brother HL-5470DW series Printer". On the right side of the window, there are four buttons: "Print", "Preview", "Comment", and "Close".

- From this form you can select:

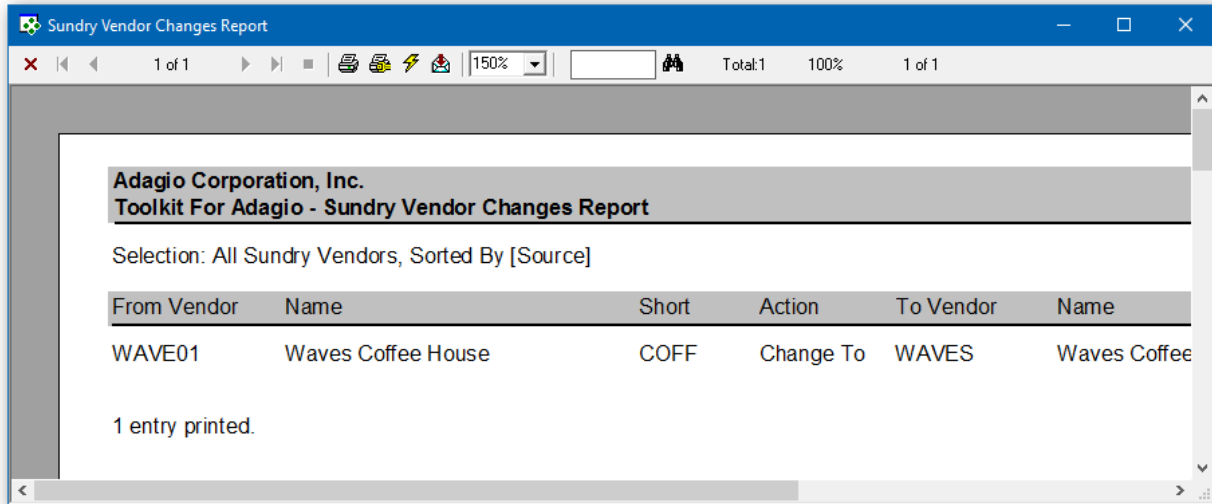
Print to print this report

Preview to preview the report before printing

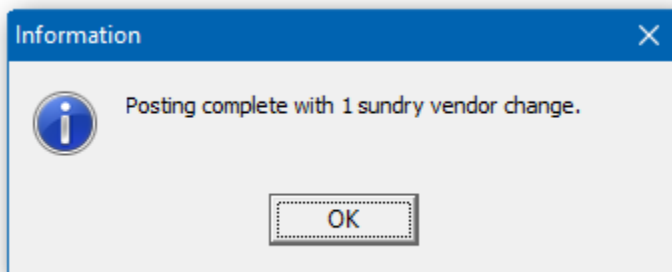
Comment to add any comments to the footer of the report

Close to close form without printing

Here's a sample print preview of the Sundry Vendor Changes Report:



- The **Post** function will perform a series of steps before changes are made. First, the pending changes will be checked for accuracy. If the changes are acceptable, the database will attempt to lock the dataset exclusively. If the option to 'backup before post' has been selected, a backup of the entire dataset will be performed. Once the backup is complete, the program will execute the list of changes. A completion message will report on how many vendors were changed.



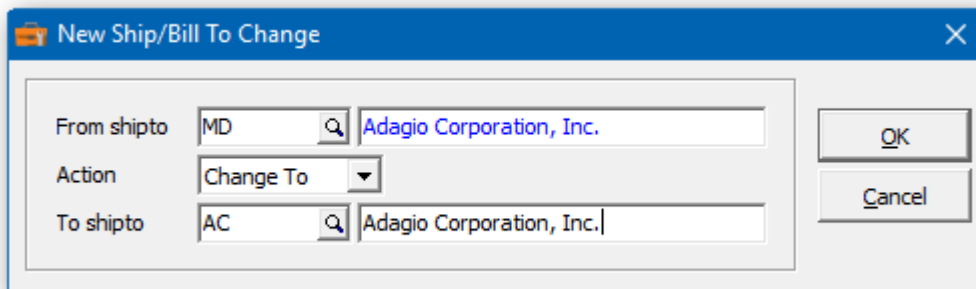
Error Message	Explanation
Sundry Vendor _____ does not exist. Please correct the problem before posting.	You are attempting to post to a change to a sundry vendor that does not exist. Either the vendor has been deleted or the change has already been posted.
Sundry Vendor _____ already exists. Please correct the problem before posting.	You are attempting to combine into a vendor that already exists.
Sundry Vendor _____ already exists.	You are attempting to copy or change a vendor into a target vendor that already exists.
An action is already pending for vendor _____.	You are attempting to perform an action on a vendor that already has a pending action.
Please enter a different target vendor to the source _____.	The 'From' and 'To' vendors are the same.
Please enter a vendor to _____	You are attempting to combine or copy to a vendor which has not been identified. The source or target cannot be blank.
Sundry Vendor _____ does not exist.	You are attempting to combine or copy into a source or target that does not exist.
Sundry Vendors with different currencies cannot be combined (_____, _____).	You are attempting to combine or copy vendors with different source currencies.

Purchase Order Ship/Bill To Changes

The Toolkit for Adagio will allow you to change, combine into or copy a purchase order ship/bill to codes.

To begin:

- Select **Edit...Purchase Orders...Ship/Bill To Changes** from the menu bar
- Select **New** to create a new ship/bill to change record.
- When the New Ship/Bill To Change form appears, enter the 'from' shipto, the action (Change To, Combine Into or Copy To) and the 'to' shipto. Click **OK** to accept the new record.



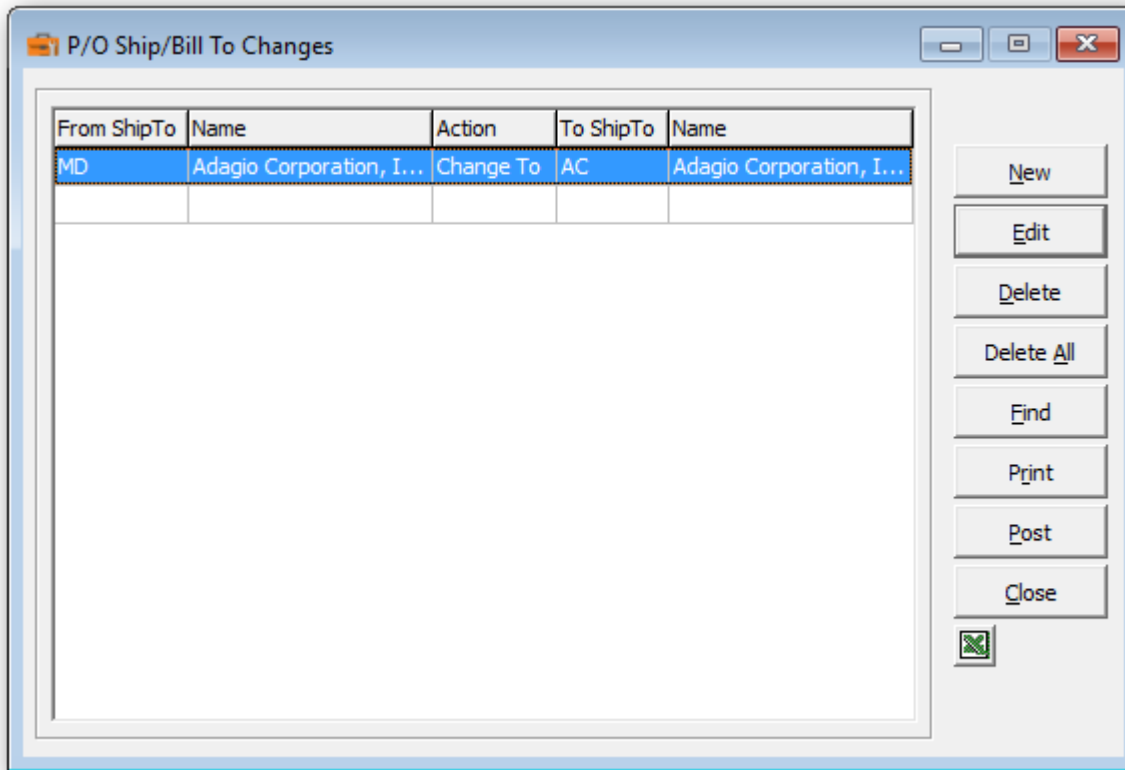
The screenshot shows a dialog box titled "New Ship/Bill To Change". It has a blue header bar with a close button (X). The main area contains three rows of input fields. The first row is "From shipto" with a text box containing "MD" and a search icon, followed by a text box containing "Adagio Corporation, Inc.". The second row is "Action" with a dropdown menu showing "Change To". The third row is "To shipto" with a text box containing "AC" and a search icon, followed by a text box containing "Adagio Corporation, Inc.". On the right side of the dialog, there are two buttons: "OK" and "Cancel".

In the Ship/Bill To Changes grid you will see the pending item change. Repeat the process for multiple shipto changes. If you have several changes, you may want to consider importing the list from Excel.

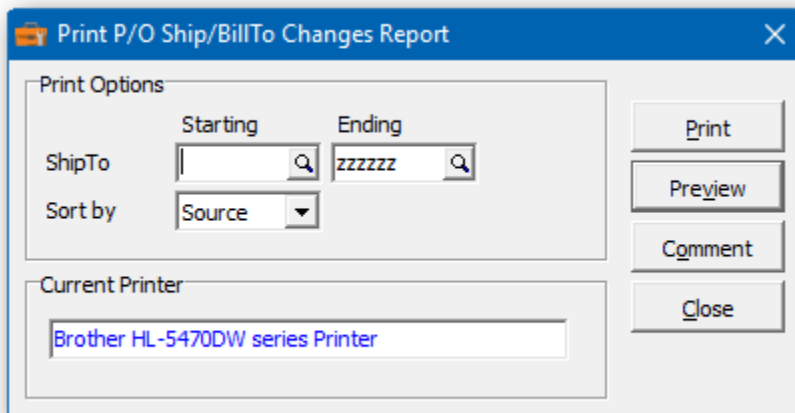
Wildcards can be used to enter a series of records. Use a series of question marks to indicate any character in that position. For example, typing shipto 'W?????' would select 6 character shipto codes that start with the letter 'W'. With this example, you could change all of the 'W?????' shipto codes to '1?????'. Wildcards can be used to change, combine or copy records.

A wildcard change will generate multiple change records. The function will search the database for records that match. Records may be ignored, if entry rules are violated. For example, a shipto cannot be referenced, if it's already involved in a pending change.

- From this form you can select:
 - New** to add a change
 - Edit** to modify your change
 - Delete** to delete your change
 - Delete All** to delete all your changes
 - Find** will search for a particular change
 - Print** to print the change list
 - Post** to post your changes
 - Close** to close the form
- A right click over the grid will display a popup menu with same functions. In addition, you can set the grid sort order. You can choose to sort by 'from' or 'to' shipto.



- If you wish to print out the P/O Ship/Bill To Changes Report, select **Print** from the Ship/Bill To Changes form. Select a range of shipto codes and the sort order.



- From this form you can select:

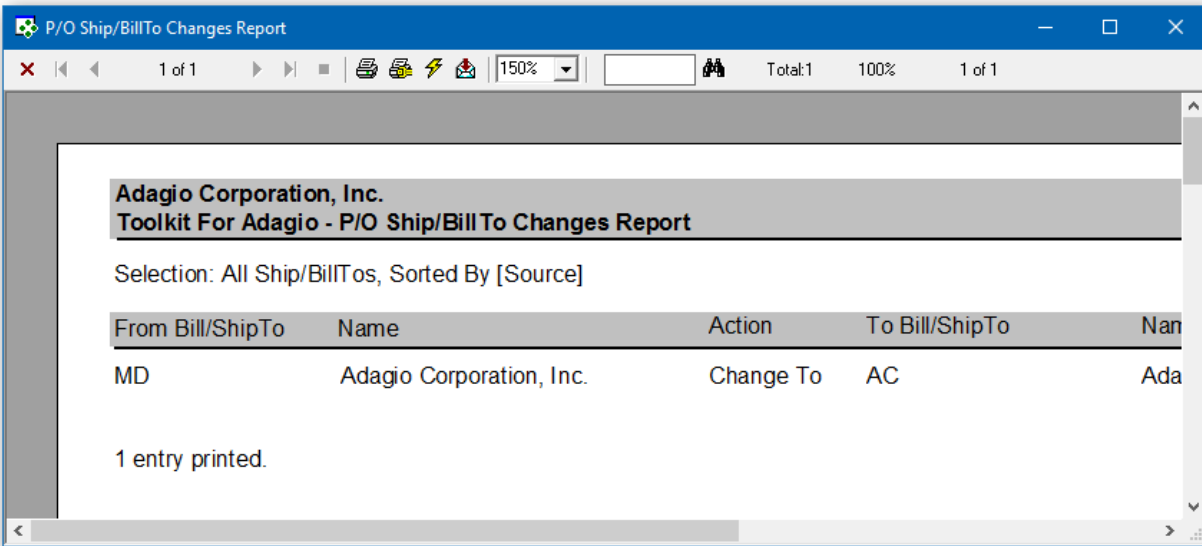
Print to print this report

Preview to preview the report before printing

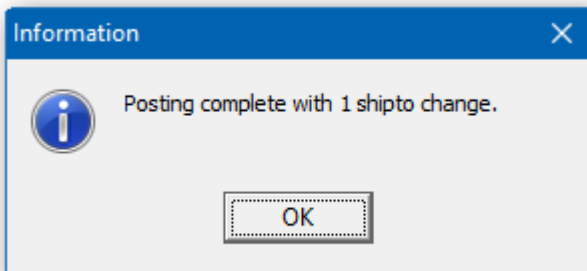
Comment to add any comments to the footer of the report

Close to close form without printing

Here's a sample print preview of the Ship/Bill To Changes Report:



- The **Post** function will perform a series of steps before changes are made. First, the pending changes will be checked for accuracy. If the changes are acceptable, the database will attempt to lock the dataset exclusively. If the option to 'backup before post' has been selected, a backup of the entire dataset will be performed. Once the backup is complete, the program will execute the list of changes. A completion message will report on how many ship/bill to codes were changed.



