

# **Multi-Currency Module Quick Reference**

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

#### 1. Setup

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
  - 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.
  - 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".

General   WH/Doc   Defaults   Setup   Customer Docs   Vendor Docs   Taxes   Charges   Convert Counters   Modules   Limits   System Alerts   General Settings   Document Settings   WD/MNT Settings   M	P/N Ext emo Convert
Settings Advanced Search	
[ID:0067] Do not open Core Receiving/Shipping document upon creation     [ID:0077] Do not open Core Receiving/Shipping document upon creation     [ID:0278] De plat allow approving claim without Vendor credit invoice protocol of Cd.     [ID:0278] Use sales order insersages from pick ticket     [ID:0310] Use PO currency conversion factor in Receiver/Purchasing Invoice instead of the latest one from conversion table     [ID:0311] Use SD currency conversion factor in Receiver/Purchasing Invoice instead of the latest one from conversion table     [ID:0311] Use SD currency conversion factor in Pick Ticket/Sales Invoice instead of the latest one from conversion table     [ID:0311] Use SD currency conversion factor context Only     [ID:0312] Send Shipping Notifications for Document Contact Only     [ID:0314] Allow assigning SD line with PO quantity fully received	* E

- iii. Sales Conversion
  - 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.
  - 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.
  - 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".





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	
Add Edit Del Brev Next Bill Ship Remit Crist C	Sall <u>x</u> Opt Srch <u>C</u> ncl O <u>K</u> Close
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 Einancials Terms :	Tax ID# :
Customer Currency[€]: EUR ···· EUR0	Resale Cert :
GL Acet: 400-00-00 SALES OF GOODS	Credit Card :
	Global: Credit Limit (\$): 0.00
	Discount (%): 0.00
2	C G Min Order (\$): 0.00
3 0.0000 % C D C L C N C	C G Min Line (\$) : 0.00
4 0.0000 % C D @ L @ N (	C G Calc Disc by: Discount by:
5 0.0000 % C D @ L @ N (	CG C Bv \$ C Line C 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	
Add Edit Del Prev Next Bill Ship Remit Critt Cally	□
Account : AJUF / 1 Cage Code :	SITA :
Our Code : ILS Code :	AIRINC :
General   Defaults   SetUp   Financials   Status   Tax   Misc. Charges   Qua	lity   eCommerce   Ext. Search   MFG/R
Acct Financials Terms : 001 ···· NET 30	Fax ID# :
Vendor Currency[\$]: EUR EURO Res	ale Cert :
GL Acct : 500-00-00 ···· INVENTORY PURCHASING 1	099 🗖
Buyer Accounts	Globalt Credit Limit (\$)
	Discount (%): 0.00
2 0.0000 % C D • L • N C G	Min Order (\$): 0.00
3 0.0000 % C D @ L @ N C G	Min Line (\$) : 0.00
4	Calc Disc by: Discount by:
5 0.0000 % C D C L C NC G	©% ©Doc CBy\$ CCode CLine



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.

Bank Account [Insert ]	23
X √ <u>C</u> ancel O <u>K</u>	
Acet No. :	
Description :	
Begin Balance : Opened On : 10/11/2013	
Interest Rate :	
GL Code : Last Deposit No. :	0
Payment on the way Account : Parent GL Code :	
Currency Discrepancy GL Code DB : ···· 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.





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

Start With :			
			Max Search Hesult Lines : [5
From Code (Base Currency)	To Code	Date	Rate
EUR	USD	8/25/2004 1:35:15 AM	1.2000000
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 AI	1.35590000
MXP	USD	8/13/2002 9:33:27 PM	0.1000000
MXP	USD	12:00:00 AM	0.0000000

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

💣 Insert Convert Currenc	-y		23
<u>Cancel</u> O <u>K</u>	7	-5-7	
From Code:   (Base Currency)		To Code:	
Rate:	1.00000000	Date: 10/11/2	013 10:57:11 AN 👻

- 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.

