



DSD Business Systems

MAS 90 Enhancements

APMC

Accounts Payable Multi-Currency

Version 4.10



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A/P Multi-Currency User's Manual
Version 4.10

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SECTION A: Introduction

This manual contains a description and instructions for this DSD product. Operating instructions are included for the features added by this product to MAS 90. For instructions on using MAS 90, refer to the appropriate MAS 90 manual, or call your MAS 90 reseller. DSD Business Systems offers excellent MAS 90 support, at an hourly rate.

Web Resources

DSD web site: <http://www.dsdinc.com>

The Enhancement page contains:

- Current Release Schedule*
- Purchasing Information*
- Installation Instructions*
- Product Support*
- Enhancement Links*

APMC A/P Multi-Currency: <http://www.dsdinc.com/enh/pages/APMC.htm>

The product web page contains:

- Product Description*
- Adobe Acrobat Product Description*
- Web Links*
- Current Product Version Table*
- Product Installation File Download*
- Product Manual in Word 97 and Adobe Acrobat Formats*
- Revision History*
- FAQ*

Support

DSD provides product support through MAS 90 resellers. Support is provided for the current version. Older versions are supported at an hourly rate. DSD's telephone number is **858-550-5900**. Fax: **858-550-4900**.

For a hard error, where the program displays an error dialog, report:

- Error number.*
- Program name.*
- Line number.*

Program version.

Exact sequence that caused the error, including menus and menu selections.

Other pertinent information.

If leaving a message or faxing, please include:

Your name.

Your phone number (and fax if applicable) and extension.

It is possible to be unable to duplicate a problem, because of data corruption or because we have not exactly duplicated a particular operating environment. In such circumstances, we can only continue to try to fix the problem if we can either access the system with Symantec PCAnywhere or by some other means access or duplicate the system.

How the Multi-Currency A/P Enhancement Works

The Multi-Currency Accounts Payable enhancement provides the **MAS 90** user with the ability to enter invoices, create checks, and print reports in any currency using any exchange rate. This enhancement is essential for any company making purchases from vendors in more than one country, since payment of that invoice is usually required in the vendor's currency.

Multi-Currency A/P Features

- **Bank Accounts in Foreign Currencies:** You may define the Currency for each Bank Account.
- **Gain/Loss Account:** You may define a Gain or Loss G/L Account by Division to use when updating transactions of payments to invoices entered with a different Exchange Rate.
- **Round-off Error Account:** You may define a Round-off Error Account by Division to use when posting round-off error amounts generated during currency conversion.
- **Default Entry Currency by Vendor:** You may define a default Entry Currency by Vendor to be used when entering transactions for that vendor.
- **Historical Units by Vendor:** You may define a "history display" Currency for each Vendor. The Vendor's history such as Period to Date Purchases, etc., will be displayed in this currency.
- **Transaction Display Color by Currency:** Transactions are viewed in the Display Color of the Entry Currency specified in Currency Code Maintenance in General Ledger.
- **Invoice Entry in Any Currency:** You may enter vendor invoices in the Vendor's default Entry Currency, or you may change the Entry Currency to any other established currency.
- **Invoice Entry using Any Exchange Rate:** You may use the current Exchange Rate for the Entry Currency being used, or you may override the Exchange Rate.
- **Registers in Base and Transaction Currency:** For audit purposes, the Multi-Currency system prints Accounts Payable Registers in both the Entry Currencies and the Base Currency using the appropriate Exchange Rates.
- **Pay Vendors in Any Currency:** You may pay Vendor invoices in any Currency from any Bank Account.
- **Pay Vendors using Any Exchange Rate:** You may pay Vendor invoices using the current Exchange Rate for the Payment Currency or you may override the Exchange Rate.
- **Invoice Payment Selection by Currency:** You may select invoices to be paid by Invoice Currency.
- **Currency Symbol in Check Printing Amount:** Check printing uses the three-character Currency Symbol specified for the Payment Currency, and may be displayed to the right or to the left of the check amount.

- **Checks Posted to B/R in Bank Currency:** Transactions posted from the Check Registers to Bank Reconciliation are posted in the Bank Currency for reconciliation purposes.
- **Unrealized Gain or Loss Report:** You may generate an Unrealized Gain or Loss Report as of any date for any Entry Currency of Open Vendor Invoices.
- **Print Reports in Any Currency:** Print any report in Base, Vendor, Transaction (Entry) or Other Currency, using As Posted or Current Amounts, in a Buy, Sell, or Override Rate.
- **Postings to Time & Billing in Base Currency:** Amounts posted to Time & Billing from Invoices entered through Invoice Data Entry and Manual Check Entry are converted to Base Currency.
- **Postings to Job Cost in Base Currency:** Amounts posted to Job Cost from Invoices entered through Invoice Data Entry and Manual Check Entry are converted to Base Currency.

Reports

The following reports have been added or modified by the Multi-Currency Accounts Payable module:

- Invoice Register
- Manual Check Register
- Daily Transaction Register
- Invoice Payment Selection Register
- Check Printing
- Check Register
- Vendor Listing
- Vendor Mailing Labels
- Aged Invoice Report
- Trial Balance Report
- Cash Requirements Report
- Vendor Purchase Analysis
- Monthly Purchase Report
- Check History Report
- General Ledger Posting Recap
- Unrealized Gain/Loss Report

Multi-Company Features

The multi-company posting features have been designed to allow a managing company's Accounts Payable Department to process A/P transactions for an unlimited number of "subsidiary" companies.

The Crystal Reports data dictionary has been modified to include the Company Code in AP_13, AP6, AP8 and APG. Also Report Master and Data Import data dictionaries have been modified. Note that any custom reports that were previously created must be modified or recreated to use the current data dictionaries.

Invoices may be distributed to other companies that have a MAS 90 General Ledger database. Each line item entry of an Invoice contains a new Company Code field. This new field defaults to the Current Company. It may be changed to any other company that has been setup for Inter-company processing.

When an Inter-company Distribution is made, the Open Invoice is entered into the Current Company's Aging. A General Ledger transaction is written to the other company's Daily Transaction File, containing a debit to that other company's expense account, and a credit to the predefined Inter-company Allocation account. A pair of Inter-company Allocation Accounts must be set up for each company, which has been setup for Inter-company processing.

During line entry for an Inter-company Allocation, the General Ledger Account Format, and the <F2> List Mode feature reflects the Chart of Accounts and the number format for the other company.

Inter-company Allocations are available in Repetitive Invoice Line Entry.

Multi-Company Limitations

1. Multi-company postings will **not** work for "Parent" companies that have T/B integrated.
2. Multi-company postings in "Parent" companies that have J/C integrated will only be allowed to non-Job Lines in the Invoice Data Entry.
3. Multi-company postings will **not** work for divisions that have the "Post In Entry Currency" option set in A/P Division Maintenance.
4. Multi-company postings will work with parent companies that have "Subsidiaries" that have T/B or J/C.
5. Inter-company allocations are not allowed for Job Cost or Time and Billing entries.

Multi-Company Reports

Multi-Company changes these reports:

- ◆ **Inter-company Account Listing:** This new report is available through the **Inter-company Account Maintenance Screen**, and lists each of the companies setup for Inter-company Allocations, and the two G/L allocation accounts for each.

- ◆ **Invoice Register Posting Recap:** This existing report has been modified to include G/L Inter-company postings, and to sort and subtotal those transactions by Company Code, then Division.
- ◆ **A/P Invoice History Report:** This existing report has been modified to include the Company Code for each General Ledger distribution.
- ◆ **A/P Trial Balance Report:** The Company Code has been added to line detail, if **Print G/L Distribution** is selected.

The Manual Check Register and Repetitive Invoice reports have been similarly modified.

Expense Distribution Entry Features

- The APDT enhancement for the MAS 90 Accounts Payable module allows the user to simplify and automate frequently utilized G/L Distributions for A/P Invoice Data Entry. (This feature is not implemented in Manual Check Invoice Distribution Entry). Where standard MAS90/200 allows for only one Default G/L Account to be assigned to a Vendor, which then defaults to 100% of the Invoice Amount, Distribution Table Codes allow for multiple G/L Accounts to be assigned on a percentage basis of the total Invoice Amount.
- Distribution Table Codes can be maintained on the Accounts Payable Setup Menu, Distribution Table Maintenance. Within each Code, multiple Distribution Lines and individual percentages of distribution can be assigned to each Code. Two types of Distribution Table Lines are supported:
 - Multiple discrete G/L accounts can be assigned to a Distribution Table Code, each with their own percentage. These override the default Vendor G/L Account.
 - A G/L Segment can be indicated and percentages assigned to values for that segment. These are applied to the default Vendor G/L Account.
- Default Distribution Table Codes can be assigned to each Vendor on the Main tab in Vendor Maintenance.
- In AP Invoice Entry, if a Distribution Table is assigned in the Header panel, the Lines panel is calculated based on the Table Type and G/L Accounts. The Line Panel Distribution can then be manually edited if desired.