Error Message	Explanation
Ship/Bill To _____ does not exist. Please correct the problem before posting.	You are attempting to post to a change to a ship/bill to that does not exist. Either the shipto has been deleted or the change has already been posted.
Ship/Bill To _____ already exists. Please correct the problem before posting.	You are attempting to combine into a shipto which already exists.
Ship/Bill To _____ already exists.	You are attempting to copy or change a shipto into a target ship/bill to that already exists.
An action is already pending for Ship/Bill To _____.	You are attempting to perform an action on a shipto that already has a pending action.
Please enter a different target Ship/Bill To the source _____.	The 'From' and 'To' a shipto are the same.
Please enter an Ship/Bill To _____	You are attempting to combine or copy to a shipto which has not been identified. The source or target cannot be blank.
Ship/Bill To _____ does not exist.	You are attempting to combine or copy into a source or target that does not exist.

Purchase Order Format Change

When your Purchase Order data was created, the format of your documents was established and cannot be changed within Purchase Orders. The user can choose the number of segments, lengths, separators and the incrementing segment.

To modify these formats, the Toolkit for Adagio can perform the following changes:

- Change a single segment document into a multi-segmented document.
- Change a multiple segmented document into a single segmented document.
- Rearrange a multi-segment document. For example, 001-2011 becomes 2011-001.
- You can resize any segment. For example, ABC-DEFG becomes ?ABC-DEFG The '?' will be replaced with a blank (or zero) character to expand the segment or document length. ?ABC-DEFG would create 0001-2011, assuming the first segment is incrementing.
- You can reduce the size of a segment by removing a letter. For example, ABC-DEFG becomes ABC-DEF. The utility will confirm that the missing 'G' will not create duplicate documents. Use the 'Check' function to see if the new format is acceptable.
- Modify the position of the characters within the document.
- Change the placement of the hyphen, space, slash, etc. within the document.
- Expand the document by placing a space(s) at the beginning, middle or end of a segment.
- Remove unwanted characters from the document.
- Other document properties can be changed, for example, segment defaults, designated incrementing segment, next and maximum document numbers.

Using the Document Format Change

- Select **PO Format** from the tool bar.
Or
- Select **Edit...Purchase Orders...Document Format Change** from menu bar.

The current document formats and settings will be displayed. Each position in the document is assigned an alphabetical character; beginning with the letter A. The document is sectioned, if segments exist.

- In the **New document format** field enter in the new structure of the document. Input the characters displayed in the previous structure positioning the characters in the desired order. If you would like to remove a character in a specific position, remove that letter in the corresponding position. Use the following characters to separate segments: / \ - () # or **blank**. If you would like to insert a space in the new document place a '?' character in the required position.

For example:

Purchase order PO-0001 would be represented by:

AB-CDEF

If you would like to increase the length of the second segment you would type the new number as:

AB-?CDEF

If you would like to switch the first and second segments, you would type:

CDEF-AB

If you're editing the segment sizes or position, be sure to adjust the incrementing segment's next and maximum value. Repeat the process for all document types. Purchase orders and requisitions share the same format. Likewise for receipts and adjustments.

There are rules to setting document properties. The formatted document must be between 6 and 24 characters in length. Segment separators must be one of the following characters: / \ - () # or blank. Ensure that there is enough room in the incrementing segment to accommodate current and future document numbers. Reducing the size of the incrementing segment could lead to duplication of document numbers.

Document Format Change

Document Type

Purchase Order/Requisition Receipt/Adjustment

Receipt/Adjustment

Current document format	ABCDEF	121037
New document format	ABC-DEF	121-037
Sample document	121037	
Auto numbering	<input checked="" type="checkbox"/>	Length 7
Segment number to increase	1	
Maximum increase	999	
Next receipt number	126819	
Next adjustment number	200001	
Default receipt	-	
Default adjustment	-	

Use ./\-()# or blank to separate the segments.
Use ? to indicate a blank in the new document number.

Post
Check
Cancel

➤ Press **Check**

Either the new formats and settings are acceptable or errors will be reported. Duplication of existing documents can occur if segments are shortened.

➤ Press **Post**

The post function will record your new formats and settings. If required, existing documents will be changed to reflect the new format. During this process, you will need exclusive access to your Purchase Order data.

Error Message	Explanation
Document length must be at least 6 characters.	The document length must contain a minimum of 6 characters, excluding separators.
Two separators together are not allowed.	You are attempting to put two separators together in the document number. There must be at least one character between segment separators.
Separator must be one of . / \ - () # or blank.	A separator must be either one of the following characters. / \ - () # or a blank.
The document length cannot exceed 24.	Document length must be a minimum of 6 characters and a maximum of 24 characters. Segment separators are not included in this count.
The new document format will result in __ duplication errors.	The document format in which you entered will result in duplication errors. If you've reduced the size of the incrementing segment, ensure that existing values can fit. Duplication may be the result of reduced segment sizes.
The letter ____ is not part of the original format, separator or question mark.	You are attempting to use a letter or character that is not part of the original item format and is not a designated separator.
The letter ____is repeated in the new format.	You are attempting to use a letter or character that is repeated in the new format.

Edit Home Currency

Databases that have been converted from ACCPAC Plus will often be assigned a **DOS** currency code. This function can be used to change the home currency to a more suitable currency code. The function can also be used to change one or more modules that have mismatched home currencies.

If the multicurrency option is active, it's important not to select an active source currency. The new currency code has to exist and match the existing decimal places. The function will not proceed, if either of these conditions is detected.

- Ensure that the new currency code exists. From the menu bar select **File...Currency Codes** to maintain currency codes.
- Select **Edit...Home Currency** from menu bar.
- Choose a new home currency.
- The existing home currency is editable, because you may need to change a module with an alternate home currency.
- Select **Post** to change the home currency.

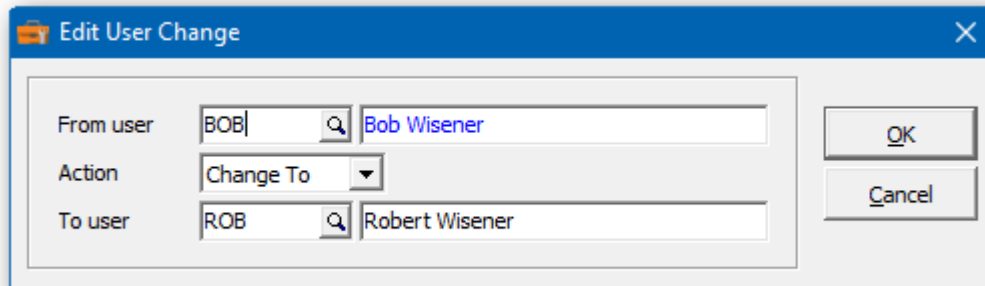
Error Message	Explanation
Currency/decimals mismatch. Please choose a new currency with 2 decimals.	The new currency code has different number of decimal places to the existing home currency.
___ is an active source currency in this multi-currency database. Please choose an alternate home currency.	The new home currency is currently active as a source currency on posted transactions. Exchange rates have been assigned. Changing the home currency to this new currency code would lead to data integrity problems.

User Changes

The Toolkit for Adagio will allow you to change or combine into a user ID.

To begin:

- Select **Edit...User Changes** from the menu bar
- Select **New** to create a new user change record.
- When the New User Change form appears, enter the 'from' user, the action (Change To, Combine Into) and the 'to' user and perhaps a new name.
- Click **OK** to accept the new record.



The screenshot shows a dialog box titled "Edit User Change". It has a blue header bar with a close button (X) on the right. The main area contains three input fields: "From user" with the text "BOB" and a search icon, a dropdown menu for "Action" currently set to "Change To", and "To user" with the text "ROB" and a search icon. To the right of these fields are two buttons: "OK" and "Cancel".

In the User Changes grid you will see the pending user change. Repeat the process for multiple user changes. If you have several changes, you may want to consider importing your list of changes from Excel.

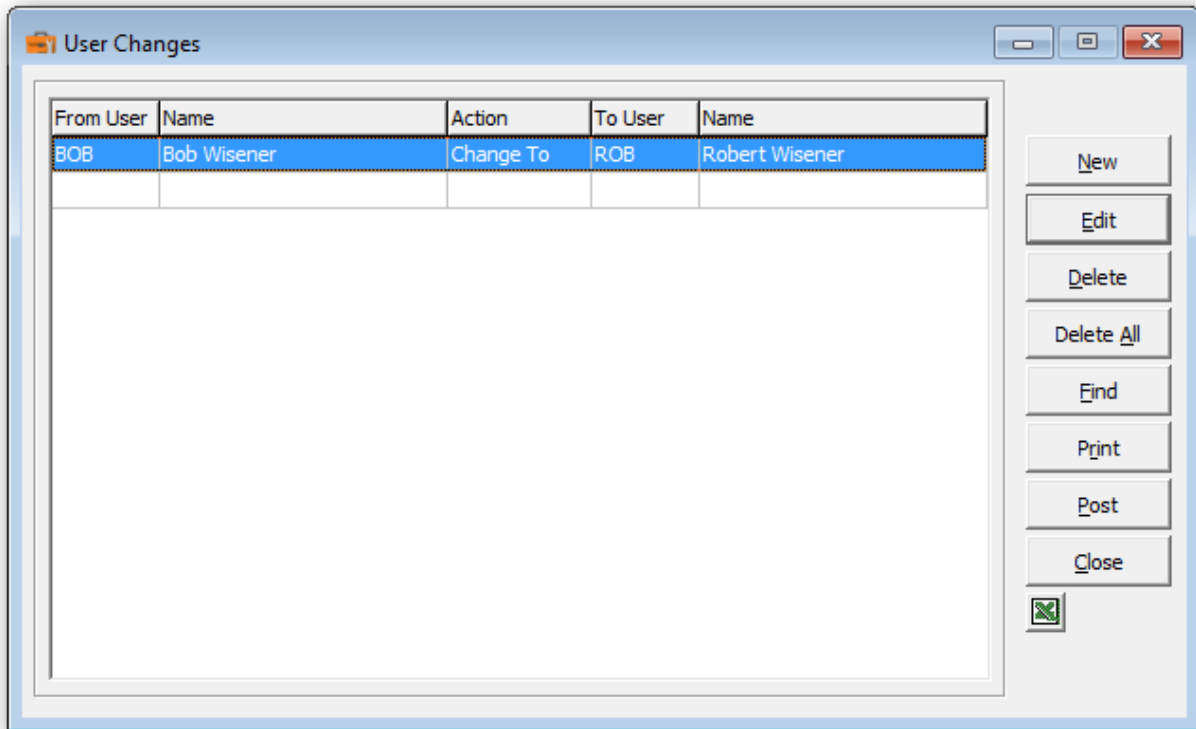
If the user you're attempting to change has been deleted, you could disable the verification. Please review 'Verify source user' under the Company Profile options.

Wildcards can be used to enter a series of records. Use a series of question marks to indicate any character in that position. For example, typing user 'A??' would select user IDs that start with 'A'. With this example, you could change all of the 'A??' users to 'B??'. Wildcards can be used to change, combine or copy records.

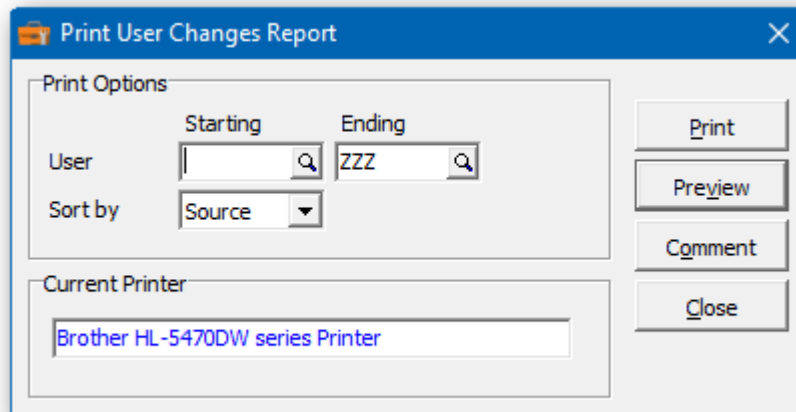
A wildcard change will generate multiple change records. The function will search the database for records that match. Records may be ignored, if entry rules are violated. For example, a user cannot be referenced, if it's already involved in a pending change.

