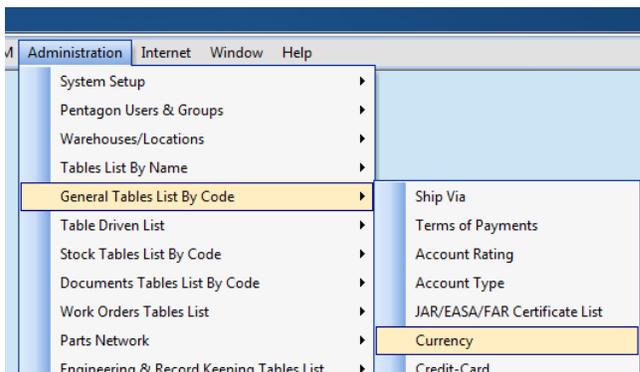


Multi-Currency Module Quick Reference

The Multi-Currency Module allows your organization to manage purchasing and sales in multiple currencies.

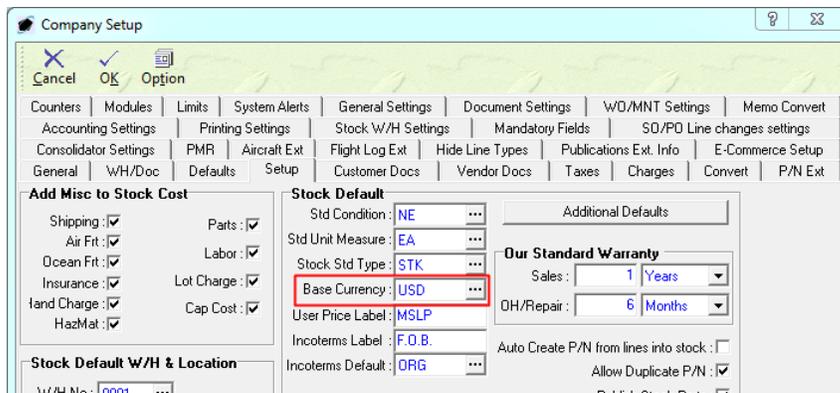
1. Setup

- a. Currency Table – From the **Main Menu** toolbar, left-click **Administration**, select **General Tables List By Code**, and left-click **Currency**. The **Currency List** search window will appear. Ensure the currencies that are required for your organization are included on the currency list.



- b. Admin

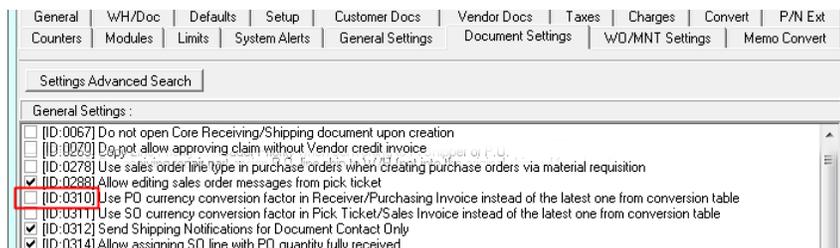
- i. Base Currency – From the **Setup** tab of the **Company Setup** window, select the base currency in the **Base Currency** field.



NOTE: The base currency setup should be performed **ONLY ONCE** and should not be modified at any time after the initial setup. If the base currency is changed after **ANY** transactions, the integrity of the data will be compromised.