Reports

The Distribution Table Listing can be printed from Distribution Table Maintenance by clicking the Printer icon.

SECTION B: Getting Started

CAUTION

- **If you reinstall or upgrade one of the MAS 90 modules listed in the following table, you must also reinstall this Enhancement.**
- Enhancements from different Master Developers are generally not designed to work together. If installed together, problems are likely to occur.
- **Check with DSD before installing more than one Enhancement.**
- **Do not install this Enhancement on MAS SQL Systems.**

Required Levels

MAS 90 Module	Module Required	Required Level
M/M	Y	4.10
APMC	Y	4.10

Installation

The following instructions are for installing to Windows. For UNIX instructions see the "INSTALL.HTM" HTML file on the CD-ROM (you can use a Windows machine to view it.) It will guide you in mounting the CD-ROM on the UNIX file system and running a UNIX installation script.

1. **Back-up:** Exit all MAS 90 / MAS 200 sessions. Back-up existing MAS 90 / MAS 200 data.
2. **Check Levels:** MAS 90 / MAS 200 module levels **must match** those listed above.
3. **Run Enhancement Setup Program:** Insert the installation CD-ROM. The installation will normally run automatically, otherwise, run SETUP.EXE on the CD-ROM. This can be run from the server or a workstation. Follow on-screen instructions. *If installing from an e-mail message or from a Web download, run the program sent to you (or downloaded). This will self-extract and run same Setup program.*
4. **Re-Start MAS 90 / MAS 200:** MAS 90 / MAS 200 will be updated.
5. **Unlock the Enhancement:** DSD Enhancements must be unlocked to run. When any part of the Enhancement is run for the first time, the **DSD Enhancement License Agreement and Activation** window will appear. Follow the steps shown on that window. *You can click the Help button for more detailed instructions.*

Note: On the next page is a screenshot of the DSD Enhancement License Agreement and Activation window.

After accepting the License Agreement, you can then select the type of unlocking that you'd prefer. The choices are Normal, Demo and Web.

Normal Unlock: You will need to unlock the Enhancement by calling DSD during business hours (8am to 5pm PST) at **858-550-5900**.

Web Unlock: If the system that is running the DSD Enhancement *has web access* and you *have a DSD WebUnlock code*, can unlock the Enhancement without assistance using WebUnlock. When this option is selected, the window will change to show the WebUnlock entry section. Enter the WebUnlock code and click the Unlock button.

- *Entering a WebUnlock code will unlock all DSD Enhancements that have been licensed.*
- *The MAS 90 / MAS 200 system that is being used must have web access for this option to be available.*
- *You can get a WebUnlock Code from your DSD Enhancements sales representative.*

Demo Unlock: If a Demo mode is available for the Enhancement you're running, you will be able to Demo unlock the product without assistance from DSD for demo purposes.

- *Creating a Demo Unlock is a good way to temporarily unlock DSD Enhancements off-hours, if you do not have web access and/or an WebUnlock code. Later, you can unlock the product fully, during business hours.*

Note: You can also unlock a DSD Enhancement through the DSD Utility Suite window. This is accessed at the bottom of the Library Master Utility menu. In the DSD Utility Suite window, click the **DSD Enhancement Control Panel** button on the bottom of the window. Then, select the Enhancement with your mouse from the list of Enhancements and click the **Unlock Product** button on the right side of the window.

6. **Convert Data:** After registration, the Data Conversion window will appear. Follow on-screen instructions to complete data conversion. *You can exit the conversion program without converting data. The Enhancement will not proceed, however, until data is converted. If you enter an enhanced program and data has not been converted, the conversion program will run again.*

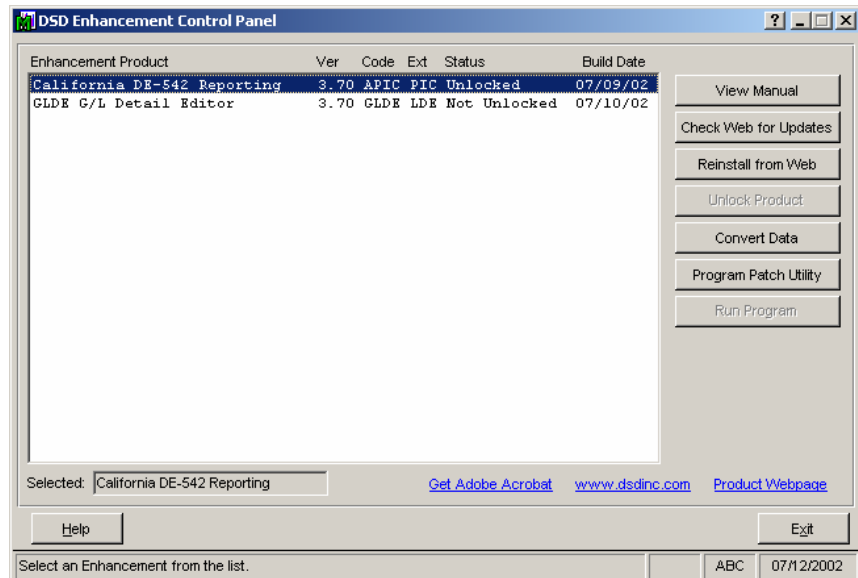
DSD Enhancement Control Panel

Starting with version 3.70, all DSD Enhancement products include DSD's Utility Suite menu and DSD's Enhancement Control Panel. The **DSD Utility Suite is accessed from the Library Master Utilities menu**. The **DSD Enhancement Control Panel** is accessed from a **button on the bottom of the DSD Utility Suite window**.

The DSD Enhancement Control Panel is a simple to use yet powerful system to help maintain DSD Enhancements installed on a MAS 90 / MAS 200 system. To use it, select an Enhancement product

from the list on the window and then click the button, on the right side of the window, which corresponds with the desired task.

View Manual: This button will display the product manual for the selected Enhancement using Adobe Acrobat. For this to be possible, the PDF file for the corresponding manual must be in the “MAS90/PDF” folder in the MAS 90 system. If the file is not present, and the system has web access, the correct PDF file will be automatically downloaded from the DSD website, put into the “MAS90/PDF” folder and then displayed.



Check the Web for Updates: This button will check the DSD website to see what the current build is the selected Enhancement and alert the user if a later version is available. *This requires a web connection on the MAS 90 / MAS 200 system.*

Reinstall from Web: After a verify dialog, this will automatically download and reinstall the selected Enhancement from the DSD website. *This requires a web connection on the MAS 90 / MAS 200 system.*

Unlock Product: This will cause the DSD Enhancement License Agreement and Activation window to appear. Using this window is described on the previous page. *This button is disabled if the selected Enhancement is already unlocked.*

Convert Data: After verification, the selected Enhancements data conversion program will run.

Program Patch Utility: Only use this option under the guidance of a DSD Enhancement Technician. That person will guide you in its use.

Run Program: This button is enabled for certain DSD Utility programs only.

Additional Controls

Help: The Help button, located at the bottom left of the window, opens an HTML help file similar to the above.

Get Adobe Acrobat: Opens the Adobe Acrobat website to the page where Acrobat can be downloaded and installed.

There are also links to the DSD website and the Enhancement page on that site.

SECTION C: Setup

Initial Set-up

After APMC data conversion, set-up APMC in the following order. See other parts of this section for details of each.

1. Set-up Gain/Loss and Round-off account in Division Maintenance.
2. Setup Currency Code in Bank Maintenance.
3. Setup Vendors/Customers currencies.

Conversion Notes

The system will designate the following values for each transaction converted from an existing **MAS 90** System:

1. Entry Currency = Base Currency
2. Entry Date = Transaction Date
3. Entry Rate = 1
4. Entry Amount = Original Transaction Amount

Multi-Currency Accounts Payable Setup

Data You Need

Before beginning the Multi-Currency Startup process, you should have the following information assembled and available for use:

- List of Accounts Payable Divisions including their respective Gain/Loss and Round-off Error Accounts.
- List of Bank Accounts used including their respective Currency Codes.
- List of Vendors, including their Default Entry Currencies and Period to Date Activity Currencies.
- List of Repetitive Invoices in their corresponding Entry Currencies.