- From this form you can select:
 - New** to add a change
 - Edit** to modify your change
 - Delete** to delete your change
 - Delete All** to delete all your changes
 - Find** will search for a particular change
 - Print** to print the change list
 - Post** to post your changes
 - Close** to close the form

A right click over the grid will display a popup menu with same functions. In addition, you can set the grid sort order. You can choose to sort by 'from' or 'to' user.

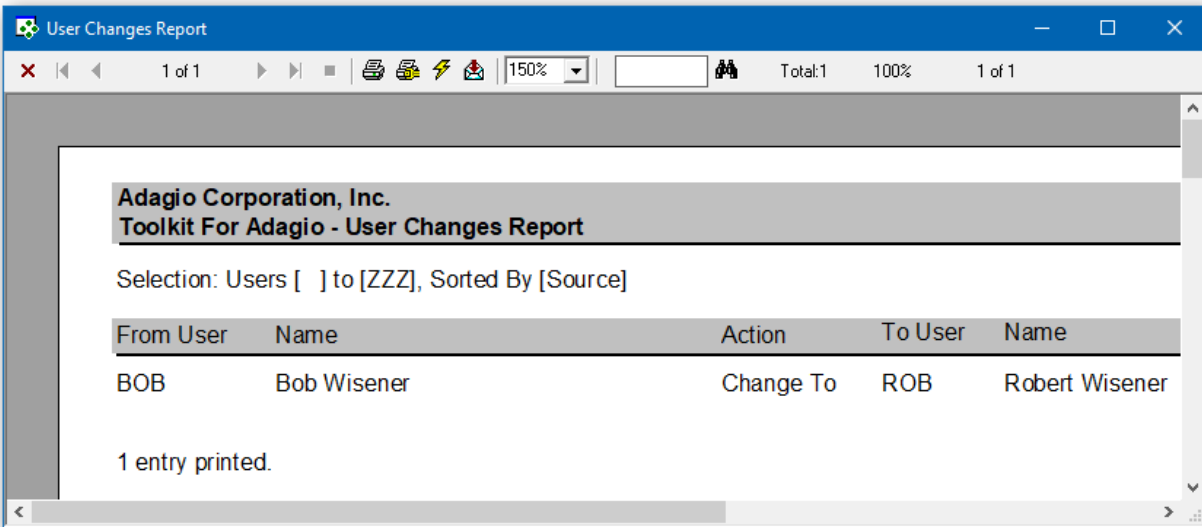


- If you wish to print the User Changes Report, select **Print** from the User Changes form. Select the range of users and the sort order.

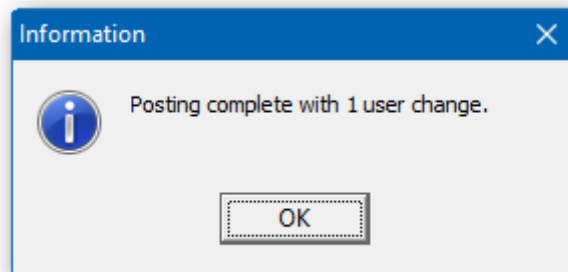


- From this form you can select:
 - Print** to print this report
 - Preview** to preview the report before printing
 - Comment** to add any comments to the footer of the report
 - Close** to close form without printing

Here is a sample print preview of the User Changes Report:



- If you maintain multiple datasets, you probably want to disable changes to the master user list until all datasets have been changed. Review the Company Profile setting, 'Make changes to the master user list' before proceeding.
- The **Post** function will perform a series of steps before changes are made. First, the pending changes will be checked for accuracy. If the changes are acceptable, the database will attempt to lock the dataset exclusively. If the option to 'backup before post' has been selected, a backup of the entire dataset will be performed. Once the backup is complete, the program will execute the list of changes. A completion message will report on how many users were changed.



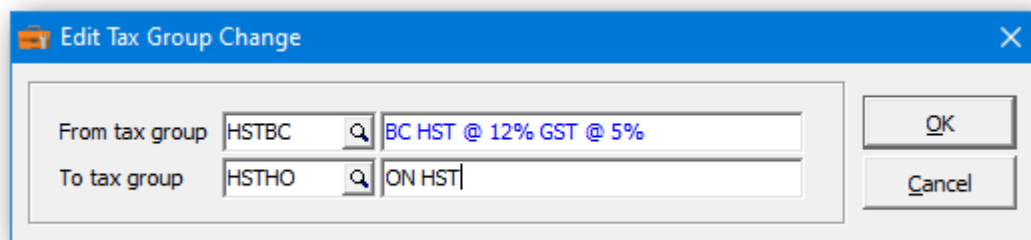
Error Message	Explanation
User _____ does not exist. Please correct the problem before posting.	You are attempting to post to a change to a user that does not exist. Either the user was deleted or the change has already been posted. If you're changing users that are no longer listed, turn off the verification under the Company Profile.
User _____ already exists. Please correct the problem before posting.	You are attempting to combine into a user which already exists.
User _____ already exists.	You are attempting to change a user into a target user that already exists.
An action is already pending for user _____.	You are attempting to perform an action on a user that already has a pending action.
Please enter a different target user to the source _____.	The 'From' and 'To' users are the same.
Please enter a user to _____	You are attempting to combine a user which has not been identified. The source or target cannot be blank.
User _____ does not exist.	You are attempting to combine a source or target that does not exist.

Tax Group Changes

The Toolkit for Adagio will allow you to change tax groups. Tax groups are maintained in Adagio Order Entry, Invoices, Purchase Orders, Inventory and Time & Billing.

To begin:

- First select the source of the Tax Groups from the Company Profile.
- Select **Edit...Tax Group Changes** from the menu bar.
- Select **New** to create a new tax group change record.
- When the New Tax Group Change form appears, enter the 'from' tax group and the 'to' tax group. You can also change the tax group description.
- Click **OK** to accept the new record.



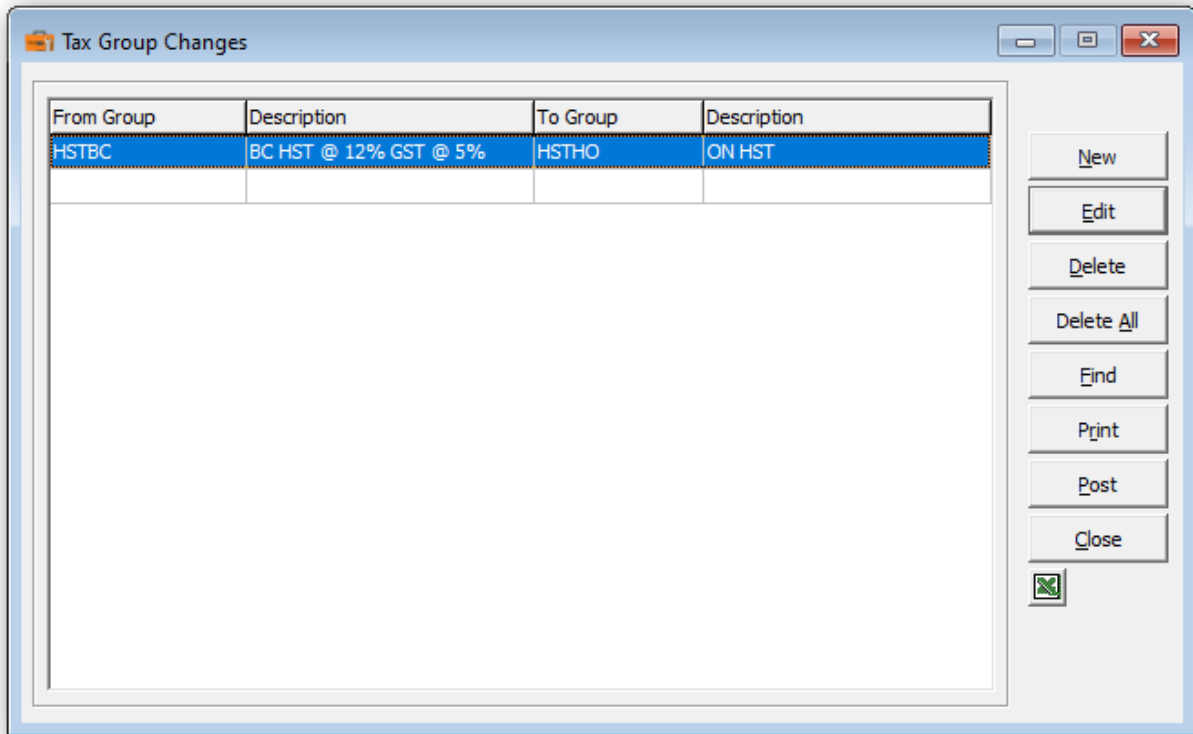
In the Tax Group Changes grid you will see the pending tax group change. Repeat the process for multiple tax group changes. If you have several changes, you may want to consider importing your list of changes from Excel.

Wildcards can be used to enter a series of records. Use a series of question marks to indicate any character in that position. For example, typing a tax group of '1?????' would select tax groups that start with '1'. With this example, you could change all of the '1?????' tax group codes to '2?????'.

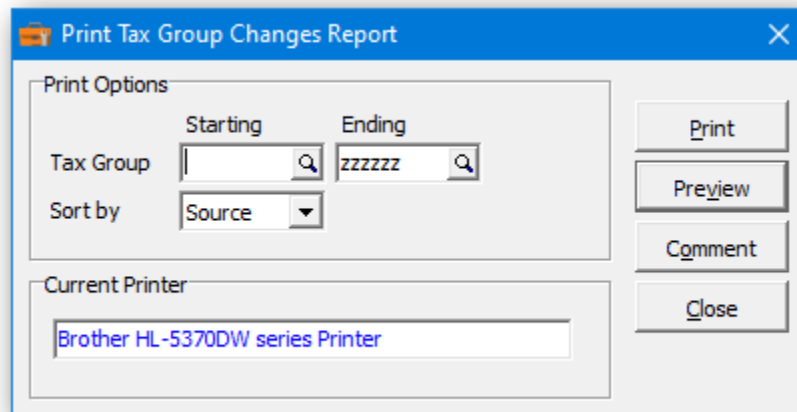
A wildcard change will generate multiple change records. The function will search the database for records that match. Records may be ignored, if entry rules are violated. For example, a tax group code cannot be referenced, if it's already involved in a pending change.

- From this form you can select:
 - New** to add a change
 - Edit** to modify your change
 - Delete** to delete your change
 - Delete All** to delete all your changes
 - Find** will search for a particular change
 - Print** to print the change list
 - Post** to post your changes

A right click over the grid will display a popup menu with same functions. In addition, you can set the grid sort order. You can choose to sort by 'from' or 'to' tax group.



- If you wish to print the Tax Group Changes Report, select **Print** from the Tax Group Changes form. Select the range of tax groups and the sort order.



- From this form you can select:

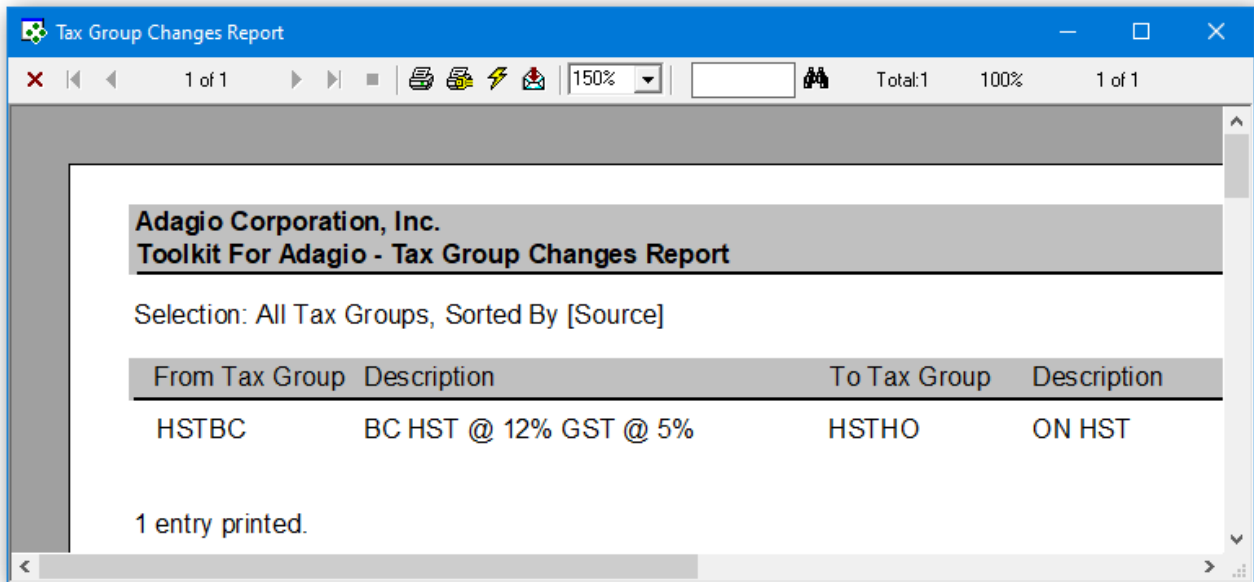
Print to print this report

Preview to preview the report before printing

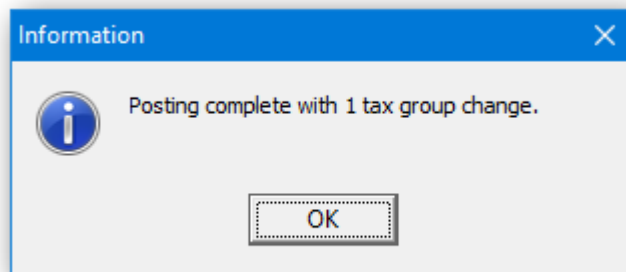
Comment to add any comments to the footer of the report

Close to close form without printing

Here is a sample print preview of the **Tax Group Changes Report**:



- The **Post** function will perform a series of steps before changes are made. First, the pending changes will be checked for accuracy. If the changes are acceptable, the database will attempt to lock the dataset exclusively. If the option to 'backup before post' has been selected, a backup of the entire dataset will be performed. Once the backup is complete, the program will execute the list of changes. A completion message will report on how many tax groups were changed.