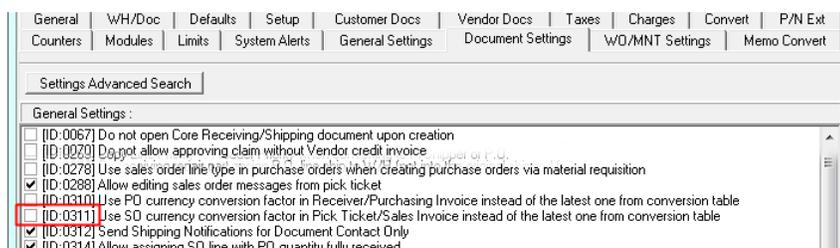
ii. Purchasing Conversion

1. Option 1 (default)– Perform currency conversion each time a purchase order, receiver, or invoice is created using the factors present in the currency conversion tables at the time the documents are created. This may result in different base currency value for each of the documents.
2. Option 2 – Perform currency conversion for the purchase order only. The conversion factor used for the purchase order will be used for the receiver and invoice regardless of the factors present in the currency conversion tables at the time those documents are created.
3. From the **Document Settings** tab of the **Company Setup** window, locate the **[ID:0310]** check box. To select Option 1, leave the check box unchecked; to select Option 2, left-click the check box to mark as “checked”.



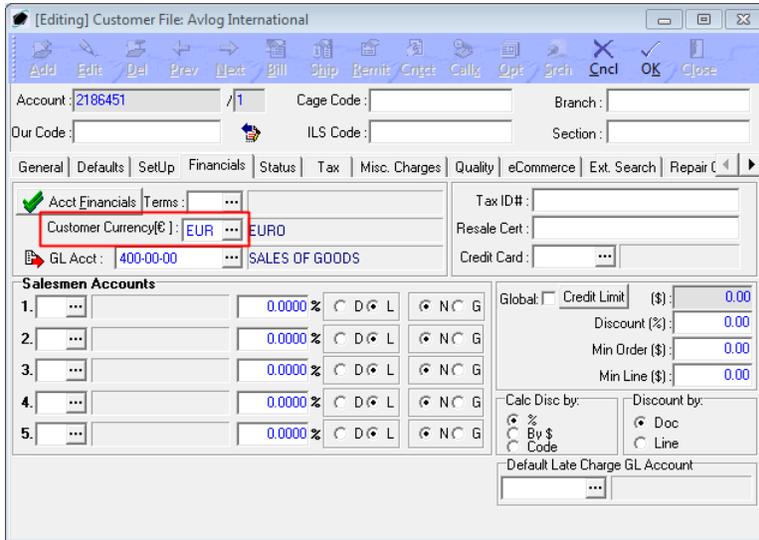
iii. Sales Conversion

1. Option 1 (default)– Perform currency conversion each time a sales order, pick ticket, or invoice is created using the factors present in the currency conversion tables at the time the documents are created. This may result in different base currency value for each of the documents.
2. Option 2 – Perform currency conversion for the sales order only. The conversion factor used for the sales order will be used for the pick ticket and invoice regardless of the factors present in the currency conversion tables at the time those documents are created.
3. From the **Document Settings** tab of the **Company Setup** window, locate the **[ID:0311]** check box. To select Option 1, leave the check box unchecked; to select Option 2, left-click the check box to mark as “checked”.



CONTINUE TO NEXT PAGE

- c. Customer Currency – From the **Financials** tab of the **Customer File** window, select the customer currency in the **Customer Currency** field.



[Editing] Customer File: Avlog International

Account: 2186451 / 1 Cage Code: Branch: Our Code: ILS Code: Section:

General | Defaults | SetUp | **Financials** | Status | Tax | Misc. Charges | Quality | eCommerce | Ext. Search | Repair

Acct Financials Terms: ...
Customer Currency(€): EUR ... EURO
 GL Acct: 400-00-00 ... SALES OF GOODS

Tax ID#: Resale Cert: Credit Card:

Salesmen Accounts

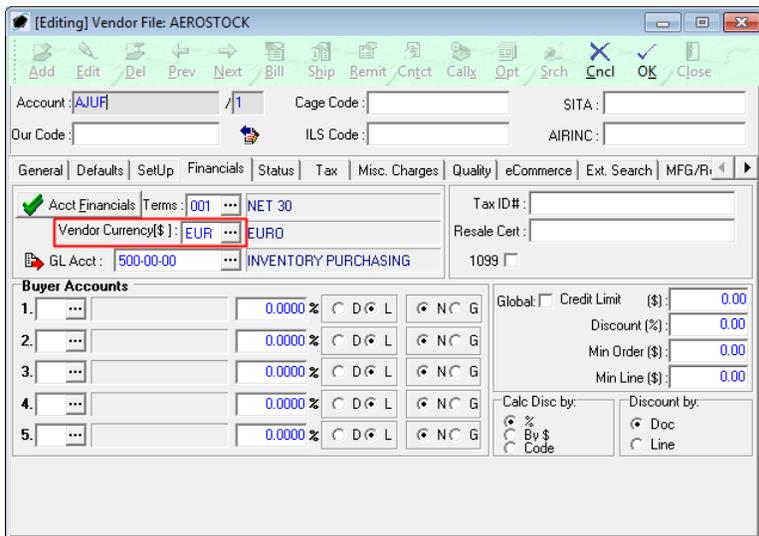
1.	...	0.0000 %	C D L	N C G
2.	...	0.0000 %	C D L	N C G
3.	...	0.0000 %	C D L	N C G
4.	...	0.0000 %	C D L	N C G
5.	...	0.0000 %	C D L	N C G

Global: Credit Limit (\$) : 0.00
 Discount (%) : 0.00
 Min Order (\$) : 0.00
 Min Line (\$) : 0.00

Calc Disc by: % By \$ Code
 Discount by: Doc Line

Default Late Charge GL Account: ...

- d. Vendor Currency – From the **Financials** tab of the **Vendor File** window, select the vendor currency in the **Vendor Currency** field.



[Editing] Vendor File: AEROSTOCK

Account: AJUF / 1 Cage Code: SITA: Our Code: ILS Code: AIRINC:

General | Defaults | SetUp | **Financials** | Status | Tax | Misc. Charges | Quality | eCommerce | Ext. Search | MFG/R:

Acct Financials Terms: 001 ... NET 30
Vendor Currency(\$): EUR ... EURO
 GL Acct: 500-00-00 ... INVENTORY PURCHASING

Tax ID#: Resale Cert: 1099

Buyer Accounts

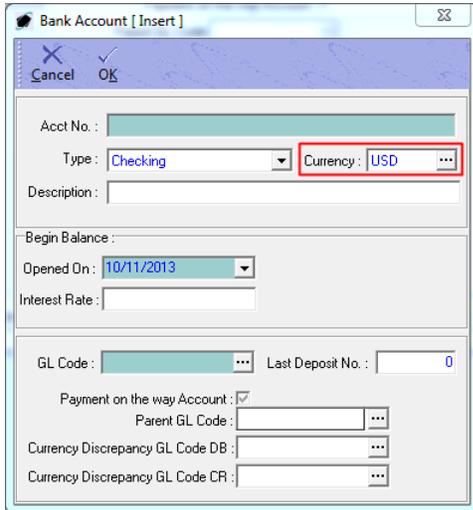
1.	...	0.0000 %	C D L	N C G
2.	...	0.0000 %	C D L	N C G
3.	...	0.0000 %	C D L	N C G
4.	...	0.0000 %	C D L	N C G
5.	...	0.0000 %	C D L	N C G

Global: Credit Limit (\$) : 0.00
 Discount (%) : 0.00
 Min Order (\$) : 0.00
 Min Line (\$) : 0.00

Calc Disc by: % By \$ Code
 Discount by: Doc Line

CONTINUE TO NEXT PAGE

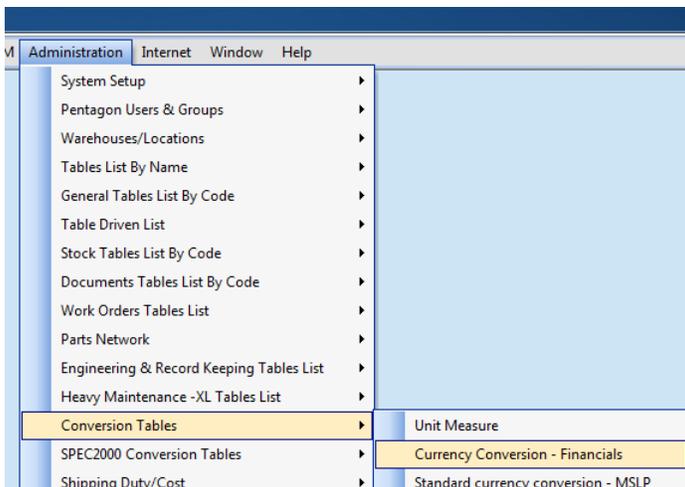
- e. Bank Account – When a bank account is created, select the currency of the bank account in the **Currency** field on the **Bank Account** window.