A new **Currency Button** has been added to all Multi-Currency related screen prompts. Select this button access the new Multi-Currency fields via a pop-up panel.

Most screens have been modified to display on the bottom of the screen the Currency of amounts being displayed or entered.

Division Maintenance

The Accounts Payable Division Maintenance screen has been modified to include a new **Currency Button**. Select this button to access the **Multi-Currency Settings** screen:

Exchange Gain/Loss Acct: This is a General Ledger Account Number field. Since the exchange rate may fluctuate between the time the Payable is posted and the time a check is cut, the amount of Base Currency (Cash) needed to pay the invoice may be more or less than that originally posted. The gain or loss amounts for this division will be posted to this account. A gain or loss will only occur if an invoice is entered in a non-Base Currency, and then paid in that same currency.

Exchange Round-off Acct: This is a General Ledger Account Number field, representing the Account to which any round-off errors for this division are to be posted.

Post to G/L in Entry: Please refer to **Section J: Update Postings to the General Ledger** for a description of this. Do NOT check this box without a complete understanding of the implications.

Bank Code Maintenance

This program is used to set up a Currency Code for each Bank Account. This allows the user to keep bank account balances in their own currency, and facilitates the reconciliation of bank statements.

Conversion Note: If you are converting to Multi-Currency Accounts Payable from an existing **MAS 90** system, the Bank Currency Code for all existing Bank Accounts will be set to the Base Currency.

Bank Code Maintenance has been modified to include a new **Currency Button**. Select this button to access the **Multi-Currency Settings** screen:

Currency Code: Enter the Currency Code for this Bank Account. Select the Lookup Button to display a list of Currency Codes on file.

Setup for Multi-Company processing

Please refer to **Section F: Multi-Company Processing** for the setup of the Multi-Company feature.

SECTION D: Multi-Currency Operations

Vendor Maintenance

The Vendor Maintenance program has been enhanced to maintain Vendor activity in Base, Transaction, and Vendor Historical currencies.

Vendor Maintenance - Main Panel

The Vendor Maintenance Main Panel has been modified to include a new **Currency Button**. Select this button to access the **Multi-Currency Settings** screen:

Default Entry Units: Enter the Default Entry Currency for this Vendor. This field will default to the Base Currency Code. During Data Entry, whenever this Vendor is selected the Entry Units will default to this Currency. The Default Entry Currency may be changed at any time.

Multi-Currency Settings - Vendor Maintenance

Default Entry Currency: PISO (Peso)

Historical Currency: PISO (Peso)

Allow Currency Change:

Allow Rate Change:

Accept Cancel

Historical Currency: Enter the Currency in which you want to keep all Period to Date Activity for this Vendor (in addition to the Base Currency). If this field is changed after it has been set for the first time, the system will display the following window:

Select **Recalculate Historical Amounts on Currency Exchange Rate** to convert the activity amounts to the new currency using the current Exchange Rate.

Select **Leave Historical Amounts Unchanged** to keep the activity amounts which will be considered to be in the new Historical Currency.

Select **Zero-out Historical Amounts** to reset the activity amounts to zero.

Select **Cancel Historical Currency Change** to cancel the change of the Historical Currency.

Allow Currency Change: Select this check box if you want to be able to override the Transaction Currency for each transaction during Data Entry. Clear this check box if you do not want to allow Transaction Currency override. This field will default to checked. If you change the Transaction

Multi-Currency Settings - Change Historical Currency

Warning! You have Changed the Historical Currency Setting for this Vendor. The Historical Currency Amounts may be recalculated. Choose the Recalc Setting.

Recalculate Historical Amounts on Current Exchange Rate

Recalculate Historical Amounts on Current Exchange Rate

Leave Historical Amounts Unchanged

Zero-out Historical Amounts

Cancel Historical Currency Change

Accept Cancel

Currency for a transaction, the system will ask you for the Supervisor Password if one was set up in General Ledger.

Allow Rate Change: Select this check box if you want to be able to override the Exchange Rate for each transaction during Data Entry. Clear this check box if you do not want to allow Exchange Rate override. This field will default to checked. If you change the Entry Currency for a transaction, the system will ask you for the Supervisor Password if one was set up in General Ledger.

Note: The Vendor's **Historical Currency** is always displayed at the bottom of the Vendor Maintenance Panel as **Vendor Currency: XXXX**.

Vendor Maintenance - History

The History panel has been modified to allow display of amounts in both **Base Currency** and the Vendor's **Historical Currency**. An **Amounts In** Drop Box has been added to this panel to allow display toggle between these two currencies:

Vendor No. 01-AIRWAY Name Airway Property

1. Main 2. Additional 3. History 4. Invoices 5. Checks 6. P/O's

Amounts in: Historical Currency (dropdown) PESO

Last Purchase Date: 06/30/03
 Last Payment Date: 06/30/03
 Last Check Number: 000043
 Last Check Amount: 100.00

Average Days to Pay/Overdue: 015 / 006
 Balance Due: -4,129.10

Period	5	Period to Date	Year to Date	Last Year
Purchases		96,540.00	102,723.00	66,770.00
Payments		59,073.00	64,209.00	78,121.00
Discounts Taken		.00	.00	.00
Discounts Lost		.00	.00	.00

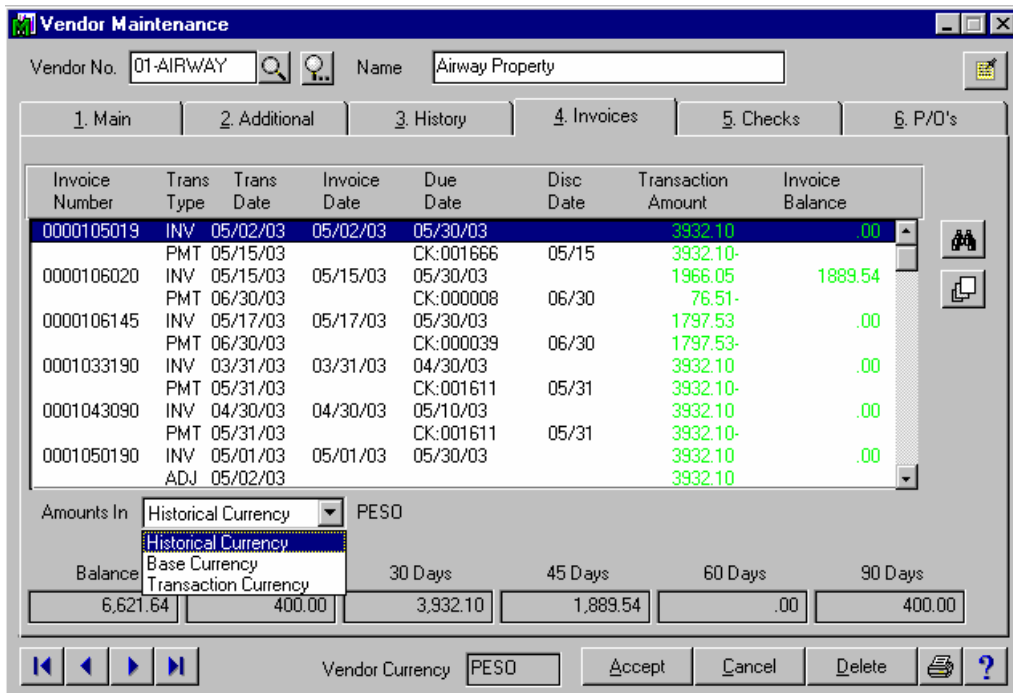
Future...

Vendor Currency: PESO [Accept] [Cancel] [Delete] [Print] [Help]

Vendor Maintenance - Invoices

The Invoices panel in the Vendor Maintenance window has been modified to allow display of amounts in **Base Currency**, **Transaction Currency**, and Vendor's **Historical Currency**. An **Amounts In** Drop Box has been added to this panel to allow display toggle between these three currencies:

All amounts displayed in the Inquiry screens will be in the Display Color of the selected Currency.

