Omni Upgrade Instructions for Version 7.16.63 (2017)
16-Oct-2017

7.16.63.3341

NB: If you are upgrading from version 7.4.43 of Omni or earlier then please contact Omni Support to help guide you through upgrading from version 7.4.43 and earlier. Do not continue with these instructions.

From 7.14.61, you can now **close off each period**, instead of just the whole financial year. In addition, closing off a period will now **generate summary tables** for Nominal Ledger Account Balances and Stock levels, making day to day processing and reporting a lot **faster**. Note: if you have a very large database with very high volumes of transactions, and have been operating for more than 3 years, then **you may have to wait** a while for the summary tables to be created the very first time. Subsequent upgrades will be faster again though. NB. if you are used to seeing "setting up menus…" for a while when logging in, then you will most probably be affected by this.

If your **database** is **over 4 gig, and you are still using v60 or older, please read:** From 7.14.61, you can now switch batch tracking on, even if a stock items currently has levels. Existing stock will have a tracking number of 'NA'. Regardless of whether you use the switch, the upgrade will alter all stock transactions, and change the tracking information from '' to 'NA', and on large databases this can take **hours** to update. Together with the summary table generation mentioned above, your upgrade might still be running the next morning. The tracking update can however be done the night before while you are still on 7.13.60, and you can still work the next day, then finish the upgrade the following night. How to get and run the script

From version 7.13.60, the stationery templates and custom layout reports use a **completely different layout designer.** When you access a QR3 file, Omni will convert it to the new FR3 format as best it can. It is quite likely you will still need to make some **further manual changes.** See **Conversion Guidelines** for more details. Before you upgrade, it would be a good idea to print some samples of your reports/stationery to PDF, in case you need to call in a third party to help with the conversion, so that they know what the layout should look like exactly. It is also a **good idea to upgrade your laptop/backup installation first,** convert your customised stationery and any customer layout reports, and then only upgrade your live system. If you are using 7.13.61 or later, then your reports will be in the new format already. Only thing you will need to watch out for is custom reports that contain custom datasets, where new parameters might need to be catered for in the stored procedures used.

From version 7.13.60, the **Sales Rep Contact Number** has been **dropped**. Instead, you can link the rep to a contact (and therefore have email address, and other information as well). Please make sure you have stored your sales rep contact number somewhere else before upgrading, else the information will be lost.

From version 7.13.60, the **Sales Rep, Employee and Driver** have been **merged**. Codes that reside in one or more tables, will get the name that appears in the Employee table.

From version 7.13.60, the system now supports **7 day ageing**, based on the credit terms type. Because older companies defaulted to 'No Credit', if you do not wish to purchase the "Credit Terms" switch, but would like to still have 30 day ageing, you will need to request a script from Omni Support to change the ageing on ALL customer accounts to 30 days.

From version 7.11.58 there is a completely different mechanism for storing the side bar settings. If upgrading from an earlier version, you will need to redo your side bar customisation after upgrading. Subsequent upgrades will be fine.

From version 7.11.58, the stock audit trail report uses a date range, instead of From and To Periods. If you have any custom layout reports based on this data (such as a specialised stock re-order report), you will need to amend your reports, and input a date value, instead of a period value.

From version 7.9.56 onwards, there has been a major change to your contacts information. They will go from being stored on your customer and supplier accounts, to being stored in a centralised contacts table. The upgrade will try its best to categorise your new contact records accordingly, but we highly recommend that you export your supplier and customer contact details (tel no's, fax no's, email address, web site, etc) before starting this upgrade, if you have not already upgraded to version 7.9.56 or later previously.

How to upgrade

In order to upgrade to version 7.16.63 of Omni, you will need to run the file Omni**Update**_7.16.63.334x.EXE. This file can be downloaded, *and then* run, from the Omni Accounts web site, or it may be on an update CD you have received. NB. When upgrading, always make sure you have the Upgrade file, *not* the new installation file.

If you are updating a **network installation**, please start with the section Network Installation Update Instructions, in this document, instead.