Currency	Quotes Fro	om Yahoo (w	ww.yahoo.cor	n)				
[Please er	nter one or m	ore currency (l	JSDEUR=X) co	de separated by	spaces ]			
AEDUSD	=X CADUSD	=X EURUSD=	X MXPUSD=X	USDAUD=X L	Go	Save		
From To:	Last	Date	Time	Change	Open	High	Low	Volume
Image: The second se								۰.

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.

From To:	Last	Date	Time	Change	Open	High	Low	Volume
AEDUSD	0.27220000	10/11/2013	12:20pm	0.27220000	0.27230000			
CADUSD	0.96290000	10/11/2013	12:20pm	0.96280000	0.96290000			
EURUSD	1.35410000	10/11/2013	12:19pm	1.35390000	1.35420000			
USDAUD	1.05530000	10/11/2013	12:20pm	1.05520000	1.05540000			
USDCAD	1.03860000	10/11/2013	12:20pm	1.03850000	1.03860000			
USDEUR	0.73850000	10/11/2013	12:19pm	0.73840000	0.73860000			

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



### 2. Documents

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

- a. Base Currency The rate is associated with the currency identified in the company setup with the most recent date.
- b. Converted Currency The rate is associated with the currency identified in the customer or vendor file with the most recent date.
- c. 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 Internation     Sales Order No. 001584 For : Avlog Internation     Add Edit Del Void Rev Next P	onal 	
Header   Lines [EUR]   Ship/Bill   Set Up   Charges S.O. No. :[001584 S.O. Type : [Sales Order Cust P.O. No. :	Taxes   Commission   Acct   Exp Our Ref# : Your Ref# : Project : Contract :	Hold by/on
Attn : Aviog international Attn : F.O.B.: ORG Origin Ship Via : Terms : Prepared by : 005 Anna Wright Priority :	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 Acknige: Printed	Sub Total:         20.860.00           Discount:         0.00           Misc Ttl:         0.00           Tax Ttl:         0.00           Doc Total:         20.860.00           Crncy Base:         USD           >>Crncy Conv:         EUR
V Message V Memo	Revision :	

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

<ul> <li>Sales Order No. 001584 For : Avlog Internati</li> <li></li></ul>	ional Constant Consta
Header   Lines (USD   Ship/Bil   Set Up   Charges S.O. No. : 001584 S.O. Type : Sales Order Cust P.O. No. :	Taxes Commission Acct Expedite Doc Status Our Ref# : Your Ref# : Project : Contract :
Image: Second system     Aviog International       Attn :     Aviog International       Attn :     Image: Second system       F.O.B.:     ORG       Origin     Ship Via :       Terms :     Image: Second system       Prepared by :     005       Anna Wright       Priority :	Entered:         10/11/2013 12:10:46           Ordered:         10/11/2013 12:3146           Amended:         Discount:           Ship On:         10/11/2013           Due By:         10/11/2013           Due By:         10/11/2013           Printed:         Otoc Total:           28,284.74           Discount:         0.00           Misc Ttl:         0.00           Doc Total:         28,284.74           Printed:         Discount:
Ŷ Message Ŷ Memo	Revision :