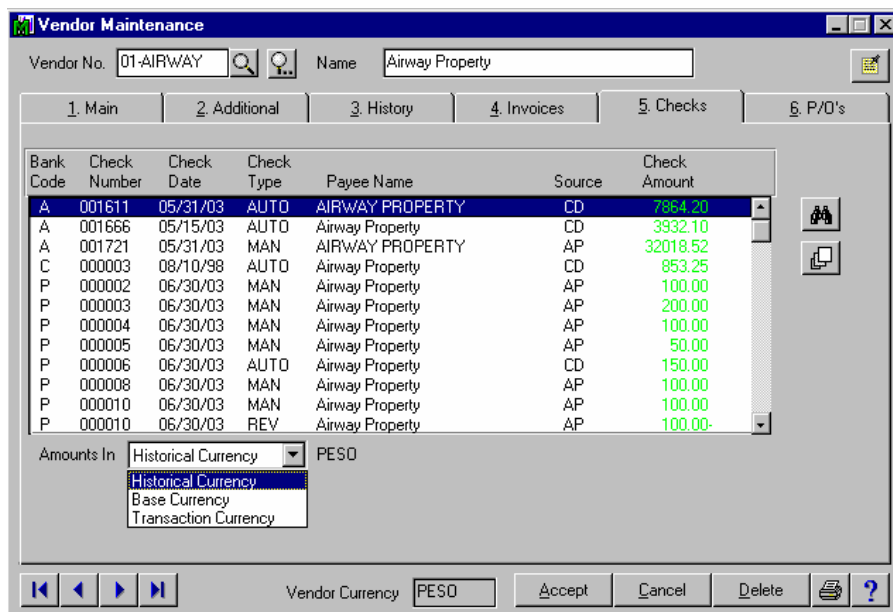


Vendor Maintenance - Checks

The Checks Panel has been modified to allow display of amounts in **Base Currency**, **Transaction Currency**, and Vendor's **Historical Currency**.

An **Amounts In** Drop Box has been added to this panel to allow display toggle between these three currencies:

All amounts displayed in the Inquiry screens will be in the Display Color of the selected Currency.

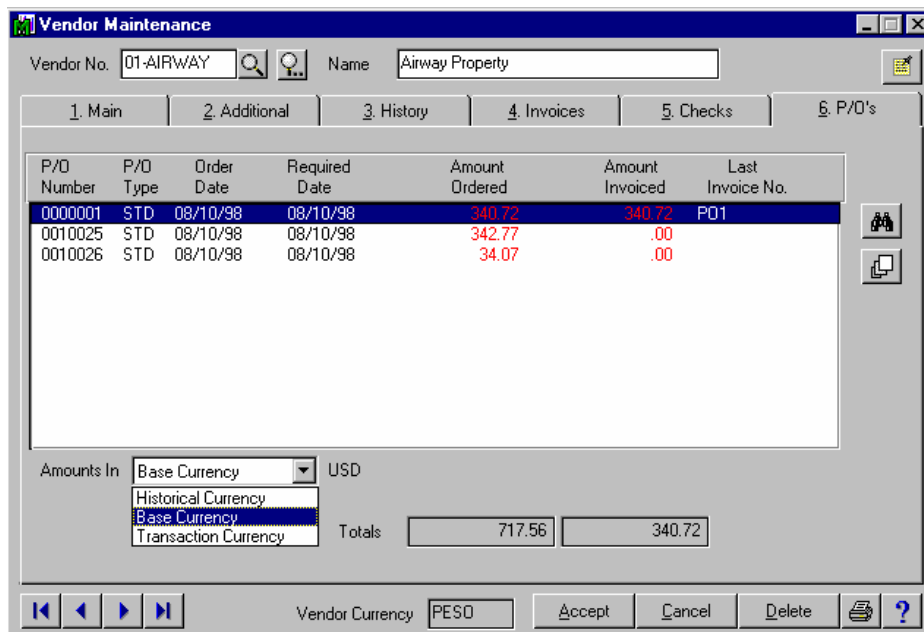


Vendor Maintenance - P/O's

The P/O's Panel has been modified to allow display of amounts in **Base Currency**, **Transaction Currency**, and Vendor's **Historical Currency**.

An **Amounts In** drop box has been added to this panel to allow display toggle between these three currencies:

All amounts displayed in the Inquiry screens will be in the Display Color of the selected Currency.



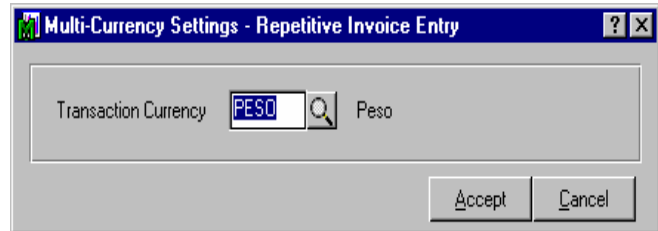
Vendor Inquiry

The Multi-Currency enhancements in Vendor Maintenance are also found in Vendor Inquiry.

Repetitive Invoice Entry

The Repetitive Invoice Header Panel has been modified to include a new **Currency Button**. Select this button to access the **Multi-Currency Settings** screen:

Transaction Currency: Enter the Currency Code for the Repetitive Invoice. Select the Lookup Button to list all Currency Codes on file. If you change the Entry Currency, the system will ask you for the Supervisor Password if one was setup in General Ledger.



All amounts entered for a Repetitive Invoice will be in the selected currency.

Repetitive Invoice Selection

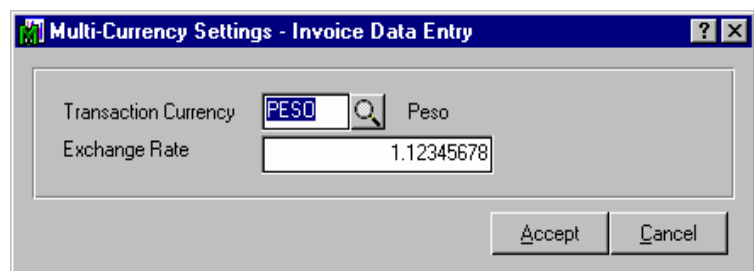
The Entry Currency for all Invoices generated through Repetitive Invoice Selection will be the **Transaction Currency** of the Repetitive Invoice. The Exchange Rate will be the Exchange Rate effective as of the Invoice Date (setup in the General Ledger).

Invoice Data Entry

The Invoice Header Panel has been modified to include a new **Currency Button**. Select this button to access the **Multi-Currency Settings** screen:

Transaction Currency: Enter the Transaction Currency Code for the invoice. Select the Lookup Button to list all Currency Codes on file. The system will ask you for the Supervisor Password if one was set up in General Ledger.

If amounts have already been entered, and the currency is changed, the Invoice amounts remain the same and will be considered to be in the new currency.



This field will not be accessible if the **Allow Currency Change** flag is not checked for the Vendor in Vendor Maintenance.

Exchange Rate: Enter the Exchange Rate for the invoice. The rate will default to the exchange rate found in Currency Code Maintenance for the Invoice Date. If the default exchange rate is overridden, then the Invoice amounts remain the same and will be converted to Base Currency when posting to General Ledger using the new Exchange Rate.

The system will ask you for the Supervisor Password if one was set up in General Ledger. This field will not be accessible if the **Allow Rate Change** flag is not checked for the Vendor in Vendor Maintenance.

NOTE: Amounts posted to the Time & Billing or Job Cost modules will be converted to Base Currency.

Invoice Register

The Invoice Register will be printed in **Transaction Currency**. If the system finds that a Transaction Currency other than the Base Currency has been entered then it will print the register in **Base Currency**.

The Recap Report will be printed in **Base Currency** and will include any round-off error amounts calculated during currency conversions.

Invoice Update

If **FASB 52** Currency is tracked (see the GLMC manual for a description of this), then the user has the option of overriding the FASB 52 Rate used in the update. Once the Registers have been printed, the user will be prompted as shown.

FASB 52 Rate: Enter the FASB 52 exchange rate used in the posting of the invoices. Select **End Update** to cancel the update.

Please refer to **Section J: Update Postings to the General Ledger** for a description of invoice postings to the General Ledger.

Manual Check Entry

When a new Manual Check is entered, the Bank's Currency Code is displayed under the Bank Cash Account and the Check Currency defaults to the Bank Currency and is displayed at the bottom of the screen. The Check Currency is the currency for all amounts entered in the selected check. You may not generate a check in a currency other than the Bank's Currency, unless the Bank Currency is also the Base Currency.

Amounts posted to the Time & Billing or Job Cost modules for invoices entered through Manual Check Entry will be converted to Base Currency.

The Manual Check Header Panel has been modified to include a new **Currency Button**. Select this button to access the **Multi-Currency Settings** screen as shown.

Check Currency: This field displays the Check Currency and cannot be changed unless the Bank Currency is also the Base Currency.

Exchange Rate: Enter the Exchange Rate for the manual check. The rate will default to the exchange rate found in Currency Code Maintenance for the Check Date. If the default exchange rate is overridden, then the manual check amounts remain the same and will be converted to Base Currency when posting to General Ledger using the new Exchange Rate.