Please Note: this upgrade is subject to licensing terms. Please check before installing that you are entitled to install this update. An unlock key will be required. **Please make sure you have received the correct one before starting.**

Instructions

Please follow these steps before continuing with the Software update:
- If you have **not used** Omni in a **long time**, check that Omni **is still opening** before attempting the upgrade. You will then need to **close ALL programs** running on your machine before starting to run the upgrade**.**
- **Backup** the **'Stationery'** & **'Reports'** folders located on the **server** in the C:\Omni\ folder (in case you later find you had a customised report saved under a standard report name, which might get over written).
- Run a **Database Optimisation** from the Tools|Database Maintenance menu in the Omni Control Centre. Optimise your <Control Database>, as well as all your company databases.
- **Since 7.11.58, Omni requires Firebird 2.5.1**. If you are still running Firebird 2.1 or earlier, it is advisable to **UNINSTALL FIREBIRD** via Add/Remove programs. Then reboot the PC, to ensure the old Firebird service is no longer running. The upgrade will then install Firebird 2.5.5.
- If you are using an accepted version of Firebird 2.5.x, you may still wish to uninstall Firebird before upgrading, as that will ensure you are using the latest version, namely 2.5.5.

In the case of a CD update, inserting the CD should bring up the menu automatically. Select **"Update an existing installation"**. If this does not happen after a few moments, then you will need to open up *My Computer*, right-click on the CD icon, and choose the "Explore" option. You then need to double click on Omni**Update**_7.16.63.334x.EXE to run the update. **NB. Do NOT** run the Omni*Install*_7.16.63.334x.EXE. If you did, please see Troubleshooting section below.

Server/Stand Alone: When the **Update** runs, follow the on-screen prompts as described below: -
- Read and Click Next on the Information, Copyright and Release Notes screens.
- The destination folder will probably not need to be changed as the program searches for the first existing Omni folder it can find. If it is incorrect, then select the correct folder. Click Next.
- On the 'Select Components' screen you will see a check box called 'Server/StandAlone'. This should be checked by default, and you do not need to change it, as we are not doing a client network installation. Click Next.
- You will then see the upgraded program and reporting files being installed.
- Click **Proceed to Data Upgrade**. The Data Upgrade program will upgrade your company data, and complete the second half of the upgrade process.
- If your current serial number *does not already* cover this version, you will now be prompted to enter your new unlock key. *If you are not entitled to this version, and do not want to buy it, you can at this stage safely re-install the old version. You will however need your serial number re-issued, and you will need to reconfigure all your companies and your user accounts.* NB. If you are *not* promoted to enter your unlock key at this point, it simply means you have already entered an unlock key that covers this version. For example, a 7.15 unlock key will work for 7.13, 7.14 *and* 7.15.
- If any Switchable Features on trial have expired they will be listed, Click Ok to continue.
- You will be prompted to log in. Do so with an Omni user that has **Administrative rights**.
- A form with a 'Settings' Tab and 'Advanced' Tab is now visible. On the 'Settings' Tab, make sure that the companies that you wish to upgrade are ticked (under normal circumstances it should be all of them, even older ones kept only for historical reporting purposes).
- Next to each company is an option to backup or optimise before upgrading. If you are upgrading from a prior major version, it will default to "optimise". If you are upgrading a minor version, it will just default to "backup".
- The Data Upgrade wizard will run through all the company databases, making the necessary changes. This process **may take some time** if you are upgrading a large number of companies. If the program appears to be hanging, please wait a further 30 minutes or more, before trying anything. If you are upgrading from versions *prior* to v61, and your database is over 4 gigs, you may even need to leave it running overnight.
  Note: If you do experience any problems, you will need to restore your companies before trying again.

Omni Upgrade Instructions Version 7.16.63 (Continued)

Network Installation

Before starting the update, you will need to make sure that none of the clients or the server are currently running Omni or the Omni Control Centre, and that they will not need to access the system until the update is complete.