The screenshot shows the 'Bank Account [Insert]' dialog box. The 'Currency' field is highlighted with a red box and contains the value 'USD'. Other fields include 'Acct No.', 'Type' (set to 'Checking'), 'Description', 'Begin Balance', 'Opened On' (set to '10/11/2013'), 'Interest Rate', 'GL Code', 'Last Deposit No.' (set to '0'), 'Payment on the way Account' (checked), 'Parent GL Code', 'Currency Discrepancy GL Code DB', and 'Currency Discrepancy GL Code CR'.

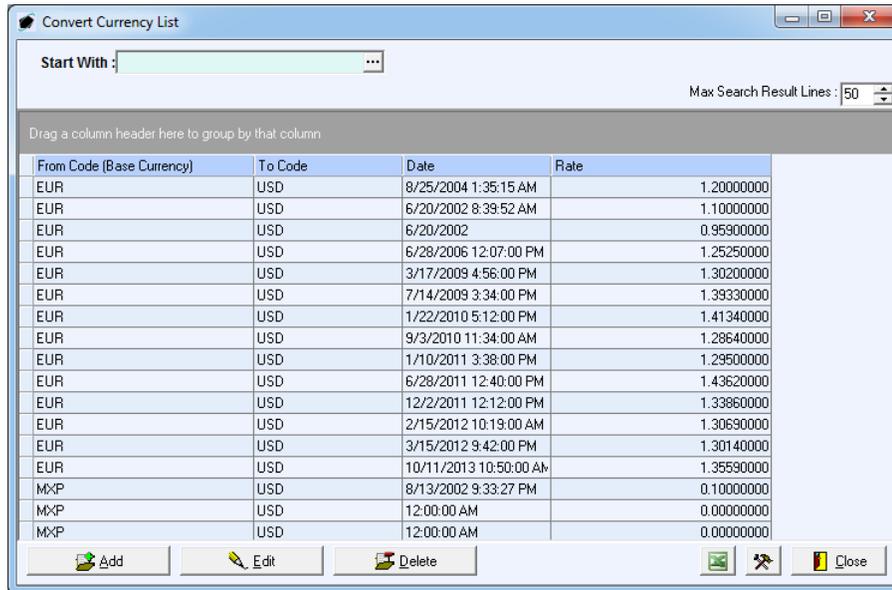
f. Conversion Table

- i. Manual Update - From the **Main Menu** toolbar, left-click **Administration**, select **Conversion Tables**, and left-click **Currency Conversion - Financials**.



CONTINUE TO NEXT PAGE

1. The **Convert Currency List** search window will appear.



Convert Currency List

Start With :