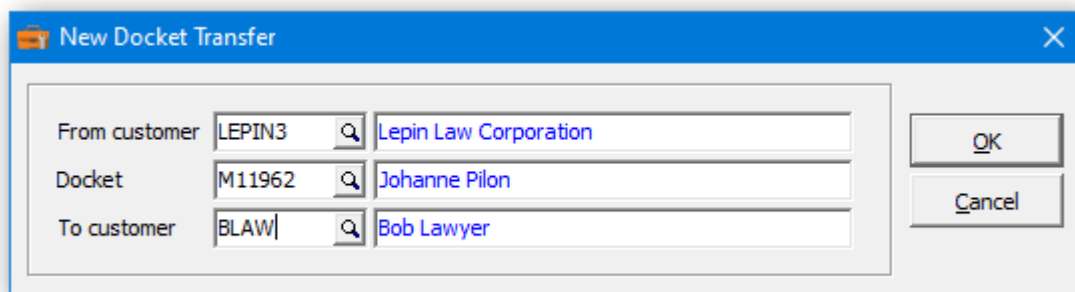
Error Message	Explanation
Tax group _____ does not exist. Please correct the problem before posting.	You are attempting to post to a change to a tax group code that does not exist. Either the tax group was deleted or the change has already been posted.
Tax group _____ already exists.	You are attempting to change a tax group to a target tax group that already exists.
An action is already pending for tax group _____.	You are attempting to perform an action on a tax group that already has a pending action.
Please enter a different target tax group to the source _____.	The 'From' and 'To' tax groups are the same.

Docket Transfer

The Toolkit for Adagio will allow you to change tax groups. Tax groups are maintained in Adagio Order Entry, Invoices, Purchase Orders, Inventory and Time & Billing.

To begin:

- First select the source of the Tax Groups from the Company Profile.
- Select **Edit...Tax Group Changes** from the menu bar.
- Select **New** to create a new tax group change record.
- When the New Tax Group Change form appears, enter the 'from' tax group and the 'to' tax group. You can also change the tax group description.
- Click **OK** to accept the new record.



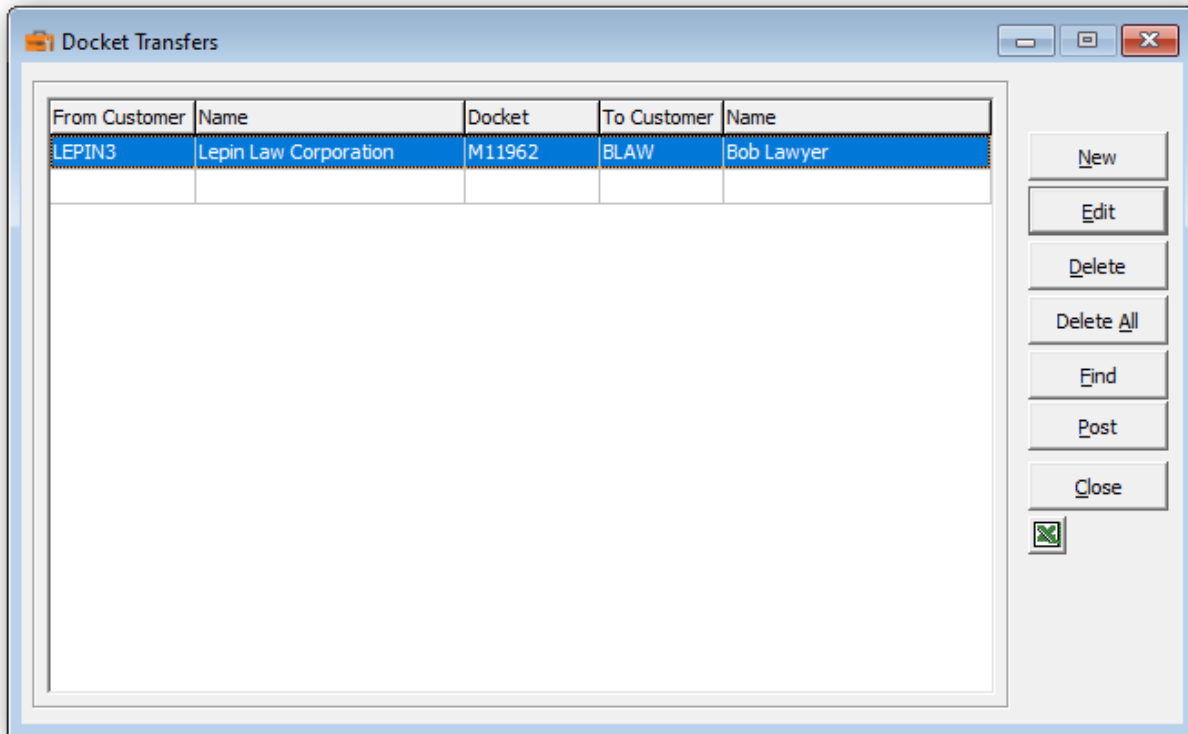
In the Tax Group Changes grid you will see the pending tax group change. Repeat the process for multiple tax group changes. If you have several changes, you may want to consider importing your list of changes from Excel.

Wildcards can be used to enter a series of records. Use a series of question marks to indicate any character in that position. For example, typing a tax group of '1?????' would select tax groups that start with '1'. With this example, you could change all of the '1?????' tax group codes to '2?????'.

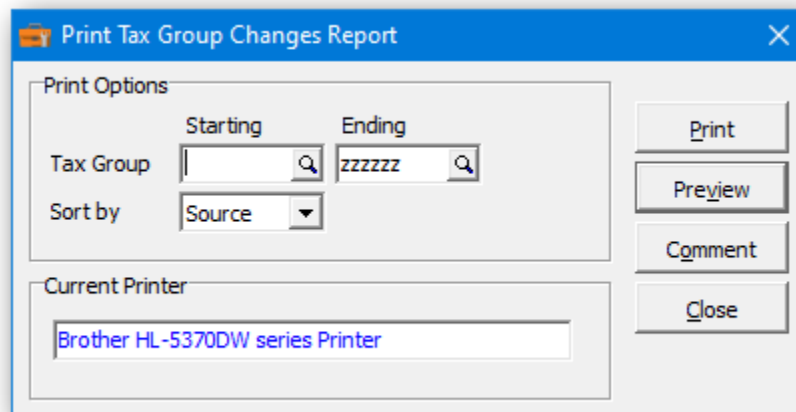
A wildcard change will generate multiple change records. The function will search the database for records that match. Records may be ignored, if entry rules are violated. For example, a tax group code cannot be referenced, if it's already involved in a pending change.

- From this form you can select:
 - New** to add a change
 - Edit** to modify your change
 - Delete** to delete your change
 - Delete All** to delete all your changes
 - Find** will search for a particular change
 - Print** to print the change list
 - Post** to post your changes

A right click over the grid will display a popup menu with same functions. In addition, you can set the grid sort order. You can choose to sort by 'from' or 'to' tax group.



- If you wish to print the Tax Group Changes Report, select **Print** from the Tax Group Changes form. Select the range of tax groups and the sort order.



- From this form you can select:

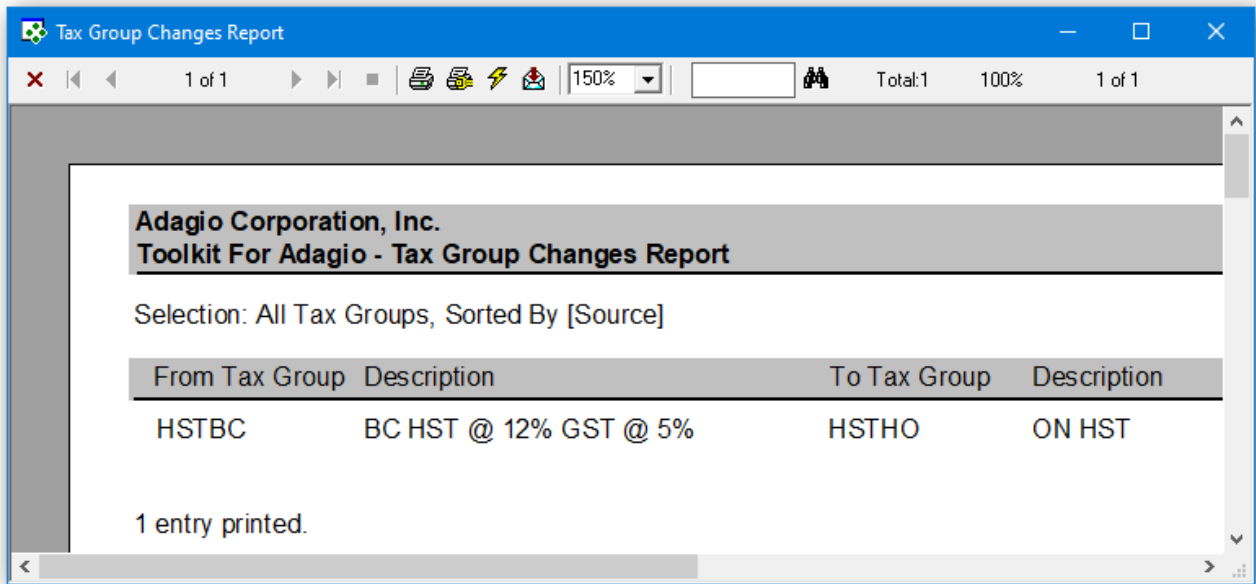
Print to print this report

Preview to preview the report before printing

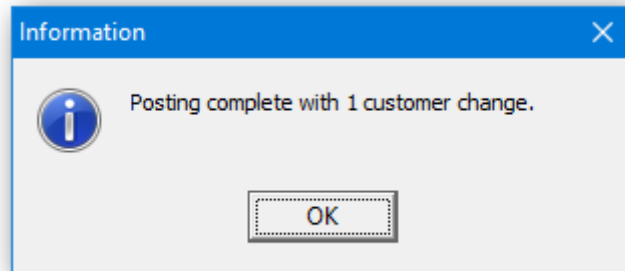
Comment to add any comments to the footer of the report

Close to close form without printing

Here is a sample print preview of the **Tax Group Changes Report**:



- The **Post** function will perform a series of steps before changes are made. First, the pending changes will be checked for accuracy. If the changes are acceptable, the database will attempt to lock the dataset exclusively. If the option to 'backup before post' has been selected, a backup of the entire dataset will be performed. Once the backup is complete, the program will execute the list of changes. A completion message will report on how many tax groups were changed.



Error Message	Explanation
Tax group _____ does not exist. Please correct the problem before posting.	You are attempting to post to a change to a tax group code that does not exist. Either the tax group was deleted or the change has already been posted.
Tax group _____ already exists.	You are attempting to change a tax group to a target tax group that already exists.
An action is already pending for tax group _____.	You are attempting to perform an action on a tax group that already has a pending action.
Please enter a different target tax group to the source _____.	The 'From' and 'To' tax groups are the same.

Invoice Transfer

The Toolkit for Adagio will allow you to change tax groups. Tax groups are maintained in Adagio Order Entry, Invoices, Purchase Orders, Inventory and Time & Billing.

To begin:

- First select the source of the Tax Groups from the Company Profile.
- Select **Edit...Tax Group Changes** from the menu bar.
- Select **New** to create a new tax group change record.
- When the New Tax Group Change form appears, enter the 'from' tax group and the 'to' tax group. You can also change the tax group description.
- Click **OK** to accept the new record.

The screenshot shows a 'New Invoice Transfer' dialog box. It has a blue title bar with the text 'New Invoice Transfer' and a close button. The dialog is divided into two main sections: 'From' and 'To'. The 'From' section contains three rows: 'Customer' with 'LEPIN3' and 'Lepin Law Corporation', 'Docket' with 'M11962' and 'Johanne Pilon', and 'Invoice' with '110692'. The 'To' section contains two rows: 'Customer' with 'BWALK' and 'Boardwalk Square Apartments Inc.', and 'Docket' with 'B1390' and 'Boardwalk Railing Replacement'. On the right side of the dialog, there are 'OK' and 'Cancel' buttons.