You can select any Vendor and pay any Invoice generated in any Invoice Currency.

Manual Check Register

The Manual Check Register will be printed in **Transaction Currency**. If the system finds that a Transaction Currency other than the Base Currency has been entered then it will print the register in **Base Currency**.

The Recap Report will be printed in **Base Currency** and will include any round-off error amounts calculated during currency conversions.

Manual Check Update

The Manual Check Register Update has been modified to perform all the appropriate currency conversions. The Gain/Loss will be calculated and will post to the General Ledger Account defined in Division Maintenance. This amount is caused by the difference between the Currency Conversion Rate at the time that the Invoice was posted, and the Rate at the time that the Check is printed. The Gain or Loss Amount will always be zero for Invoices paid in either the Base Currency, or paid in a currency other than the Entry Currency.

Please refer to **Section J: Update Postings to the General Ledger** for a more detailed description of manual check postings to the General Ledger.

Invoice History Inquiry

The Invoice History Inquiry programs have been modified to allow display of information in both **Base Currency** and **Transaction Currency**. The **Payments** panel also allows display of information in **Invoice Currency**. The Header, Lines, and Payments Panel has been modified to include an **Amounts In Drop Box** to toggle display of these amounts.

The Header Screen has also been modified to include a **Currency Button**. Select this button to access the **Currency Code** and **Exchange Rate** of the transaction.

The Currency of the Invoice is displayed at the bottom of the Invoice History Inquiry Panel.

The screenshot displays the 'A/P Invoice History Inquiry' window. At the top, the header information includes Invoice Number 1, Date 06/23/98, Type INV, and Source AP. The interface is organized into three main sections: 1. Header, 2. Lines, and 3. Payments. The 'Header' section contains fields for Vendor No. (01-AIRWAY), Terms Code (03), Source Journal (AP-0014), Invoice Due Date (06/30/98), Discount Due Date, Discount Amount (.00), Separate Check, and Hold Payment. The 'Payments' section includes Pre-Paid Invoice, Pre-Paid Date, Pre-Paid Check, Comment, 1099 Form, Invoice Amount (1,000.00), Net Invoice Amount (1,000.00), and Balance Amount (.00). At the bottom, the 'Amounts In' section features a dropdown menu with 'Invoice Currency' selected, and a 'Currency' field set to 'PESO'. A 'Currency...' button is located near the Pre-Paid Invoice field. Navigation buttons and an 'OK' button are positioned at the bottom right.

Payment History Inquiry

The Payment History Inquiry programs have been modified to allow display of information in **Base Currency**, **Transaction Currency**, and **Invoice Currency**. The Inquiry Panel has been modified to include an **Amounts In Drop Box** to toggle display of these amounts. The panel has also been modified to include a **Currency Button**. Select this button to access the **Currency Code** and **Exchange Rate** of the transaction.

The Currency of the Payment is displayed at the bottom of the Payment History Inquiry Panel.

The screenshot shows the 'Payment History Inquiry' window. At the top, there are fields for Bank Code (P), PESO BANK ACCOUNT, Check No. (000002), and Currency... Below these are fields for Vendor No. (01-AIRWAY), Vendor Name (Airway Property), Check Date (06/30/03), Check Type (MAN), Source Journal (MC-0003), Comment, and Amount (100.00). A table below displays the following data:

Invoice Number	Invoice Date	Discount Amount	Payment Amount
2	06/30/03	.00	100.00

At the bottom, there is an 'Amounts In' dropdown menu currently set to 'Check Currency', with a list of options: 'Check Currency', 'Base Currency', 'Check Currency', and 'Invoice Currency'. The 'Payment Currency' is set to 'PESO'. Navigation buttons (back, forward, search) and 'OK' and '?' buttons are also visible.

Invoice Payment Selection

When the Invoice Payment Selection is accessed the following screen will be displayed:

Bank Code: Enter the Bank Code from which payments will be made. The Bank's Currency will be the Payment Currency. This Currency will be used to calculate the payment amount for each check.

Check Currency: This field is for display only and may not be changed. It will display the selected Bank's Currency.

Check Date: Enter the date that will be used when printing checks. This date will be used to find the Exchange Rate to be used when calculating the payment amount for each check.

Exchange Rate: Enter an Exchange Rate to be used when calculating the payment amount for each check. This field will default to the Exchange Rate of the Check Currency as of the Check Date.

Currency Code Range: These fields allow you to select invoices by Invoice Currency. The checks will still be cut in the selected Bank's Currency.

Invoice Payment Selection Register

The Invoice Payment Selection will be printed in **Transaction Currency**. If the system finds that a Transaction Currency other than the Base Currency has been entered then it will print the register in **Base Currency**.

Check Maintenance

Once a Check Currency has been defined, all additional entries have to be in that Currency. You may perform a Check Printing for only one Currency at a time.

Amounts posted to the Job Cost module will be converted to Base Currency.

When the Check Maintenance program is accessed, the following panel will be displayed if there are no checks in data entry:

Bank Code: Enter the Bank Code from which payments will be made. The Bank's Currency will be the Payment Currency. This Currency will be used to calculate the payment amount for each check.

Check Currency: This field is for display only and may not be changed. It will display the selected Bank's Currency.

Multi-Currency Settings - Check Data Entry

Bank Code	P	PESO BANK ACCOUNT
Check Currency	PESO	Peso
Check Date	06/30/03	
Exchange Rate		1.12345678

Accept Cancel

Check Date: Enter the date that will be used when printing checks. This date will be used to find the Exchange Rate to be used when calculating the payment amount for each check.

Exchange Rate: Enter an Exchange Rate to be used when calculating the payment amount for each check. This field will default to the Exchange Rate of the Check Currency as of the Check Date.

Once the currency information is defined, then Check Data Entry can proceed. This information must be set up before checks can be entered. If the user wants to change the Bank Code or Check Date after Check Data Entry is started, then all entries must be deleted (you can use the **Clear** function in Invoice Payment Selection to speed up this process) and the user must exit the program to trigger the Bank Code and Check Date selection.

During Data Entry, the Exchange Rate can be changed for each check. Select the **Currency Button** to access the exchange rate field.

Check Printing

Check Printing will include all of the options selected for the Check Currency.

The Extended Amount will print using the Number of Decimals and Currency Plural specified for the Check Currency.

The Currency Symbol specified for the Check Currency will print either to the right or left of the Check Amount as specified for the Check Currency, in the General Ledger.

The Invoice Amounts in the check stub and Check Amounts will print commas and decimal points as specified for the Check Currency.

If you have selected **Use Graphical Reports** in A/P Options, then you will be using **Crystal Reports** to print checks. Please see **Section H: Crystal Reports** for a description of check printing if needed.

Check Register

The Check Register will be printed in **Transaction Currency**. If the system finds that a Transaction Currency other than the Base Currency has been entered then it will print the register in **Base Currency**.

The Recap Report will be printed in **Base Currency** and will include any round-off error amounts calculated during currency conversions.

Check Update

The Check Register Update has been modified to perform all the appropriate currency conversions. The Gain/Loss will be calculated and will post to the General Ledger Account defined in Division Maintenance. This amount is calculated by the difference between the Currency Conversion Rate at the time that the Invoice was posted, and the Rate at the time that the Check is printed. The Gain or Loss Amount will always be zero for Invoices paid in either the Base Currency, or paid in a currency other than the Check Currency.

Please refer to **Section J: Update Postings to the General Ledger** for a more detailed description of manual check postings to the General Ledger.

A/P From A/R Clearing

These programs have been modified to only allow Base Currency Invoice clearing.

SECTION E: Reports

Standard Reports

When printing any Accounts Payable Reports, you may define the Currency and Exchange Rate to use. A new **Currency Button** has been added to the Report Panel, and when selected, the following screen will be displayed (This screen will vary slightly depending on the report being printed and the options entered):

Currency Range: Enter a range of Currencies for a specific group of transactions. Select the Lookup Button to list all Currencies on file. This field will be displayed only for reports that print amounts from individual transactions.

Printing Currency: Select **Entry** for Transaction Currency, **Base** for Base Currency, **Vendor** for Vendor Currency, **Other** for Other Currency, or **Rate Override** for Override Rate.

Currency Code: Enter the Currency Code in which to print all amounts. This field will be displayed only if you selected **Other** as the **Printing Currency** option.

Printing Amounts: Select **As Posted** to import all amounts As Posted or **Override Date** to convert amounts using an Exchange Rate as of an Override Date. This field will be displayed only if you selected **Other** as the **Printing Currency**.