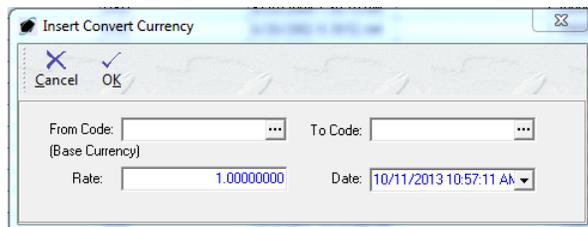
Max Search Result Lines : 50

Drag a column header here to group by that column

From Code (Base Currency)	To Code	Date	Rate
EUR	USD	8/25/2004 1:35:15 AM	1.20000000
EUR	USD	6/20/2002 8:39:52 AM	1.10000000
EUR	USD	6/20/2002	0.95900000
EUR	USD	6/28/2006 12:07:00 PM	1.25250000
EUR	USD	3/17/2009 4:56:00 PM	1.30200000
EUR	USD	7/14/2009 3:34:00 PM	1.39330000
EUR	USD	1/22/2010 5:12:00 PM	1.41340000
EUR	USD	9/3/2010 11:34:00 AM	1.28640000
EUR	USD	1/10/2011 3:38:00 PM	1.29500000
EUR	USD	6/28/2011 12:40:00 PM	1.43620000
EUR	USD	12/2/2011 12:12:00 PM	1.33860000
EUR	USD	2/15/2012 10:19:00 AM	1.30690000
EUR	USD	3/15/2012 9:42:00 PM	1.30140000
EUR	USD	10/11/2013 10:50:00 AM	1.35590000
MXP	USD	8/13/2002 9:33:27 PM	0.10000000
MXP	USD	12:00:00 AM	0.00000000
MXP	USD	12:00:00 AM	0.00000000

Buttons: Add, Edit, Delete, Close

2. Left-click the **Add** button.
3. The **Insert Convert Currency** window will appear.



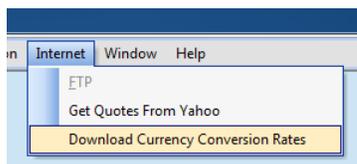
Insert Convert Currency

Cancel OK

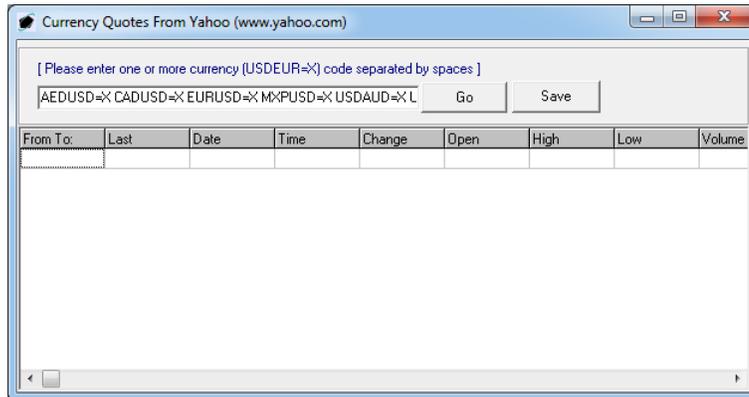
From Code: To Code:
(Base Currency)

Rate: Date:

- a. **From Code** field – Select the currency that you will be converting from.
 - b. **To Code** field – Select the currency that you will be converting to.
 - c. **Rate** field – Enter the conversion rate.
 - d. **Date** field – Enter the date and time at which the currency rate is effective.
- ii. Automatic Update (from yahoo.com) - From the **Main Menu** toolbar, left-click **Internet** and left-click **Download Currency Conversion Rates**.



1. The **Currency Quotes From Yahoo** window will appear.



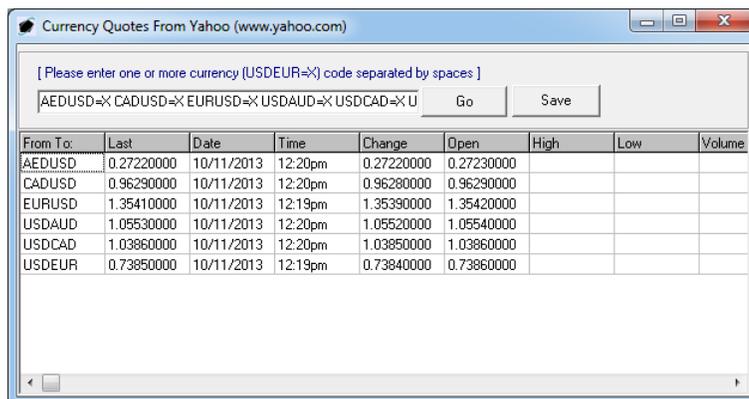
2. Input the currency conversions that you would like to update in the following format:

[from currency][to currency]=X (i.e. from US Dollar to Euro, you would be entered "USDEUR=X")

An unlimited number of conversions may be looked up by listing them in the search field and separating them by a space.