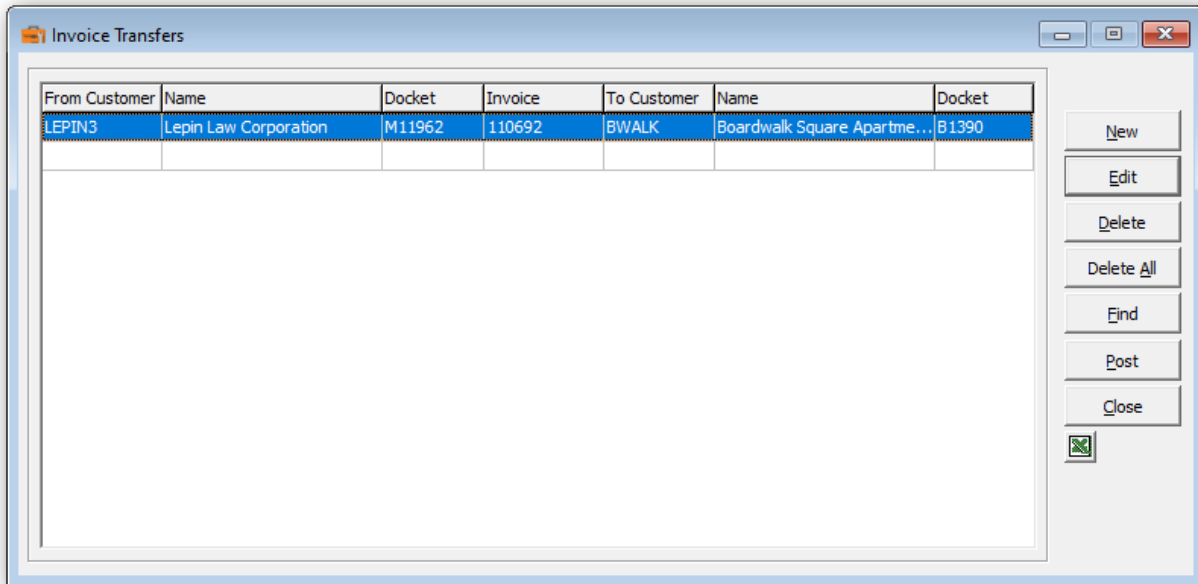
In the Tax Group Changes grid you will see the pending tax group change. Repeat the process for multiple tax group changes. If you have several changes, you may want to consider importing your list of changes from Excel.

Wildcards can be used to enter a series of records. Use a series of question marks to indicate any character in that position. For example, typing a tax group of '1?????' would select tax groups that start with '1'. With this example, you could change all of the '1?????' tax group codes to '2?????'.

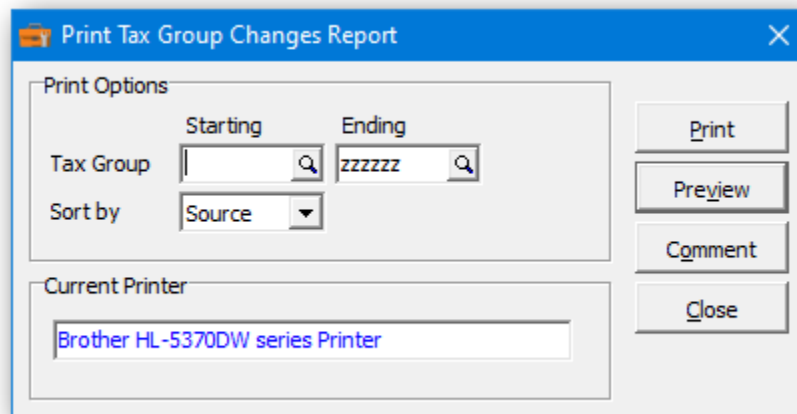
A wildcard change will generate multiple change records. The function will search the database for records that match. Records may be ignored, if entry rules are violated. For example, a tax group code cannot be referenced, if it's already involved in a pending change.

- From this form you can select:
 - New** to add a change
 - Edit** to modify your change
 - Delete** to delete your change
 - Delete All** to delete all your changes
 - Find** will search for a particular change
 - Print** to print the change list
 - Post** to post your changes

A right click over the grid will display a popup menu with same functions. In addition, you can set the grid sort order. You can choose to sort by 'from' or 'to' tax group.



- If you wish to print the Tax Group Changes Report, select **Print** from the Tax Group Changes form. Select the range of tax groups and the sort order.



- From this form you can select:

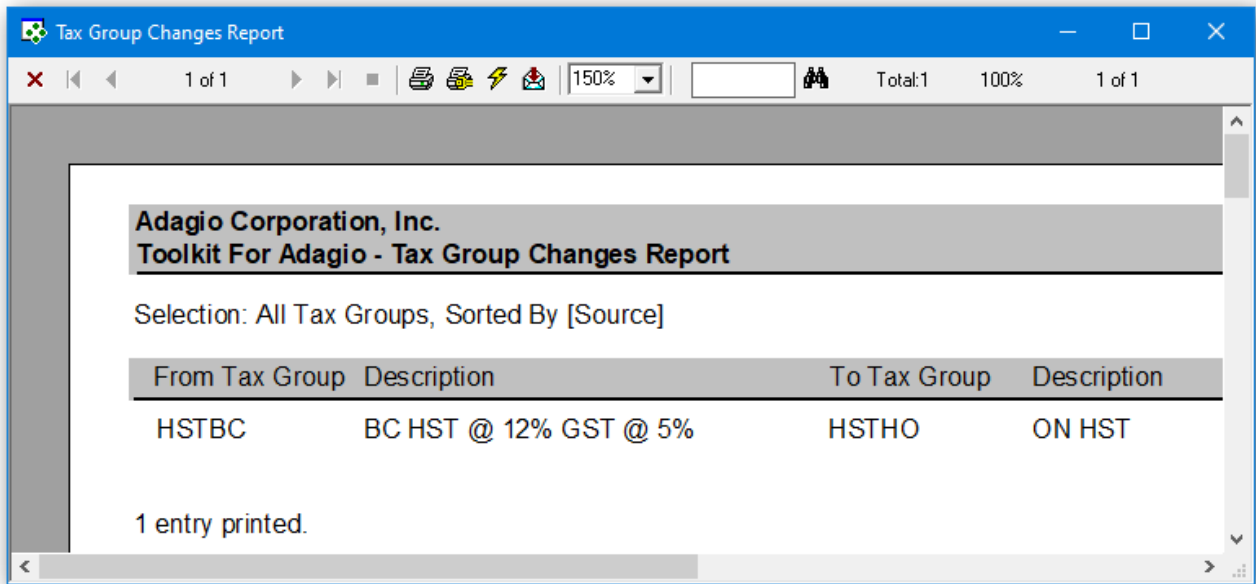
Print to print this report

Preview to preview the report before printing

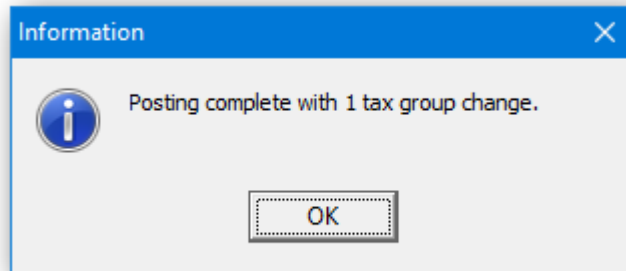
Comment to add any comments to the footer of the report

Close to close form without printing

Here is a sample print preview of the **Tax Group Changes Report**:



- The **Post** function will perform a series of steps before changes are made. First, the pending changes will be checked for accuracy. If the changes are acceptable, the database will attempt to lock the dataset exclusively. If the option to 'backup before post' has been selected, a backup of the entire dataset will be performed. Once the backup is complete, the program will execute the list of changes. A completion message will report on how many tax groups were changed.

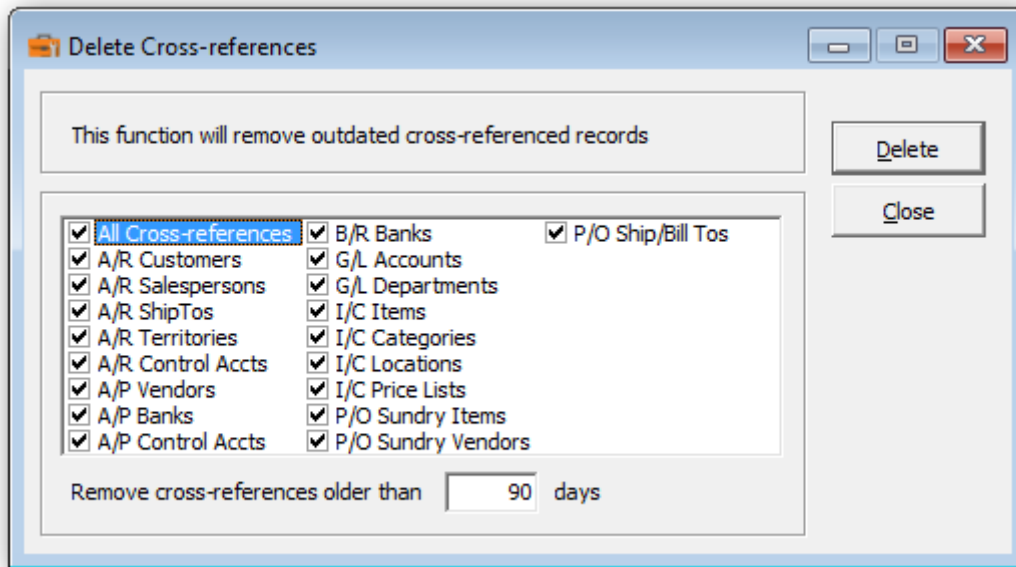


Error Message	Explanation
Tax group _____ does not exist. Please correct the problem before posting.	You are attempting to post to a change to a tax group code that does not exist. Either the tax group was deleted or the change has already been posted.
Tax group _____ already exists.	You are attempting to change a tax group to a target tax group that already exists.
An action is already pending for tax group _____.	You are attempting to perform an action on a tax group that already has a pending action.
Please enter a different target tax group to the source _____.	The 'From' and 'To' tax groups are the same.

Delete Cross-references

This function can be used to remove outdated cross-referenced records.

- Select **Maintenance...Delete Cross-references** from the menu bar.
- Make your selection of record types to remove.
- Enter the number of days in the **Remove cross-references older than** field. If 0 is selected, all cross-references will be removed.
- Click **Delete** to delete the selected cross-references.

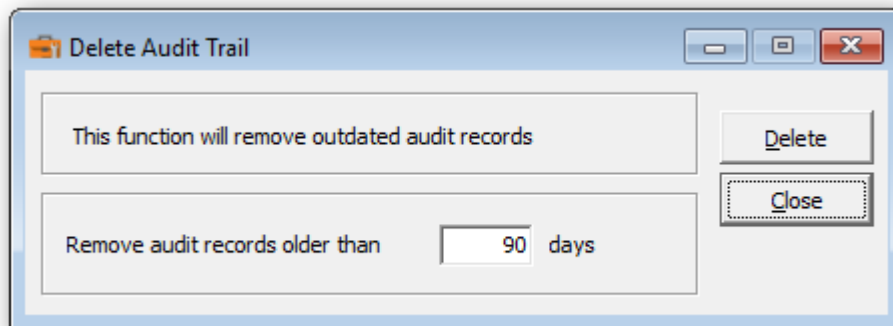


Error Message	Explanation
Please select at least one option to maintain.	You are attempting to proceed with the removal, but you haven't indicated which cross-references should be removed. Please select at least one type.

Delete Audit Trail

This function will remove outdated audit trail records.

- Select **Maintenance...Delete Audit Trail** from the menu bar
- Enter the number of days in the **Remove audit records older than** field. If 0 is selected, all cross-references will be removed.
- Click **Delete** to delete the selected audit records.



Reports

Report Options

This function is a quick and easy way to print various reports. First you need to set up your report options which will apply to any reports you will print.

- Select **Reports** from the menu bar
- Select **Report Options** to set up how you would like your reports viewed.
- Enter in the **Date format (Header/Footer)** field how you would like the date to be viewed in the header or the footer of the report in the format of MMM dd yyyy
- Enter in the **Date format (Detail)** field how you would like the date to be viewed in the detail of the report in the format of yy/MM/dd
- Enter in the **Time format** field how you would like the time to be viewed in the report in the format of hh:mmtt
- Select by check the box which format you would like the **AM/PM format** of time stamp, or if you wish it displayed at all.
- Use the check boxes to indicate if you want to:
 - Show group tree in preview
 - Show parameters on all pages
 - Show footers
 - Shade header/footer
 - Shade subtotals
 - Shade color, you can also select what color you would like by using the drop down menu.
- Click **OK** to save the selections.

Report Options

Date format (Header/Footer) May 15 2017

Date format (Detail) 17/05/15

Time format 08:11

AM/PM format

AM/PM am/pm none

Show group tree in preview

Show parameters on all pages

Show footers

Shade header/footer

Shade subtotals

Shade color

OK

Cancel

Printing Reports

From the **Reports** menu, you can choose to print the following reports:

- Company Profile Report
- Customer Changes
- Salesperson Changes
- ShipTo Changes
- Territory Changes
- Control Account Changes
- Vendor Changes
- Bank Changes
- Item Changes
- Category Changes
- Location Changes
- Price List Changes
- Invoice Item Changes
- Account Changes
- Department Changes
- Batch Changes
- Project Changes
- JobCost Changes
- User Changes
- Tax Group Changes
- Bill of Material Changes
- Audit Reports

- Select **Reports** from the menu bar
- Select the type of report you want from the Reports menu.
- Select Print Options as required.