- 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 it 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 Crncy 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 Inte	rnational		- • ×			
B     ↓     ↓     ↓     ↓     ↓     ↓       Add     Edit     Del     Void     Prev     Next     Print	E S E S S S S S S S S S S S S S S S S S	X √ <u>C</u> ncl O <u>K</u>	C <u>l</u> ose			
Header Lines [USD] Ship/Bill Set Up Charges Ta	xes Commission Acct Ex	pedite				
Doc Measures Info	User Line Numbers :	Print Docum	ent Memo:			
Weight : Total Weight	Print P/N Memo 1 :	Print Document	t Message : 🔽			
Length : Total Length	Print P/N Memo 2 :	GL Acct Line Pick Tick	e Tracking : 🖂			
Volume : Total Volume	Aeroxchange : Ship Complete :					
	End Use(r) Statement Required : 🕅					
	Discount : C By \$		Doc C Line			
Code : EUR EURO	Shipping: 💽 By \$	⊂ By% ⊙ [	Doc (Ö Line			
Rate : 0.73750000	AirFrt:	⊂ By% ⊙ [	Doc (C Line			
Authorized Signatures	Ocean Frt: (● By\$	С Ву % 💽 [	Doc C Line			
1. 001 2 3	Insurance : 🕞 By \$	○ By %	Doc (C Line			
	Hand Charge : 💽 By \$	⊂ By % 🔍 🕻	Doc C Line			
	HazMat: 🕩 By \$	⊂ By % 🔍 🕻	Doc C Line			

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

UNITED STATES	Parts an Your Total Dis 15 West 34 Streat Tel: +1-212-423-7021	d Mai stribution New Yo Fac: +1	ntena Solution « NY 1004 212-020-7013	nce Co	orporation	EUR	UNI	TED STATES	Parts a Your Total 16 West 34 Street Tel: +1-21242247821	Distribution	intena Solution NY 10001 1-212-629-7913		orporation	USD
SALES ORDER	ACKNOWLE	DGME	Т				SA	LES ORDER	ACKNOWL	EDGME	NT			
OUR S.O. : 001584			YOUR	P.O. :		Pg:1/1	OU	R S.O. : 001584			YOUR	P.O. :		Pg:1/1
For: Account No. [218645 Adog Internet[24] Gozabe Figueg 71 Bostoco 2771 ArX Tel: 06-41119430 Remit Payment To : Createoral Technology Group 15 West 34 Street Sin Floor New York, NY 10001 UNITED STATES Order Date : :Oe-11-2013 Ship Date ::See below	1] F.O.B. : Orga		Bill To : Avlog Intern Goudae Rijk Boskoop 27 Tel. : 06-411 Ship To : Avlog Intern Goudae Rijk Boskoop 27 Tel. : 06-411	stional weg 71 71 AK 119430 szional weg 71 71 AK 119430			For: Aveg Oout Bosko Tel.: Rem Crest 15 W New UNIT Orde Ship	Account No. [2186451 International on Polying 71 op 2711 AX 06411194300 It Regimment To : encod Technology Group at 34 Street our or fork, IV1 10001 ED STATES Date : Oct-11-2013 Date : See below	F.O.B. :0	rigin	Bill To : Avlog inser Goudse RF Goudse RF Boskcop 27 Tel::06-41 Ship To : Avlog inter Goudse Rip Boskcop 27 Tel::06-41	national weg 71 71 AK 119430 : sational weg 71 71 AK 119430		
Our Contact : Anna Wright							Our C	ontact : Anna Wright						
Line P/N & L	Description	Cnd Q	ly Order	Ship Date	Unit Price	Amount	Line	P/N & D	escription	Cnd C	ty Order	Ship Date	Unit Price	Amount
1 6-73747-83 LA-CHON GER, MAIN NSN: 421-9-0-768-878 ML: 737-000 MG: (00000) BOEINO 2 36646 NSN: 441-201-876-978 ML: 423-1-82 MFG: (00000) BOEINO	RH (737) AEROSPACE AEROSPACE	NE	1EA 1EA	Oet-11-2013 Oet-11-2013	€ 14,326.00 EA	€ 14,326.00 € 6,534.00	2	65-3794-88 LANDING OLAR, MAIN, IN NSN.4218-01-768-8785 MMTG: (08903) INDENIX A 245448 DOOR NSN.4412-01-876-0159 MMTG: (08903) INDENIX A	un (737) Irrospace Irrospace	NE	1EA 1EA	Oct-11-2013	\$ 19,425.08 EA	\$ 19,425.08 \$ 8,850.66
					Sub Total:	€ 20,660.00	THERE						Sub Total:	\$ 28,284.74



## 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