NOTE: The currency codes must be in the **Currency List** and must correspond to the standard currency code used by yahoo.com.

3. Left-click the **Go** button and all quotes will be obtained and listed in the grid.



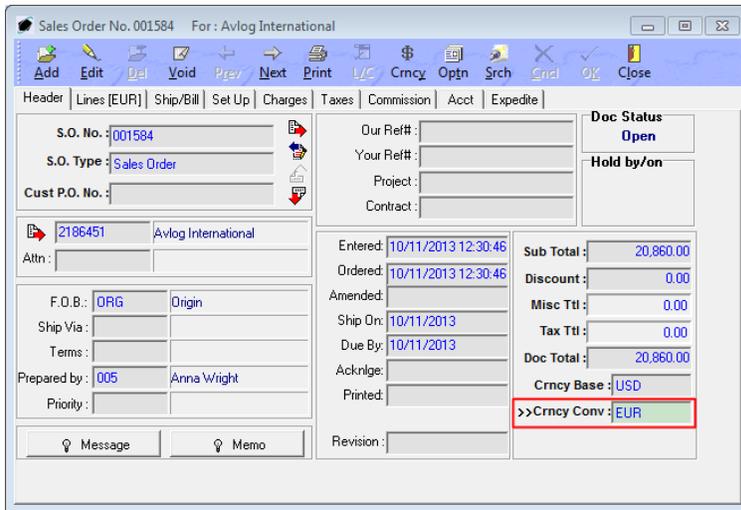
4. Left-click the **Save** button and all quotes will be imported to the **Convert Currency List**.

CONTINUE TO NEXT PAGE

2. Documents

This procedure will use a sales order as an example; however, all documents will operate similarly.

- Base Currency – The rate is associated with the currency identified in the company setup with the most recent date.
- Converted Currency – The rate is associated with the currency identified in the customer or vendor file with the most recent date.
- Default Document Currency – When documents are created for customers or vendors that do business in a currency that is different than the base currency, the document will be displayed in the customer or vendor currency by default (identified by the arrows “>>”).



Sales Order No. 001584 For: Avlog International

Header | Lines [EUR] | Ship/Bill | Set Up | Charges | Taxes | Commission | Acct | Expedite

S.O. No.: 001584
S.O. Type: Sales Order
Cust P.O. No.:

Our Ref#:
Your Ref#:
Project:
Contract:

Doc Status: Open
Hold by/on:

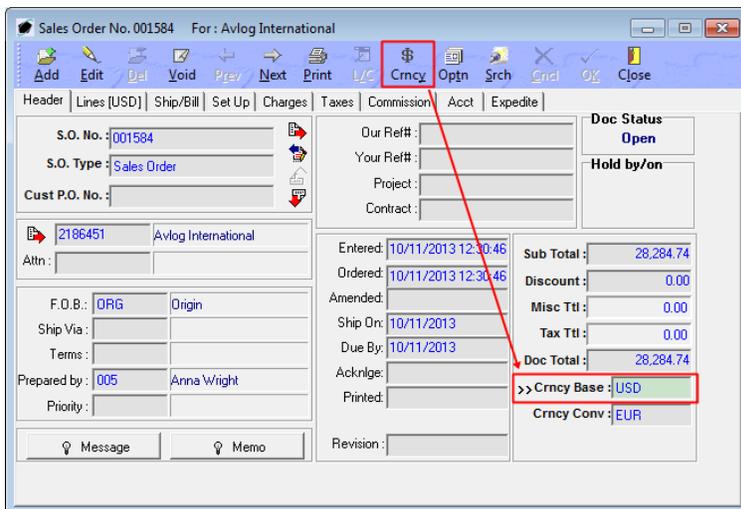
2186451 Avlog International
Attn:

Entered: 10/11/2013 12:30:46
Ordered: 10/11/2013 12:30:46
Amended:
Ship On: 10/11/2013
Due By: 10/11/2013
Acknlge:
Printed:
Revision:

Sub Total: 20,860.00
Discount: 0.00
Misc Ttl: 0.00
Tax Ttl: 0.00
Doc Total: 20,860.00
Crcny Base: USD
>>Crcny Conv: EUR

F.O.B.: ORG Origin
Ship Via:
Terms:
Prepared by: 005 Anna Wright
Priority:
Message Memo

- Change Document Active Currency View – From the **Header** tab of the document window, left-click the **Crcny** (Currency) button on the document window toolbar.