- Select sort option (Source or Target)
- Select **Comment** to insert a comment into the report
- Select **Preview** to preview report before printing
- Select **Print** to print report. Printer selection is available.

Recommended **Preview** your report before printing.

Print Customer Changes Report [X]

Print Options

	Starting	Ending
Customer	<input type="text"/>	zzzzzz <input type="text"/>
Sort by	Source ▼	

Current Printer

Brother HL-5470DW series Printer

Print
Preview
Comment
Close

Audit Report

This function will print all changes which have been posted since the Audit Trail was last printed and purged.

Select **Reports...Audit** from the menu bar.

- Each post will generate a run number which records the details of that post. Enter a range of runs that should be printed.
- The report can be printed in summary or detailed format. Select the Detail level.
- Click **Print** or **Preview** to view the report.
- Click **Comment** to insert a comment into the footer of the report.

Print Audit Report

Print Options

Run Starting Ending

Detail level Summary

Current Printer

Brother HL-5470DW series Printer

Print

Preview

Comment

Close

Audit Report

1 of 1 150% Total: 15 100% 15 of 15

Adagio Corporation, Inc.
Toolkit For Adagio - Audit Report

Selection: All Runs, Detail Level [Summary]

Run	User	Run Date	Run Time	Run Type	Details
1	SYS	05/15/2017	08:04:46	Change A/R Control	1
2	SYS	05/15/2017	08:07:21	Change A/P Banks	1
3	SYS	05/15/2017	08:44:01	Change A/R Customers	32
4	SYS	05/15/2017	08:49:51	Change A/R Customers	1
5	SYS	05/15/2017	08:56:25	Change ShipTo	1
6	SYS	05/15/2017	08:58:25	Change Salespersons	1
7	SYS	05/15/2017	09:03:09	Change Territories	1
8	SYS	05/15/2017	09:06:13	Edit A/R Transaction	1
9	SYS	05/15/2017	09:09:31	Change A/P Vendors	36
10	SYS	05/15/2017	09:10:00	Change A/P Vendors	36
11	SYS	05/15/2017	09:12:24	Edit A/P Transaction	2
12	SYS	05/15/2017	09:16:35	Change I/C Items	1
13	SYS	05/15/2017	09:18:30	Change A/I Items	1
14	SYS	05/15/2017	09:20:29	Change G/L Accounts	1
15	SYS	05/15/2017	09:24:39	Change G/L Departments	1

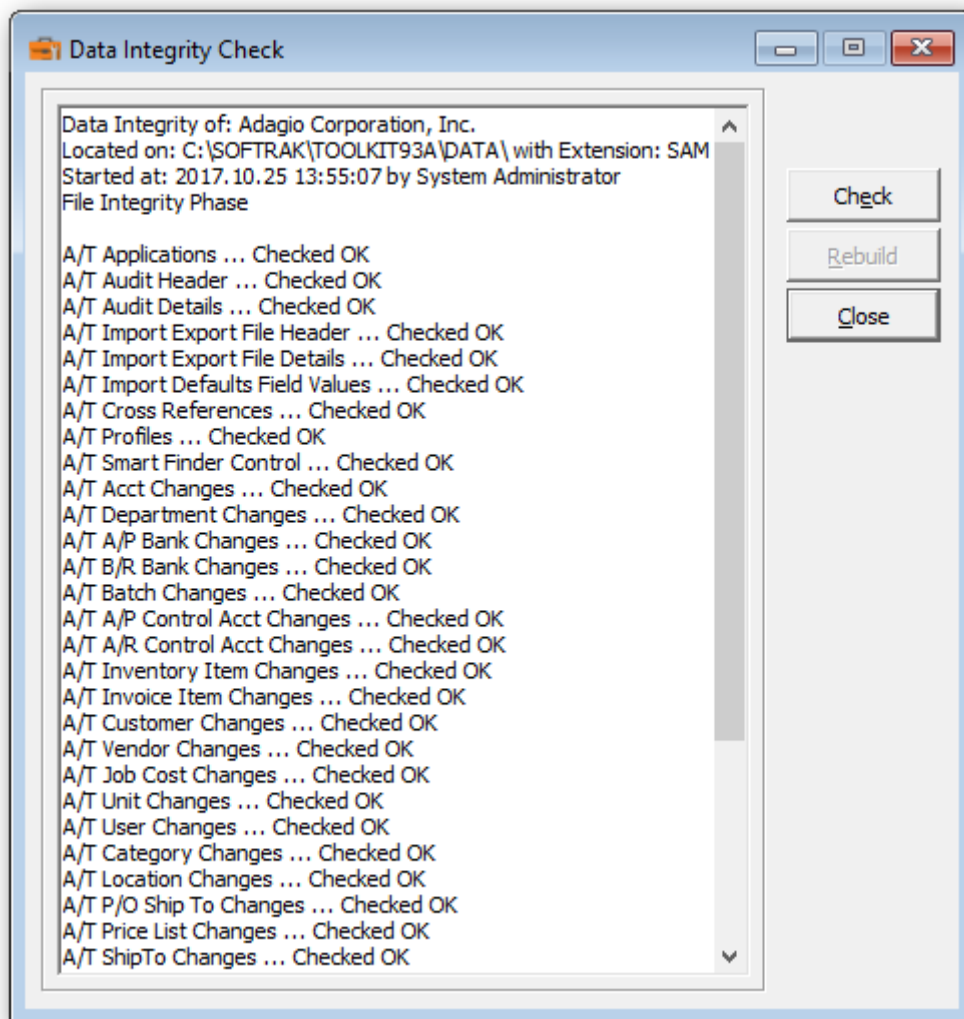
15 entries printed.

Data Integrity Check

It is recommended that you perform a data integrity checks on a regular basis. Data integrity checks are also recommended on impacted Adagio products. For example, if you are changing customers, check the data within Adagio Receivables, before using the Toolkit. Use the company profile option, **Mark for data integrity check** to force a data integrity check of the affected module.

Select **File...Data Integrity Check** from the menu bar
Click **Check**

Result of the check will appear and the function will inform you of the results. If there are errors, the Rebuild button will be enabled. Click **Rebuild** to fix the reported errors. If errors are fixed, rerun the process to confirm that all errors have been fixed. Use the company profile option, **Auto-backup after data integrity** check to perform a Toolkit backup after an error free check.

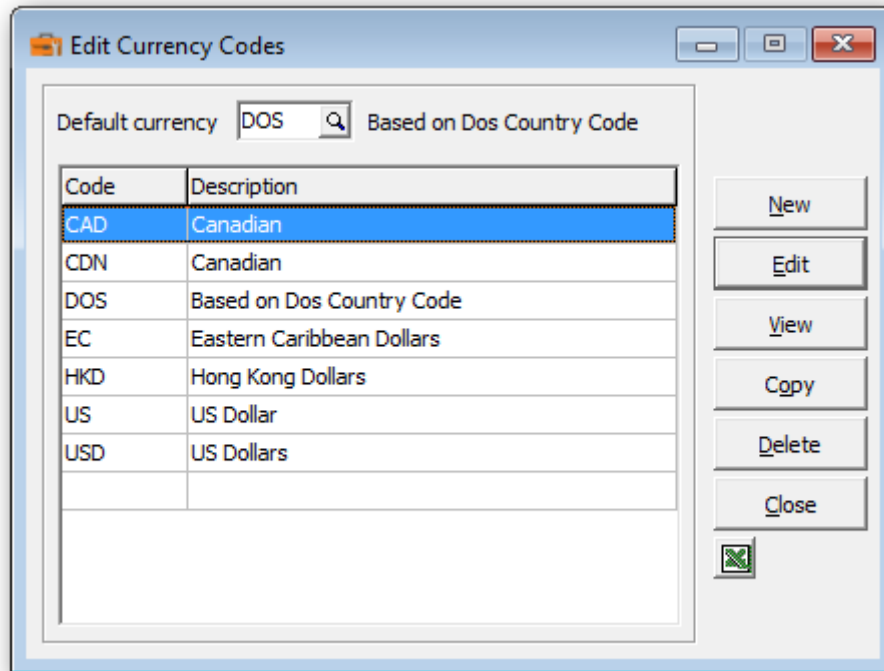


Error Message	Explanation
<p>A Data Integrity Check has been requested by [_____] due to [_____] due to [_____]. You must perform an integrity check before using [_____]. All menu choices except Data Integrity Check will be disabled.</p>	<p>You are attempting to use data that has been flagged by another user as requiring a Data Integrity Check. Run the Data Integrity Check before continuing. For example, users of Adagio Receivables may see this message, if you are changing customers and the mark for data integrity check is active.</p>
<p>It's strongly recommended that you make a backup, before repairing your data. Do you want to continue?</p>	<p>You are being prompted to run a backup before repairing any data. It is strongly recommended to do this to ensure there is a fallback dataset.</p>

Currency Codes

Toolkit for Adagio allows you to set a default currency code, create a new currency code or edit an existing currency codes.

Select **File...Currency Codes** from the **File** menu bar.



To add a currency code, select **New** and complete the edit form.

Currency code

Description

Symbol

Position of symbol

Negative number format

Thousands symbol

Decimal symbol

Decimal places

Display format **\$999,999.99-**

Buttons: OK, Cancel

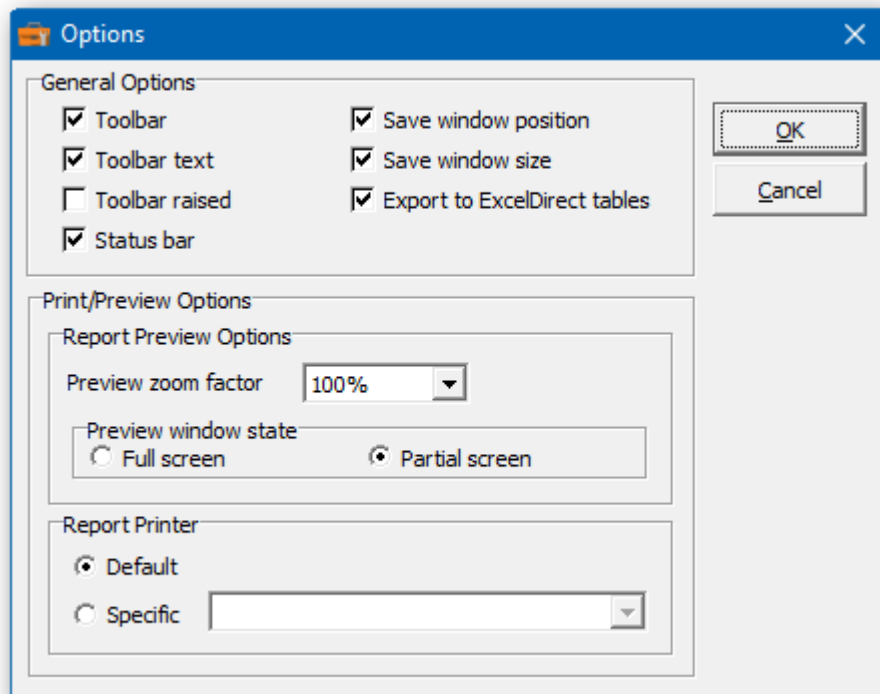
Select **OK** to save your selection.

Workstation Options

Use this function to set general appearance options and the default printer for reporting.

Enter the **zoom factor** as the default when you preview reports. Additionally, select **Full screen** to have the Preview window occupy your entire screen size. Select **Partial screen** to have the Preview window use part of the screen.

Select **Export to ExcelDirect tables** to create a formatted table in Excel when exporting SmartFinder or grid results. This option is only applicable to Excel 2007 or later.