If you use the Omni Web Service (ie. the REST API) remember to stop and close it before upgrading.

The Data Upgrade may take a while if you have a large number of companies, especially if you are upgrading from a version earlier to 7.14.61.

The **server** must be updated first. To do this, follow the **steps on page one** of this document. The process to update the server is the *same as a stand-alone* update.

Once this has been done, each **client** can be updated. This will be a much quicker process, as there will be no data to upgrade. To do this, you can either:

1. If you're using version 7.10.57 or later, you can simply run Omni on the client machine. It will check to see if there is a later version on the server, and prompt you to update. Or,

2. You will need to physically go to each client machine, and run the same OmniUpdate_7.16.63.334x.EXE on each client installation as follows:-

Run the Upgrade program for the *clients*, following the on-screen prompts as described below: -
- Click **Next** on the Information and Copyright form.
- The Release Notes describing the changes and revisions made are displayed. Click **Next** to continue.
- The destination folder should not need to be changed as the program searches for your existing Omni folder. If it is incorrect, then select the correct folder. Click **Next**.
- On the **'Select Components'** screen you will see a **check box** called 'Server/Stand Alone'. This will be checked by default. You will need to **uncheck** this option for the **client** update. Click **Next**.
- You will then see the upgraded program files being installed.
- Click **Finish** once the files have been updated.
- The client machine is now upgraded.

Once all clients have been upgraded, the update is now complete, and everyone can continue working in Omni.

Don't forget to start up your Omni Web Service again if you use the REST API.

Databases over 4 gig on 7.13.60 and before

Before upgrading to 7.14.61 or later from 7.13.60 or before

Download the script
Right click on the following zip file, and extract to the \Omni\Scripts\ folder on your server:
http://downloads.omniaccounts.co.za/ver61/Scripts.zip

Running the script at the end of the day:
Run Omni and press Ctrl-Alt-R to open the script runner.
Choose your company you are updating.
Select the script called 'Set Tracking Numbers to NA 7.13.60.fix'
You will be prompted to do a backup. Click on Backup.
You will be asked if you are sure you want to run the script, click on Yes.

The next morning, you can continue to work in 7.13.60, and then start the upgrade to 7.14.61 or later at the end of the working day.

NB. if you are already using 7.14.61 or later, there is no need to do this

Troubleshooting

Problem: One or more of my customised reports/templates has been overwritten by the latest standard report after the upgrade. How do I get my custom report back?

Solution: Copy *only* the relevant .rep and .fr3 files from the backup that you made, back to either the relevant Stationery sub folder, or the Reports folder if is it a report. *Do not copy the whole lot, as many improvements get made to the standard reports and templates at each release*. Save your report with a name *different* to the standard report, to prevent you losing your changes again at the next upgrade. If you did not make a backup, then all files replaced will have been moved to the \Omni\BACKUP folder, but the file extension may be different, eg. .002, instead of .rep. Pick the file with the highest number, and change the file extension back.

NOTE: v59 and before use QR3 files, and v60 and later use FR3 files, so it is impossible for any of your QR3 files to have been overwritten by a later release. If you are having problems, it is because the convertor was unable to convert your QR3 to a FR3 layout perfectly. See the Template Conversion troubleshooting section to see how to deal with those issues.

Problem: After attempting to upgrade, I have lost all of my companies and switches.

Solution: A new installation was run in place of an upgrade.

Re-installing would have lost your serial number, so you will first need to contact Omni support for a new serial number before you continue. Remember to include the reason for re-installing in your serial number request.

Once you have entered your serial number, you will need to re-attach your companies. To do this run the Omni Control Centre, and go to Company|Attach Existing Company to re-attach the companies. (NB. DO NOT attach the one called Master Company).

Finally, to upgrade the companies (this step would have been missed out by running the install, and not the upgrade program) you will then need to run DataUpgrade.EXE from the Omni\System\ folder, else you will not be able to log on to these companies that have the older data structures.

Problem: I keep getting a message that my control database needs to be optimised when logging in.