Sales Order No. 001584 For: Avlog International

Header | Lines [USD] | Ship/Bill | Set Up | Charges | Taxes | Commission | Acct | Expedite

S.O. No.: 001584
S.O. Type: Sales Order
Cust P.O. No.:

Our Ref#:
Your Ref#:
Project:
Contract:

Doc Status: Open
Hold by/on:

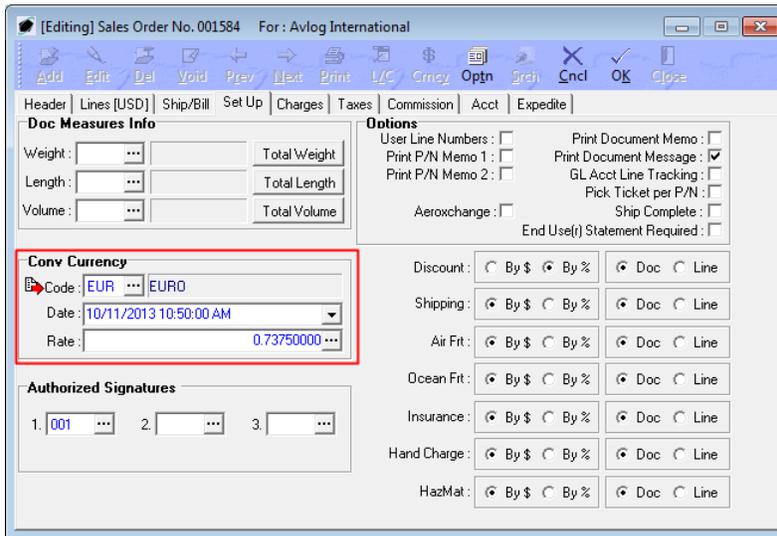
2186451 Avlog International
Attn:

Entered: 10/11/2013 12:30:46
Ordered: 10/11/2013 12:30:46
Amended:
Ship On: 10/11/2013
Due By: 10/11/2013
Acknlge:
Printed:
Revision:

Sub Total: 28,284.74
Discount: 0.00
Misc Ttl: 0.00
Tax Ttl: 0.00
Doc Total: 28,284.74
Crcny Base: USD
Crcny Conv: EUR

F.O.B.: ORG Origin
Ship Via:
Terms:
Prepared by: 005 Anna Wright
Priority:
Message Memo

- i. The currency will toggle between the base currency and the converted currency
 - ii. All displayed values on the document will be in terms of the selected currency.
 - iii. The document may be modified in terms of either currency and it will automatically update the values in terms of the other currency so that they may be viewed at any time.
- e. Change Document Converted Currency – From the **Set Up** tab of the document window, select the new currency that should be applied to the document and appear in the **Crcny Conv** field on the **Header** tab. The currency should be changed before lines and values are added to the document.



[Editing] Sales Order No. 001584 For: Avlog International

Header | Lines [USD] | Ship/Bill | Set Up | Charges | Taxes | Commission | Acct | Expedite

Doc Measures Info

Weight: ... Total Weight
Length: ... Total Length
Volume: ... Total Volume

Conv Currency

Code: EUR ... EURO
Date: 10/11/2013 10:50:00 AM
Rate: 0.73750000

Options

User Line Numbers:
Print P/N Memo 1:
Print P/N Memo 2:
Aerexchange:
End Use(s) Statement Required:
Print Document Memo:
Print Document Message:
GL Acct Line Tracking:
Pick Ticket per P/N:
Ship Complete:

Discount: By \$ By % Doc Line
Shipping: By \$ By % Doc Line
Air Fit: By \$ By % Doc Line
Ocean Fit: By \$ By % Doc Line
Insurance: By \$ By % Doc Line
Hand Charge: By \$ By % Doc Line
HazMat: By \$ By % Doc Line

Authorized Signatures

1. 001 ... 2. ... 3. ...