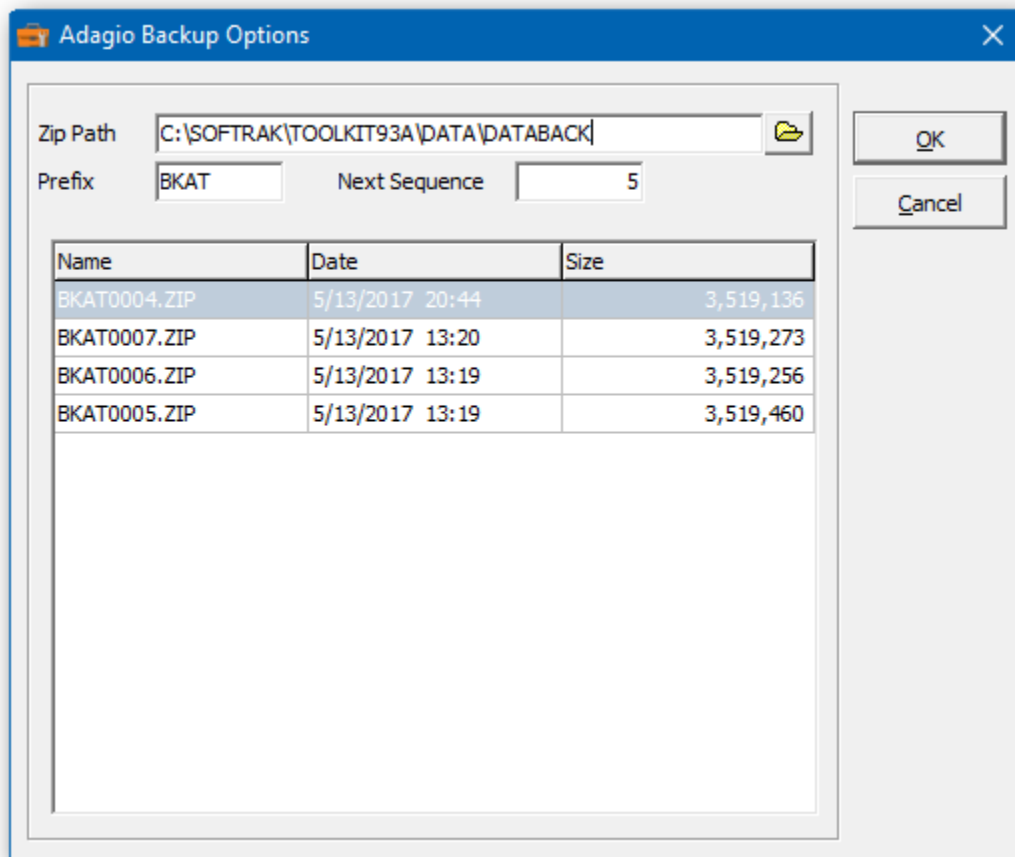
Backup

Backing up your data is an essential task when making changes to your entire accounting dataset. If the unexpected occurs, you will need to restore from a current backup. This task can be automated, if you have selected the option, **Backup dataset before post** under the company profile.

Before you perform your first backup, you should review the backup options. In particular, you will need to indicate the location for storing the backup files.

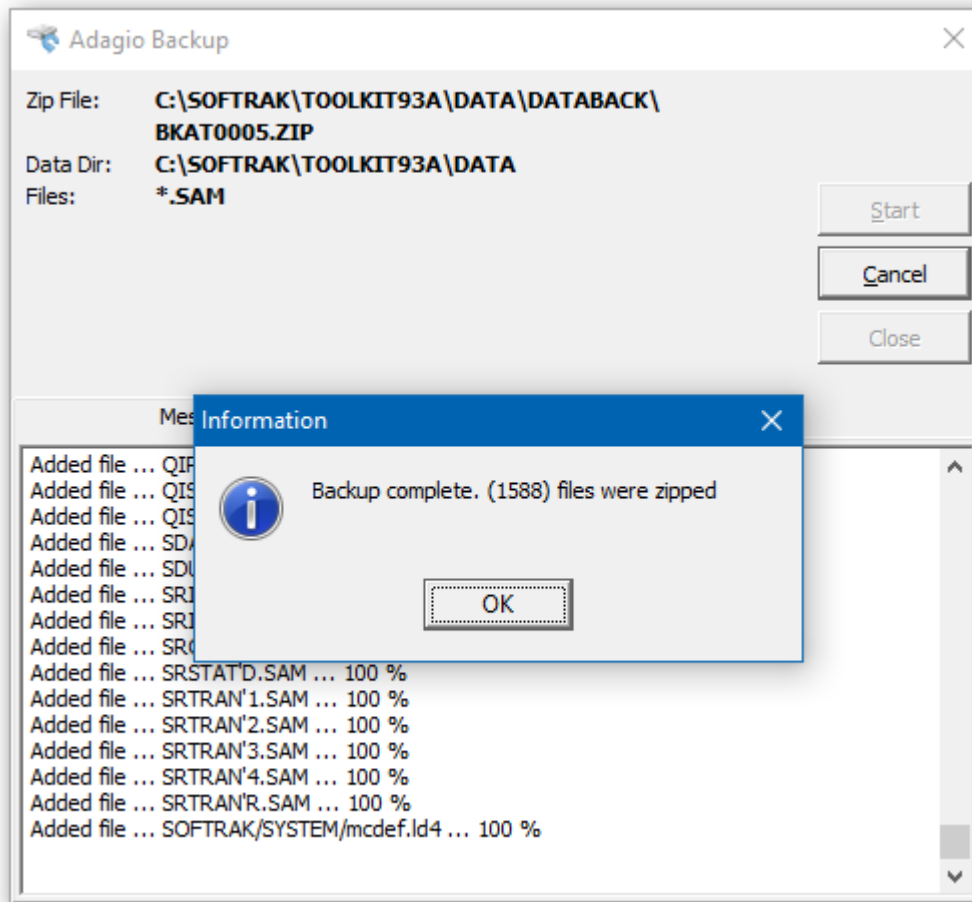
From the **File** menu, select **Backup**, then **Backup Options**

- From the folder drop down list in the **Zip Path** field, select the directory where you would like the backup file to be stored
- The **Prefix** is set at BKAT, but you may change this to any other 4 character prefix.
- The **Next Sequence** field is a numbering system for backups. If "1" is displayed then the next backup will be "2". You can modify this field to your unique specifications.



From the **File** menu, select **Backup**, and you can choose either to backup **Toolkit for Adagio Data** or a **Complete Dataset**. Since you are affecting changes across the dataset, a complete backup is recommended. Under either option, a zip file will be created in the backup directory. Review the **Backup Options** for details.

Selecting the **Start** button will commence the backup and a list of Added files will appear in the messages folder. Errors will be listed in the Error folder. You will be notified when the backup is complete and how many files were zipped.



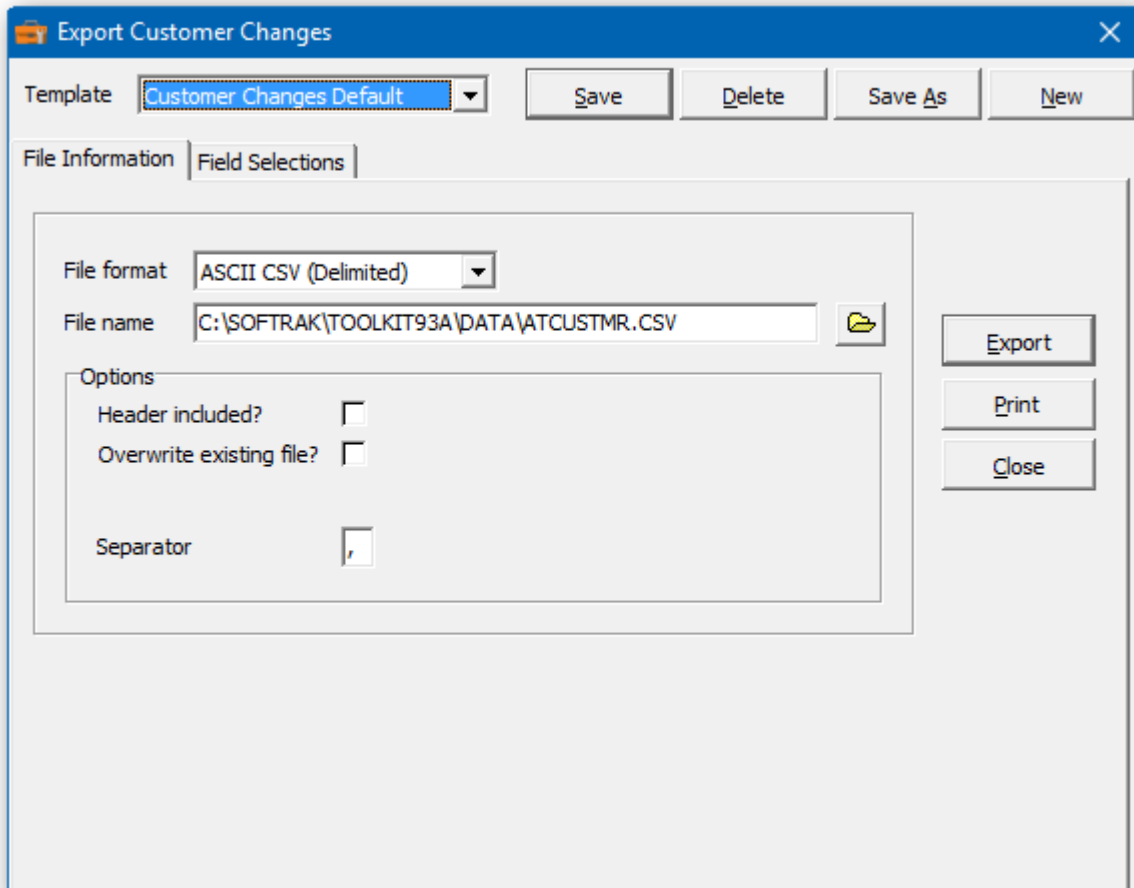
Common Error Messages:

Error Message	Explanation
Backup completed ... Unable to backup _____.	The backup was completed except for the file listed in the error message. Check the errors folder for more information.
Backup aborted. Directory does not exist.	The directory that is specified in Backup Options does not exist. Please verify directory and retry backup.

Exporting Changes

The Toolkit for Adagio permits the export of pending changes to several export file formats, for example, Excel and CSV (Comma Separated Value, Text).

From the **File** menu, select **Export, Product** then choose the type of export.

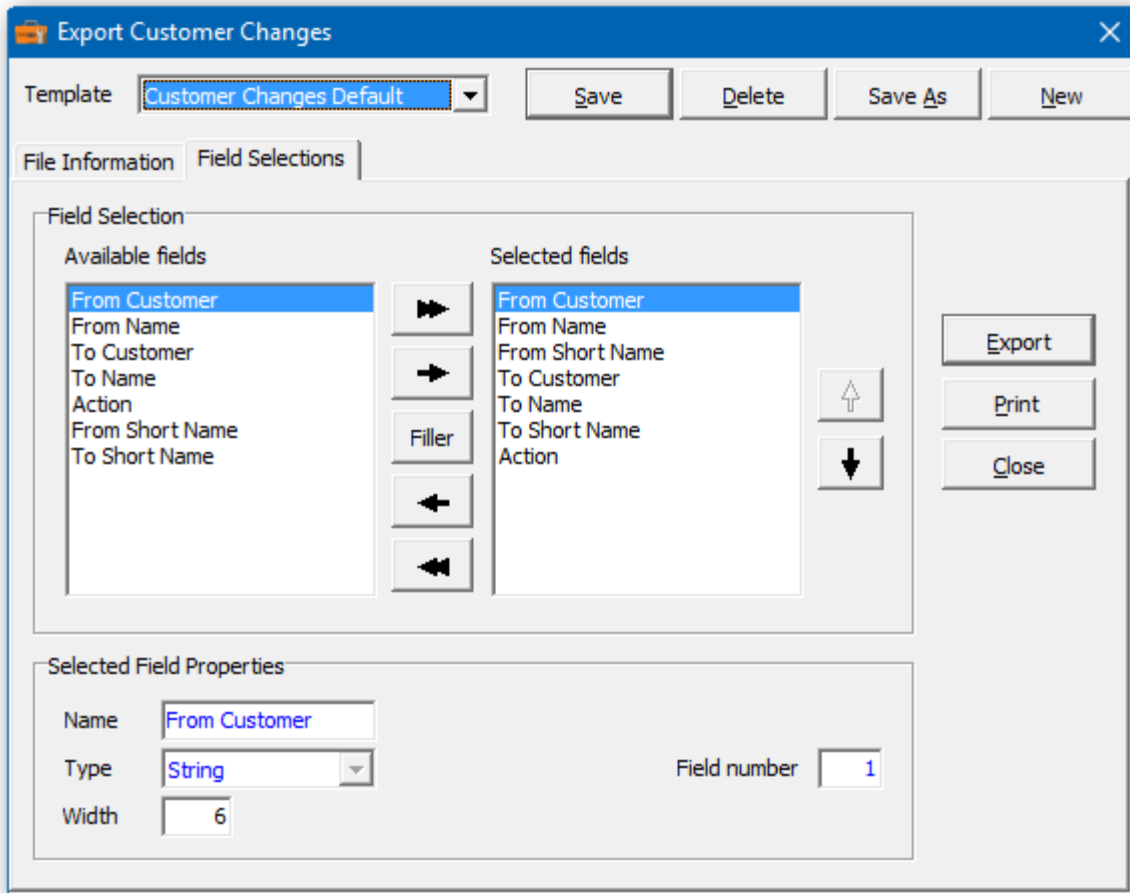


In the File Information folder:

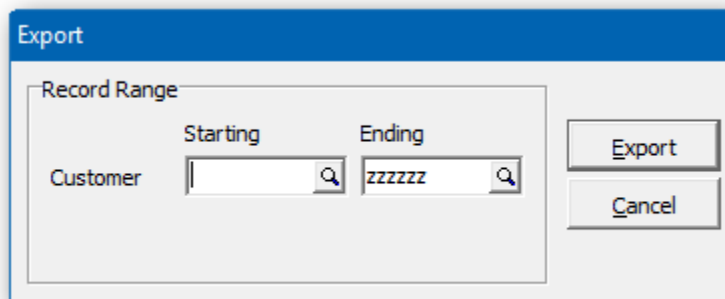
- Select from the drop down menu what **File format** you would like the changes to be exported to. For example, Excel.
- Ensure that the **File name** shows the right directory where you would like the file saved.
- Select from the **Options** whether you want the header included, or for this export to overwrite the existing file and if there is a separator.