Override Date: Enter a date using the MMDDYY format to import amounts converted to the Printing Currency using the Exchange Rate as of this date. This field will be displayed only if you selected **Override Date** as the **Printing Amounts**.

Rate Type: Select **Buy Rate** or **Sell Rate**. This field will be displayed only if you selected **Override Date** as the **Printing Amounts**.

Override Rate: Enter a Rate to be used when exporting amounts. This field will be displayed only if you selected **Rate Override** as the **Printing Currency**.

Unrealized Gain/Loss Report

The Unrealized Gain/Loss Report has been added to the Reports Menu in the **Multi-Currency module**. This report calculates the Unrealized Gain or Loss for all open invoices based upon the reporting date. This report may be used to enter the Gain/Loss amounts through a General Journal at the end of one month and reverse it at the beginning of the next. The Selection Screen for this new Report is displayed below:

Unrealized Gain/Loss As Of:

The default date displayed will be the current System Date. This date will be used to calculate the current Exchange Rate for the Transaction Currencies.

Print Report in Detail: Select this check box to print a detailed report including Invoice Number and Date information. Clear this check box to print a Summary report providing total amounts by Currency and Vendor only.

Exclude Future Transactions: Check this box to exclude any open invoices with an invoice date after the reporting date. Clear this box to include future-dated invoices.

Currency Code Range: Select the **All** check box to select transactions in all Transaction Currencies, or enter a range of Currencies for a specific group of Transactions. Select the Lookup Button to list all Currencies on file.

Vendor Number Range: Select the **All** check box to accept all vendors on file, or enter a range of Vendor Numbers for a specific group of vendors. Select the Lookup Button to list all Vendors on file.

After making your selections a report similar to the following will be printed:

RUN DATE: 12/31/99		Multi-Currency Data				PAGE: 1	
SYS DATE: 12/31/99		ACCOUNTS PAYABLE UNREALIZED GAIN/LOSS REPORT				TIME: 12:00 AM	
PRINTED IN: DETAIL, AS OF: 03/31/99							
ENTRY CURR SELECTED: to ZZZZ							
VENDOR/ INVOICE NO.	INVOICE DATE	INVOICE BAL ENTRY CURR	INVOICE BAL SYSTEM CURR	ENTRY RATE	CURRENT RATE	GAIN/LOSS ENTRY CURR	GAIN/LOSS SYSTEM CURR
CURRENCY: DOLR							
01-PLM PLASTICOS DE MEXICO, S.A.							
1095	02/27/99	1000.00	3345.00	3.345000	6.535000	488.14-	3190.00-
1103	03/11/99	500.00	1678.50	3.357000	6.535000	243.15-	1589.00-
1112	03/14/99	850.00	2854.30	3.358000	6.535000	413.23-	2700.45-
1176	04/27/99	1100.00	3795.00	3.450000	6.535000	519.28-	3393.51-
1245	04/27/99	950.00	3277.50	3.450000	6.535000	448.47-	2930.75-
1287	05/01/99	4550.00	16052.40	3.528000	6.535000	2093.63-	13681.85-
1298	05/03/99	750.00	2647.50	3.530000	6.535000	344.87-	2253.75-
1309	06/17/99	3500.00	12526.50	3.579000	6.535000	1583.17-	10346.00-
1315	06/25/99	2125.00	7626.63	3.589000	6.535000	957.96-	6260.25-
1323	10/20/99	850.00	3143.30	3.695000	6.535000	369.01-	2411.45-
1325	11/13/99	1125.00	4272.75	3.798000	6.535000	471.17-	3079.13-
1331	11/29/99	825.00	3155.63	3.825000	6.535000	342.12-	2235.75-
1378	02/14/99	5350.00	34470.05	6.443000	6.535000	75.32-	492.20-
1384	03/02/99	3150.00	20512.80	6.512000	6.535000	11.09-	72.45-
VENDOR PLM TOTALS:		26625.00	119357.86			8360.61-	54636.53-
01-MANG MANUFACTURERA DEL GOLFO, S.A. DE C.V.							
45715	11/14/99	1500.00	5697.00	3.798000	6.535000	628.23-	4105.50-
VENDOR MANG TOTALS:		1500.00	5697.00			8988.84-	58742.03-
CURRENCY DOLR TOTALS:		28125.00	125054.86			55264.75-	12466.10-

Sample Unrealized Gain/Loss Report

SECTION F: Multi-Company Processing

Multi-Company Processing (taken from DSD's **APMU** Multi-Company enhancement) has been added to A/P Multi-Currency in version **3.61**.

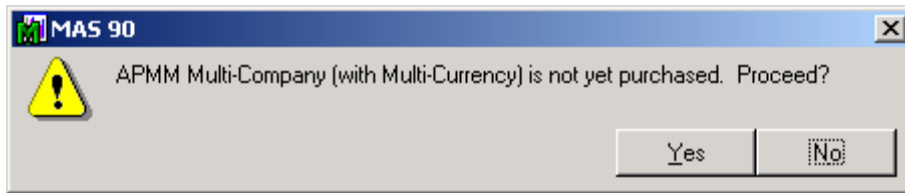
Invoices may be distributed to other companies that have a MAS 90 General Ledger database. Each line item entry of an Invoice contains a new Company Code field. This new field defaults to the Current Company. It may be changed to any other company that has been setup for Inter-company processing.

When an Inter-company Distribution is made, the Open Invoice is entered into the Current Company's Aging. A General Ledger transaction is written to the other company's Daily Transaction File, containing a debit to that other company's expense account, and a credit to the predefined Inter-company Allocation account. A pair of Inter-company Allocation Accounts must be set up for each company, which has been setup for Inter-company processing.

Multi-Company Setup

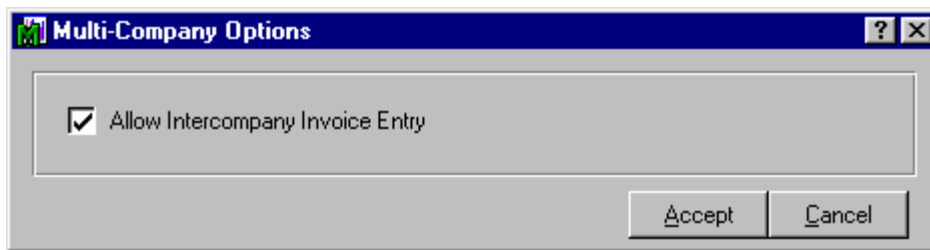
The **Accounts Payable Options** screen, **Additional Tab**, has been modified to include a new Multi-Company Button on the top-right portion of the panel. Click this button to access the window below.

Select the **Multi-Company Button** to access the Multi-Company Panel. This enhancement add-on is separately priced and registered, so if you want to add the Multi-Company feature, contact DSD. When you select this button for the first time, the following prompt will be displayed:



If you select **Yes** to proceed, the A/P Multi-Company registration screen will be displayed. Please contact DSD Business Systems to order and register this feature.

Once the product is registered, the following panel will be displayed:



Allow Inter-company Invoice Entry: Selecting this option causes the new **Company Code** field to be accessible on each line item of **Invoice Entry**, **Manual Check Entry**, and **Repetitive Invoice Entry**. To process Inter-company Payables, each company must be setup in the new **Inter-company Maintenance Screen**, which is described in this section.

Note: This feature is not available if **Accounts Payable** has been integrated with **Job Costing** or **Time and Billing**.

Inter-company Account Maintenance

The **Inter-company Account Maintenance** menu option has been added to the A/P Setup Menu.

This maintenance program allows for various companies on the system to be accessed during Invoice Line Entry, Manual Check Line Entry, and Repetitive Invoice Line Entry. These companies need not have Accounts Payable databases setup, but each must have a General Ledger and Chart of Accounts. For each company activated, the User must define a **G/L Debit Account** and a **G/L Credit Account**.

The debit account is normally a Current Assets account, and it can be thought of as a "Due From" account. When an Invoice is entered into the **ABC Company**, which is to be expensed to the **XYZ Company**, the invoice amount will be entered as a credit to the **ABC Company's Accounts Payable**, and this account (the "Due From" account) will be debited with the full amount. It is quite common for the **XYZ Company** to write a check, reimbursing the **ABC Company** for the balance in this G/L Account.

When an Inter-company line is posted, the expense account entered in Invoice entry, for the other company, is debited, and the **G/L Credit Account** is credited. This account is normally a **Current Liability Account**, and can be thought of as a "Due To" account (to the company into which the Invoices were entered).

A/P Invoice Data Entry

If the Multi-Company processing has been selected in A/P Options, a new **Company** field will appear just before the G/L Account. This field will at first default to the current company, and if overridden, to the Company Code most recently entered.