Solution: Do a database optimisation, and make sure you select the <Control Database> as well

Problem: I get an error message say that a feature isn't supported in a particular ODS version.

Solution: You skipped the database optimisation, which updates your ODS version. Re-run DataUpgrade.exe from your \Omni\System\ folder, and his time make sure you say 'Yes' when asked if you would like to optimise your companies.

Problem: When upgrading my stand-alone PC/server, after clicking on Proceed to Data Upgrade, I get to a point where it says "could not locate the folder where the update files should be"

Solution: Re-run the upgrade, and this time make sure that a. your destination folder is the correct one, and b. you have not unticked Server/Stand-alone.

Problem: After upgrading, when logging in, I get an error that DATELASTMODIFIED is an unknown column.

Solution: This means that your control database has not been updated for the new version. See the problem above this one. If your problem was not what you selected when installing the upgrade, as per the problem above, then did you perhaps copy or restore your control database file *after* it was upgraded? If so, then you would have downgraded your control database again. If you can't reverse what you did, you will probably need to contact Omni support to help at this point.

Problem: Error: Procedure entry point not found in xyz**.bpl**

Solution: This message means that you have a mixture of old and new DLL's and BPL's from different Omni versions. This is usually due to an Omni application being open while the upgrade is run. It is usually accompanied by a prompt to reboot (so that the installation can replace files in use). To resolve, reboot your PC. If you are using Terminal Services, make sure no remote users are trying to access Omni. If you use the automation command line option, make sure the automation has been suspended while you run the upgrade. Then, re-run the upgrade again.

Template Conversion Guidelines (only necessary if you were not already using v60 or later)

Important: this only applies if you created custom layout reports, or created your own stationery layout, and are upgrading from v7.12.59 or before.

Please also be aware, that a layout that needed to be a custom design before, may now be a standard option. So, before you go to too much trouble converting your report, have a look to see what other standard templates are now available, and what they now look like in the new version.

How the convertor works

The generic template convertor does not have access to the different datasets that Omni has. All it can see is the text that displays on the QR3 component. In most cases, the dataset can be guessed, for example, if the label is "StockCode", and the QR3 resides in the sales invoice stationery folder, then it's safe to assume that the field belongs to "Document_Details.StockCode". Where there are some ambiguities (for example Qty header, PostalCode on customer and company branch, and VatRegNo on document information and company branch), you will need to manually update the template using the layout designer, after the conversion has been done. See troubleshooting section below for more detailed guidelines.

Differences in QRD and FastReport expression syntax

In FastReports, expressions are entered into the regular text (TfrxMemo) objects. They are recognised as an expression, when they are enclosed in [] brackets.

Dataset Field Names need to be enclosed in " quotes, and if the dataset name and field name is used in a calculation, then <> brackets need to be around the dataset and field name.

Example
QRDesign: Document_Details.Qty * 10
FastReports: [<Document_Details."Qty"> * 10]

If the convertor recognises the field name, it will add the <> brackets and "'s, but if it doesn't, you will need to edit the expression and add them in.

IF() function is now IIF()

GETVAR() and SETVAR() is now GET() and SET().

SUM() is still the same. It works well with multiple groups (where QRD was buggy), but unlike QRD it can't be used on a detail line to create a running total.

Running Totals

To create a running total, you will need to create a variable. See the Code tab of "Detailed Ledger with Running Total" as an example of how that is done.

Custom Datasets

What gets copied: A query will get created, and the SQL will get copied over. The database will be set to dbCompany.

What doesn't: You will need to assign the MasterDataset.

This is done by going to the Data tab, selecting the query, then picking the MasterDataset in the object's properties. For example, if you have a custom stock transaction dataset on your invoice template, you will set the MasterDataset to Document_Details.

More info: Whenever the master dataset moves to a new record, the parameters will be passed to your custom query again. If your parameters are the same as the field name in the master dataset (which they had to be for QRDesign) the parameters will get automatically linked up. If you like, you can double-click the query, and click the parameter button, and link anything you like (expressions, other dataset fields, functions, variable, etc, etc) to your query's parameters. Remember though, that the values will still only be refreshed when the master dataset moves to a different record.