In the Field Selections folder:

- Select from the list of **Available fields** which ones you want to be exported.
- Click on right arrow key to move to **Selected fields** column
- Modify **Selected Field Properties** including Name, Type, Width and Field Number.



- Click on **Export** to begin the Export process
- Enter in the range of records you would like to export.

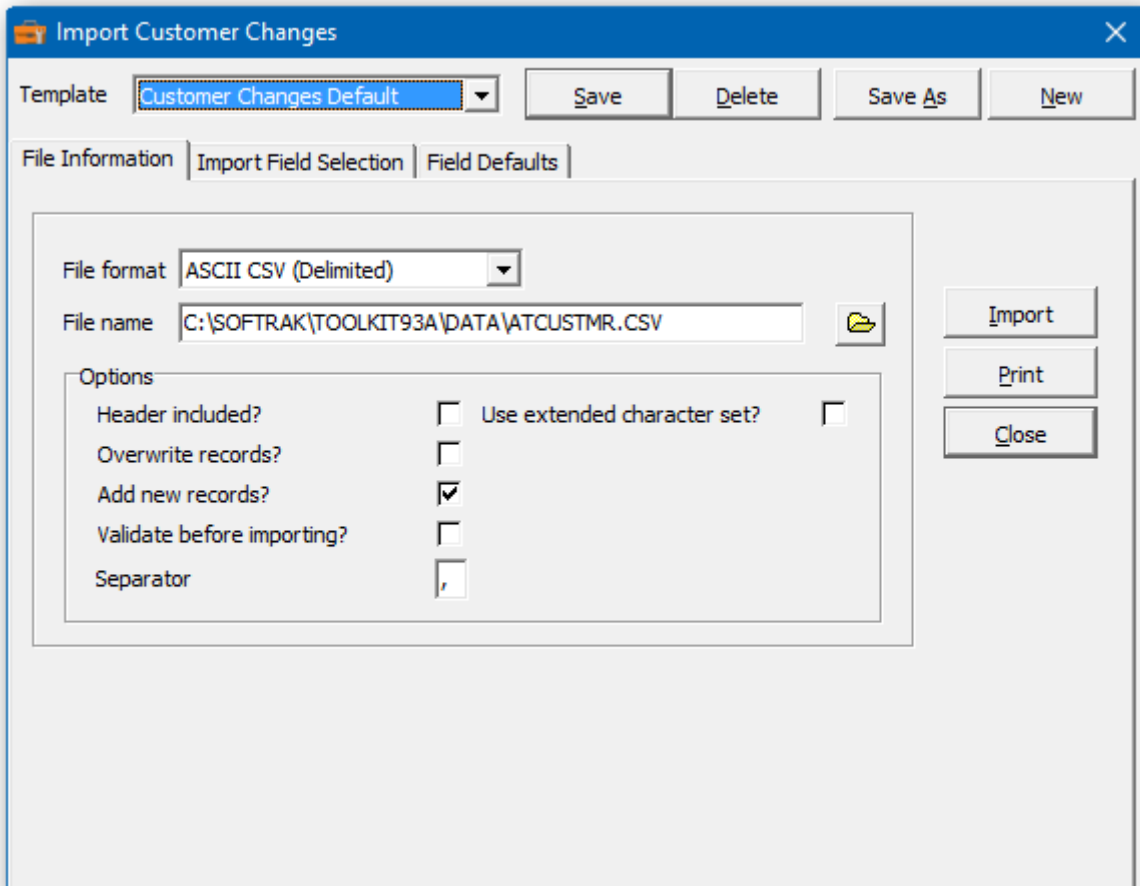


- Click **Export** to complete the Export process.
- The **Action** field will be exported as a numeric value. (1=Change, 2=Combine, 3=Copy)
- Unique to Job Cost is the **Code Type** field stored as a numerical value. (1=Job, 2=Archived Job, 3=Phase, 4=Category)

Importing Changes

The Toolkit for Adagio permits the import of pending changes from several import file formats, for example, Excel and CSV (Comma Separated Value).

From the **File** menu, select **Import, Product** then choose the type of import.

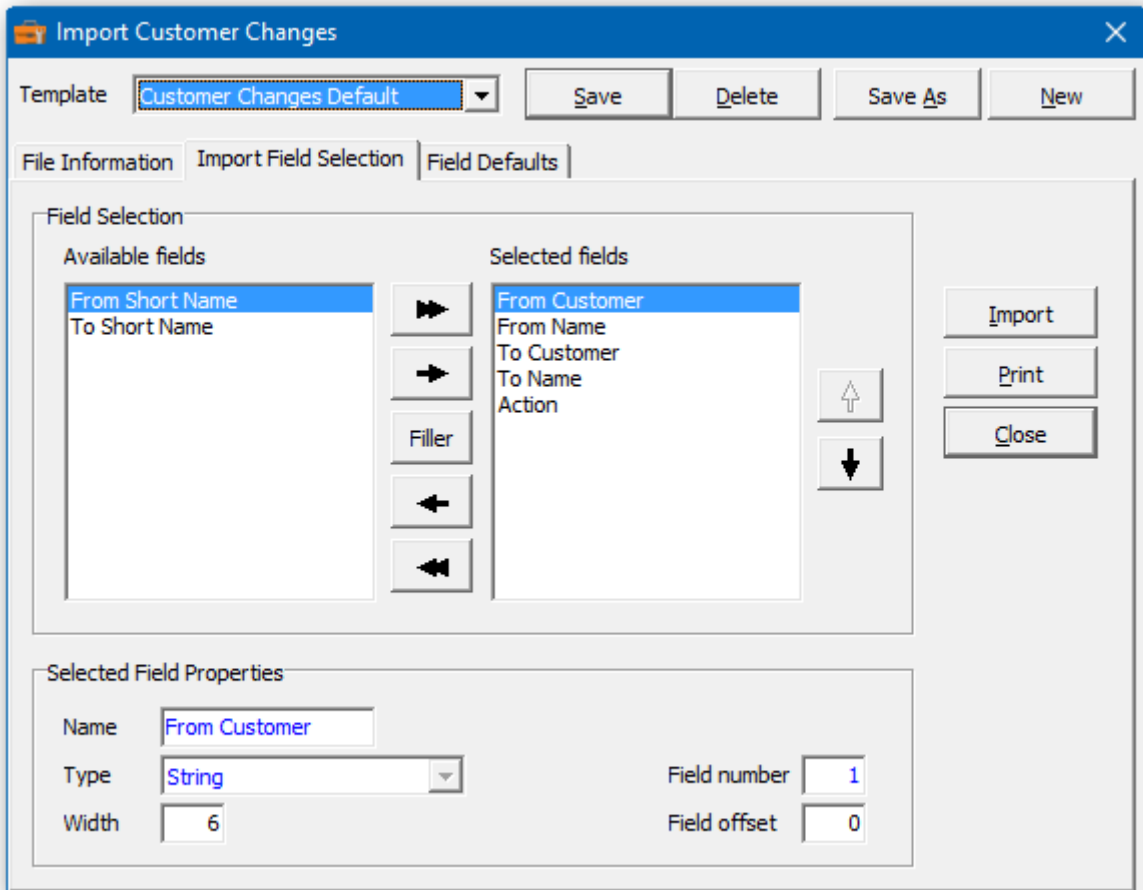


In the File Information folder:

- Select from the drop down menu what **File format** you would like the changes to be exported to. For example, Excel.
- Ensure that the **File name** shows the right directory where you would like the file saved.
- Select from the **Options** whether you want the header included, or for this export to overwrite the existing records, Add new records, Validate before importing, Use extended character set and if there is a separator.

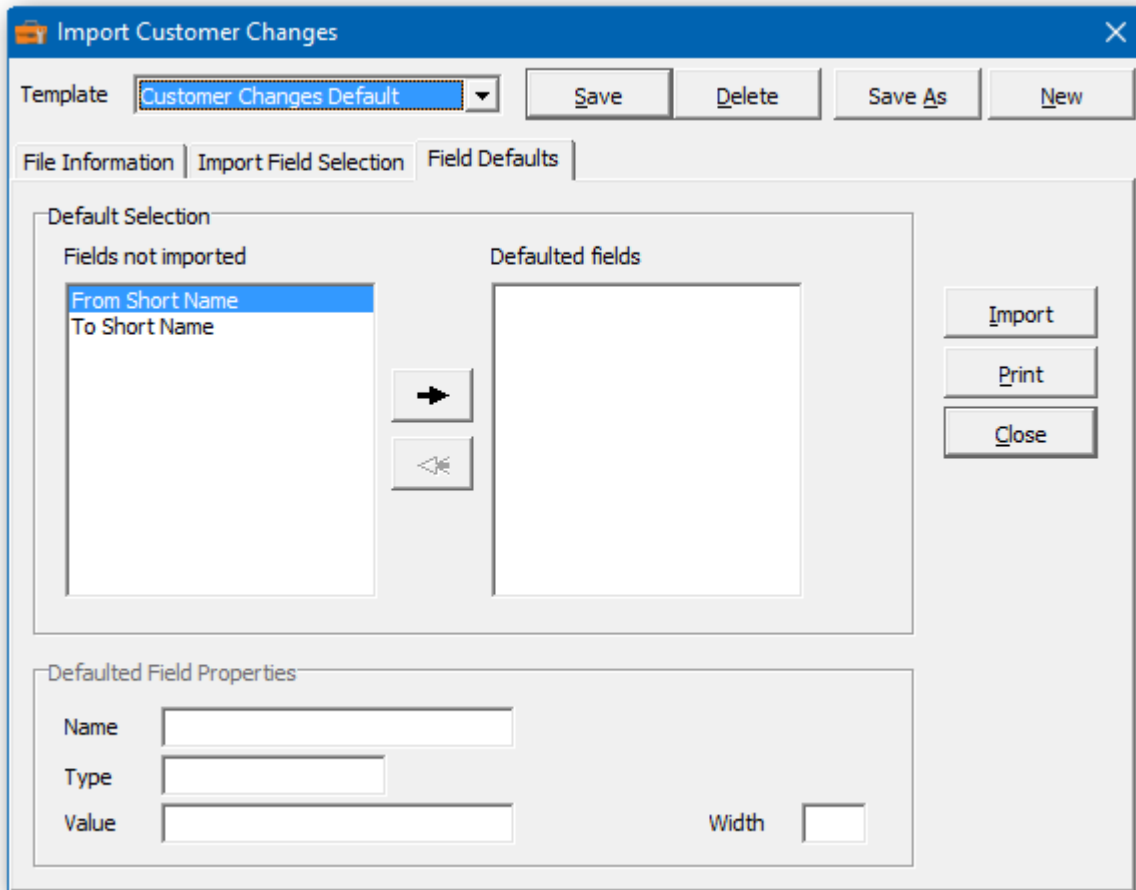
In the Import Field Selection folder:

- Select from the list of **Selected fields** which ones you want to be imported.
- Click on left arrow key to move to the **Available fields** column
- Modify **Selected Field Properties** including Name, Type, Width, Field Number and Field offset.



In the Field Defaults folder:

- Select from the list of **Selected fields** which ones you want to be imported.
- Click on left arrow key to move to the **Available fields** column
- Modify **Selected Field Properties** including Name, Type, Width, Field number and Field offset.



- The minimum requirement is to import from/to codes and the action. If you omit the descriptions, the function will supply the current descriptions. For Inventory items, the category will be read from the item, if it's not imported.
- The **Action** is stored as a numerical value. (1=Change, 2=Combine, 3=Copy)
- Unique to Job Cost is the **Code Type** field stored as a numerical value. (1=Job, 2=Archived Job, 3=Phase, 4=Category)
- Click **Import** to begin the Import process.
- Imported data will be validated during the import and prior to posting changes.

Automated Exports

Posted changes can be automatically exported. This option may be useful for third party applications or an additional audit trail. Posted changes will be written to a common CSV file with new records appended to file.

- From the **Company Profile**, you can select the export option, set the export file location and export field separator.
- Use the maintenance function, **Delete Exported Changes** to clear the export file.
- The export file layout is as follows:

Field	Description
Post Type	1=Category, 2=Vendor, 3=I/C Item, 4=A/I Item, 5=Account, 6=Units, 7=Job, 8=Archived Job, 9=Phase, 10=Category, 11=Currency, 12=I/C Location, 13=I/C Category, 14=P/O Sundry Items, 15=Ship To, 16=Department, 17=Salesperson, 18=Territory, 19=Price List, 20=Sundry Vendor, 21=P/O Ship/Bill To, 22=AP Bank, 23=BR Bank, 24=AP Ctl Acct, 25=AR Ctl Acct, 26=Users, 27=Docket, 28=Invoice, 29=Tax Group, 30=Project 31=BOM
Change Type	1=Change, 2=Combine Into, 3=Copy To
Original Code	Original code
Original Department	Original G/L department, if applicable
Original Description	Original description
Original Description 2	Original 2nd description, if applicable. Ex: J/C Jobs
New Code	New code
New Department	G/L department, if applicable
New Description	New description
New Description 2	New 2nd description, if applicable. Ex: J/C Jobs
Category	I/C item category, if applicable
User ID	User who made the change
Change Date	Post date
Change Time	Post time