The screenshot shows the 'A/P Invoice Data Entry' window. At the top, there are fields for 'Vendor No.' (00-ALBERTO) and 'Invoice No.' (1234). Below these are two tabs: '1. Header' and '2. Lines'. The '2. Lines' tab is active, showing a table with columns: Company, G/L Account, Description, and Amount. The table contains one entry: Company 'XYZ', G/L Account '150-000-000', Description 'Land', and Amount '50.00'. Below the table, there are 'Ins' and 'Del' buttons, and two summary fields: 'Distribution Balance' (50.00) and 'Distribution Total' (50.00). At the bottom, there are navigation buttons, a 'Currency' field set to 'MXP', and 'Accept', 'Cancel', and 'Delete' buttons. The status bar at the very bottom shows 'JON ABC 05/31/2003'.

Once a company code is entered, the **G/L Account** field that is accessed next will have a Lookup to that company's Chart of Accounts.

Note: If the Multi-Company options is NOT set in A/P Options, then the Company Code field is disabled from entry.

In this example, \$50 Pesos has been distributed to Company ABC and Company XYZ.

Invoice Register

The Invoice Register has been modified to print the Company Code next to the Distribution Amount. The **Transaction Currency** Register prints the Expense posting in the entered amount:

Run Date:r12/31/2003		3.71 Multi-Currency (JON)		Page: 1	
A/P Date: 05/31/2003		ACCOUNTS PAYABLE INVOICE REGISTER		Time: 10:22 AM	
REGISTER NO: AP-0020					
Transaction Currency					
DIVISION NO: 00 TRADE ACCOUNTS PAYABLE					
VENDOR/		-----DATES-----		INVOICE	
				DISTRIBUTION COMP	
INVOICE NO.	INVOICE	DUE	DISCOUNT	AMOUNT	DISCOUNT G/L ACCOUNT
					AMOUNT CODE
ALBERTO Albertos				SEP CHK?: N	
Entry Currency: MXP		Exchange Rate:		9.50000000	
1234	05/31/03	05/31	100.00	.00	150-00-00 50.00 ABC
			150-000-00	50.00	XYZ
DIVISION 00 TOTAL:		100.00	.00	100.00	
REPORT TOTAL:		100.00	.00	100.00	
=====					

Invoice Register – Transaction Currency

The **Base Currency** Register also prints the Expense Posting, but will print the amount in the Base Currency of the Company Code entered. The following example shows the Base Currency Register.

In this example, \$50 Pesos were distributed to the ABC Company and the XYZ Company. The exchange rate is 9.5 for the ABC Company (the Base Currency is USD), therefore the Base Currency Posting for the ABC distribution is \$5.26USD.

The XYZ Company Code has a Base Currency of Canadian Dollars, so the \$7.68 amount is in Canadian Dollars.

```

Run Date:12/31/2003      3.71 Multi-Currency (JON)      Page: 1
A/P Date: 05/31/2003    ACCOUNTS PAYABLE INVOICE REGISTER      Time: 10:22 AM
                        REGISTER NO: AP-0020
                        Base Currency

DIVISION NO: 00 TRADE ACCOUNTS PAYABLE

VENDOR/  -----DATES----- INVOICE          DISTRIBUTION COMP
INVOICE NO. INVOICE DUE DISCOUNT AMOUNT    DISCOUNT G/L ACCOUNT AMOUNT  CODE

ALBERTO Albertos                SEP CHK?: N
1234   05/31/03 05/31          10.53      .00 150-00-00    5.26 ABC
                        150-000-00    7.68 XYZ

      -----
DIVISION 00 TOTAL:    10.53    .00          12.94

      -----
REPORT TOTAL:        10.53    .00          12.94
=====
    
```

Invoice Register - Base Currency

The Posting Recap has been modified to sort by **Company Code** and then by **Division**.

In the following example, the ABC Company Code is the company the invoice is entered and the XYZ Company Code is the company

```

Run Date: 12/31/2003      3.71 Multi-Currency (JON)      Page: 1
A/P Date: 05/31/2003    ACCOUNTS PAYABLE INVOICE REGISTER      Time: 10:22 AM
                        REGISTER NO: AP-0020
                        ACCOUNTS PAYABLE RECAP BY COMPANY/DIVISION

COMPANY: ABC  DIV: 00 TRADE ACCOUNTS PAYABLE

G/L ACCOUNT  DESCRIPTION                DEBIT  CREDIT
001-00-00    ABC DB INTERCOMPANY                5.26
150-00-00    Land                               5.26
200-01-00    Accounts payable - trade                10.53
391-00-00    Currency Roundoff                    .01
                        -----
                        COMP-DIV ABC-00 TOT    10.53    10.53

COMPANY: XYZ

G/L ACCOUNT  DESCRIPTION                DEBIT  CREDIT
002-000-000  XYZ CR ACCT                        7.68
150-000-000  Land                               7.68
                        -----
                        COMP-DIV XYZ TOTAL:    7.68    7.68
    
```

Posting Recap Report

Please note that the XYZ Company Code postings do NOT include a Division.

A/P Manual Check Entry

For **new invoices** entered into Manual Check Data Entry, the same features in Invoice Data Entry are applied here. The Manual Check Register and Recaps have been modified in a manner similar to the Invoice register and Recaps.

A/P Repetitive Invoice Entry

Repetitive Invoice Line Entry has been modified to accept the Company Code, just like A/P Invoice Data Entry

A/P Invoice Update and Manual Check Update

The inter-company postings will be posted to the “other” company’s General Ledger Daily Posting (GL4) file. You must go into each company that is posted to and run the Daily Transaction Register in the G/L module to “apply” the postings to that company’s General Ledger.

Trial Balance Report

The Company Code has been added to line detail, if **Print G/L Distribution** is selected.

A/P Invoice History Inquiry

The Invoice History Inquiry Lines Panel has been modified to display the Company Code associated with the Expense posting.

Invoice History Report

This report has been modified to include the Company Code associated with each General Ledger Distribution.

ODBC Data Dictionaries

The Company Code has been added to the following ODBC Data Dictionaries:

AP6_InvoiceDataEntryLine
AP8_ManualCheckGLDist
APG_RepetitiveInvLineDetail
AP_13InvHistoryDetail
AP_20CrystalCheckHeader
AP_21CrystalCheckLine

The Company Code has been added to the following **standard** Data Dictionaries, used in Report Master and Visual Integrator:

AP.INVOICE
AP.MANCHK
AP.MANCHKS
AP.REPINV
AP.INVHISD

SECTION G: Distribution Table Processing

A new menu item has been added to the Accounts Payable Setup Menu, **Distribution Table Maintenance**. Select this to bring up the Distribution Table Maintenance.

In Distribution Table Maintenance, Distribution Table Codes can be created that have up to 10 uppercase letters and numbers. You may enter the following information for each Distribution Table Code:

Description: enter a description of this Table Code of up to 30 characters.

Table Type: This Drop Box allows you to select one of the two Table Types, Expense Account or Segment. If one selects Expense Account, one can choose specific G/L Accounts for assigning the percentage distributions. If one chooses Segment, one can choose a specific G/L Segment Number to assign the percentage that will be applied to the Default Vendor G/L Account.

Segment: This Drop Box is enabled only if the Table Type is Segment. It displays the valid G/L Segment numbers for this Company from G/L Option Maintenance.

Distribution Table Line Items:

Company	Expense Account	Distribution Percent
ABC	640-01-00	50.000%
ABC	640-01-01	40.000%
ABC	640-01-02	10.000%

Company	Segment Value	Distribution Percent
ABC	01	60.000%
ABC	02	40.000%

Company Code: This field is enabled only if the APDT enhancement is also installed with DSD's APMU A/P Multi-Company enhancement. See the APMU manual for it's use.

Expense Account: This field is enabled only if the Table Type is Expense Account. It allows the lookup and entry of a valid G/L Account for the Company Code displayed for this line item percentage.

Segment Setting: This field is enabled only if the Table Type is Segment. Enter the Segment value for this line item percentage.

Distribution Percent: Enter the percentage to be distributed to this line item. This will always default to the percentage required to balance the Total Distribution to 100%.

Click **OK** to save the Distribution Line. Highlight a line and click **Del** to remove it. Click **Accept** to save this Distribution Table (if it does not total to 100% Distribution the Accept button will be disabled and the Table Entry cannot be saved). Click **Delete** to remove this Distribution Table.