Scripts

Scripts do not get copied, they will need to be redone. Quite often though, a script was written to add up variables because the SUM() function was buggy. In that case, you can just replace the GETVAR() expression with the appropriate SUM() expression. If your script was doing conditional totalling, you may find you can replace it all with a Cross-Tab object, which works similar to an Excel Pivot table. You can easily access all the script in a report by clicking on the Code

tab. To add new scripts, the easiest way is to click an object, then go to the object inspector, then go to the Events tab. Double-click one of the events, and a method will be generated for you automatically on the Code tab.

Template Conversion Troubleshooting (only applies to systems not already on v60)

Problem: On my document printout, the **Qty column header shows a number**, instead of the word "Qty".
Solution: The field name is called "Qty" as well. The Qty column would have been assigned correctly to the database. To fix the column header, double-click on the memo, and replace **[Document_Details."Qty"]** with just **Qty**.

Problem: On my invoice, in the company address area, and customer address area, I can see the text PostalCode, instead of the actual postal code.
Solution: The generic convertor is not data aware, and can only see the text PostalCode. Rather than try guess which dataset's postal code you want to print, it has left it unconverted. To fix, select the object, then in the Object Inspector select the desired dataset, and the desired field.

Problem: I have a custom dataset, but the data is the same for every detail line, it never changes.
Solution: You need to pick a suitable MasterDataset for your custom query.

Problem: The lines on my layout have doubled up
Solution: The Shape object in FastReports does not have a line options, so they have been changed to rectangles. You need to resize the rectangle smaller, so it looks like one single line. The easiest way to do that is to click on the shape, then hold down the shift key and use the arrow keys to resize the shape smaller.

Problem: Some of the information is now chopped off
Solution: After converting, some fields may be just one or two pixels too small, causing the last word to wrap to the next line (which you then can't see if there is only height for one line). To fix, select the object, then press Shift and right-arrow once or twice, and the whole word will then appear.

Problem: I find that sometimes a value is formatted nicely, but at other times I need to format it myself. What's going on?
Solution: If you enter an expression field, then you will need to specify the formatting yourself. If your expression is simply a field name, for example [Statement_Details."Debit"] on a statement template, then make sure you pick the dataset and field name from the field list. When viewing the expression, the expression's test will still look exactly the same, but because you have linked the dataset's field, it will pick up the formatting from the dataset, and you won't have to specify it yourself. NB. If you are picking a field from a custom dataset that you created yourself, you will more than likely still need to specify your own formatting, as the standard formatting probably won't be suitable.

Problem: Sometimes I can pick a field name in the designer itself, but other times, there is no drop down on the memo field, and I need to pick the Dataset and FieldName properties in the Object Inspector. Why is that?
Solution: If your band has a dataset associated with it (detail and sub-detail bands usually do, but header bands don't) then all the memos on that band will get a drop down box, and you can pick fields from that band's dataset. If the dataset has no band, then you will need to use the object inspector, and pick first the Dataset property, then the FieldName property.

Question: what is better/easier in the new layout editor?
Answer: Loads, but just for example:
   a. You can name a memo field, eg. mTurnoverYTD, then use that value in another expression, eg. [mTurnoverYTD.Value / 12] or [sum(mTurnoverYTD.Value)]. This can be very useful where there is already a complicated expression in mTurnoverYTD.Text.
   b. You can add a second page to the report. This makes it very easy to add a 2nd terms and conditions page to a quote now.
   c. The InputQuery() function still works exactly as before, but if you have a really complicated report options, you can now create your own report dialog. Have a look at the Income Statement and Balance sheet for examples where custom dialogs have been added.
   d. The help is awesome. In the designer, press F1. If you are still stuck, the online resources are fantastic too. Just Google FastReports and your problem's keywords, and you are quite likely to come across the solution.