- f. Printed Documents – Documents will print in the currency in which they are displayed on the screen.

UNITED STATES **Parts and Maintenance Corporation** **EUR**
Your Total Distribution Solution
15 West 34 Street New York, NY 10001 http://www.pentagon2000.com
Tel: +1-212-429-7021 Fax: +1-212-429-7013 info@pentagon2000.com

SALES ORDER ACKNOWLEDGMENT

OUR S.O. : 001584 YOUR P.O. : Pg. 1/1
For : Account No. [2186451] Bill To :
Avlog International Double Pallet 71 Bostloop 2777 AK Tel: 06-41119430
Remit Payment To : Ship To :
Crestwood Technology Group 15 West 34 Street 5th Floor New York, NY 10001 UNITED STATES
Avlog International Double Pallet 71 Bostloop 2777 AK Tel: 06-41119430
Order Date : 08-11-2013
Ship Date : See below F.O.B. : Origin

Line	P/N & Description	Qty	Order	Ship Date	Unit Price	Amount
1	65-73291-88 LANDING GEAR, MAIN, RH (737) NNN 4216-01-708-0708 MIL 737-200 MFG: (08903) BOEING AEROSPACE	1EA	1EA	Oct11-2013	€ 14,326.00 EA	€ 14,326.00
2	345448 COOR NNN 4412-01-076-0190 MIL 42-81-82 MFG: (08903) BOEING AEROSPACE	1EA	1EA	Oct11-2013	€ 6,534.00 EA	€ 6,534.00
Sub Total:						€ 20,860.00

THIS IS A SALES ORDER

UNITED STATES **Parts and Maintenance Corporation** **USD**
Your Total Distribution Solution
15 West 34 Street New York, NY 10001 http://www.pentagon2000.com
Tel: +1-212-429-7021 Fax: +1-212-429-7013 info@pentagon2000.com

SALES ORDER ACKNOWLEDGMENT

OUR S.O. : 001584 YOUR P.O. : Pg. 1/1
For : Account No. [2186451] Bill To :
Avlog International Double Pallet 71 Bostloop 2777 AK Tel: 06-41119430
Remit Payment To : Ship To :
Crestwood Technology Group 15 West 34 Street 5th Floor New York, NY 10001 UNITED STATES
Avlog International Double Pallet 71 Bostloop 2777 AK Tel: 06-41119430
Order Date : 08-11-2013
Ship Date : See below F.O.B. : Origin

Line	P/N & Description	Qty	Order	Ship Date	Unit Price	Amount
1	65-73291-88 LANDING GEAR, MAIN, RH (737) NNN 4216-01-708-0708 MIL 737-200 MFG: (08903) BOEING AEROSPACE	1EA	1EA	Oct11-2013	\$ 19,425.00 EA	\$ 19,425.00
2	345448 COOR NNN 4412-01-076-0190 MIL 42-81-82 MFG: (08903) BOEING AEROSPACE	1EA	1EA	Oct11-2013	\$ 8,850.00 EA	\$ 8,850.00
Sub Total:						\$ 28,275.00

THIS IS A SALES ORDER

3. Accounting

- a. Purchasing Transactions– Payments and other transactions related to vendor invoices with a converted currency must be received to a bank account that is recorded in terms of that currency.
- b. Sales Transactions – Payments and other transactions related to sales invoices with a converted currency must be paid from a bank account that is recorded in terms of that currency.
- c. Posting to GL – Transactions will be posted to the GL in both currencies; however, all system accounting is based on the base currency.

END OF DOCUMENT