Distribution Table Default in Vendor Maintenance

In Vendor Masterfile Maintenance, a new field appears to the right of the default G/L Account field. If one enters a Distribution Table in this field, it will be selected as the default Table in A/P Invoice Data Entry for Invoices entered for this Vendor.

The screenshot shows the 'Vendor Maintenance' window for Vendor No. 01-AIRWAY. The 'Main' tab is active, displaying the following fields and values:

- Vendor No.: 01-AIRWAY
- Name: Airway Property
- Address: 7888 Saddlebush Trail, Bank Building, Suite 1008
- ZIP Code: 92669-0001
- City: Orange, State: CA
- Country: USA (United States)
- Primary Contact: LEO HENRY (Leo Henry)
- Reference: (empty)
- Terms Code: 03 (NET END OF MONTH)
- G/L Account: 555-00-03 (Rent)
- E-mail Address: lhenry@bestsoftwareinc.com
- URL Address: www.bestsoftwareinc.com
- Telephone: (714) 665-0900, Ext: 5852
- Fax: (714) 665-0900, Batch Fax:
- Sort: AIRWAY
- Temporary Vendor: Hold Payment:
- Separate Check: Credit Card Vendor:
- Distribution Table: (empty)

Buttons at the bottom include: Accept, Cancel, Delete, and a help icon. The status bar shows 'ABC' and '08/04/2003'.

Distribution Tables are utilized to create Distribution Lines in Accounts Payable Invoice Data Entry. They are only utilized as each new Invoice is entered, when there are no existing Lines already entered for that Invoice. After Lines are calculated via the Distribution Table, the Lines can be manually changed as in regular A/P Invoice Entry.

One can enter a Distribution Table in the Invoice Header Tab (or it will default to the Vendor Maintenance entry if one exists).

Once the Header Tab information is complete and the Lines Tab is accessed, the G/L Accounts and Line amounts will be calculated depending on the Table Type.

If one wishes to change the Table, one must either Cancel the Invoice and start it over or delete all existing Lines. However, Lines can also be edited manually after the Table Distribution is calculated.

The screenshot shows the 'A/P Invoice Data Entry' window with the '1. Header' tab selected. The Vendor No. is 01-IBM (Ibm Corporation) and the Invoice No. is 123456. The Invoice Date is 08/04/03 and the Invoice Amount is 1,000.00. The Terms Code is 03 (NET END OF MONTH) and the Invoice Due Date is 08/30/03. The Subject to Discount is 1,000.00 and the Pre-Paid Invoice is blank. The Hold Payment checkbox is unchecked. The Separate Check checkbox is unchecked, and the Dist Table is TEST1. The Comment field is empty. The 1099 Form is set to None. The bottom status bar shows 'ABC 08/04/2003'.

The screenshot shows the 'A/P Invoice Data Entry' window with the '2. Lines' tab selected. The G/L Account field is empty. The Description field is empty. The Amount field is .00. Below this is a table of distribution lines:

Line	G/L Account	Description	Amount
1	640-01-00	Telephone expense	500.00
2	640-01-01	Telephone expense - East	400.00
3	640-01-02	Telephone expense - West	100.00

At the bottom, the Distribution Balance is .00 and the Distribution Total is 1,000.00. The bottom status bar shows 'ABC 08/04/2003'.

SECTION H: Crystal Reports

Data Dictionaries

The following Multi-Currency Data Dictionaries have been created or modified for use in Crystal Reports.

NOTE: *DSD Business Systems is not responsible for any problems with use of Crystal Reports. DSD is only responsible for providing the Data Dictionaries to report from.*

The Vendor Masterfile Data Dictionary, **AP1_Vendor Master**, contains Vendor historical data in Base Currency. A new Dictionary has been added, called **AP_M1_MCVendorFile** that contains the Vendor Currency information, along with the historical data in the Vendor's Historical Currency.

Since all other A/P files store amounts in Entry Currency, the Currency Code and Exchange Rate have been added to the following Crystal Data Dictionaries:

- AP4_OpenInvoice
- AP5_InvoiceDataEntryHeader
- AP7_ManualCheckHeaderDetail
- AP9_CheckDataEntryHeader
- APB_CheckHistory
- APF_RepetitiveInvoiceHeader
- API_InvoiceHistory
- AP_12InvHistoryHeader
- AP_15CheckHistoryHeader

For the new Multi-Company features introduced in version 3.61, these dictionaries have been modified for the new Company Code field:

- AP6_InvoiceDataEntryLine
- AP8_ManualCheckGLDist
- APG_RepetitiveInvLineDetail
- AP_13InvHistoryDetail
- AP_21CrystalCheckLine

The Gain/Loss Account and the Roundoff Account fields have been added to the **APC_DivisionMasterfile** Data Dictionary.

The Distribution Table Code has been added to the **AP1_Vendor_Master**

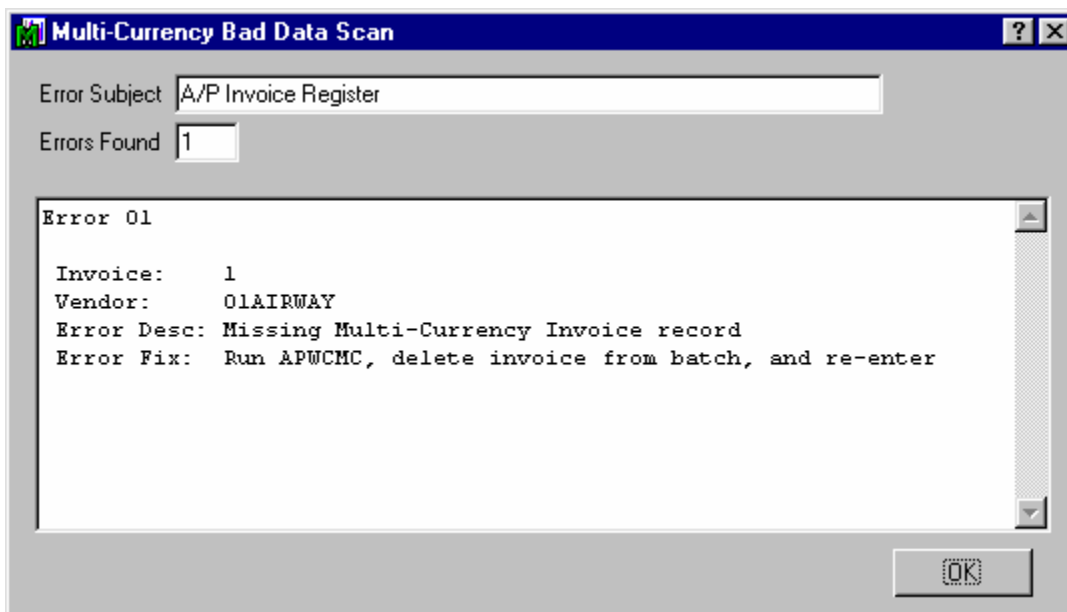
Check Printing using Crystal Reports

The Check Printing programs have been modified to print checks in Entry Currency only.

SECTION I: Troubleshooting

Each of the Data Entry Registers has been enhanced to perform a “Bad Data Scan” prior to register printing. This scan will check the data entry files and associated master files and determine if there are any problems. The purpose of this feature is to eliminate errors that can occur during the data entry registers or updates that are caused by corrupt or missing data.

The following is a sample of a Bad Data Scan Screen that may pop-up when a register is run. In this example, the A/P Invoice Register was run and it found that a currency record was missing:



The Bad Data Scan panel displays the record information, the error description, and the solution to fixing the error. If Batch Processing is used, the Batch Number will also be displayed. If there are multiple errors found in the same batch, then all of the errors will be displayed on the panel and you can then scroll up/down to review all errors.

When the **OK** button is pressed, the panel will close and you will be back at the MAS90 menu. The register will **not** print.

If no errors are found, then the Bad Data Scan panel will **not** be displayed, and the register will print as normal.

In Accounts Payable, the following errors are possible due to missing or corrupt data. Also presented are the solutions to fixing the errors:

- Error:** Missing Multi-Currency Invoice/Check record
Solution: Run APWCMC, deleted the invoice from the batch, and re-enter
- Error:** Exchange Rate is set to Zero
Solution: Delete invoice/check from batch –OR- reset the exchange rate in data entry
- Error:** Invalid or missing Currency Code on Invoice/Check Record
Solution: Check Currency Code on invoice/check record
- Error:** Missing MC Vendor record
Solution: Run APWCMC
- Error:** Invalid or missing Currency Code on Vendor record
Solution: Check Currency Panel in Vendor Maintenance
- Error:** Missing MC Line record
Solution: Deleted invoice/check from the batch, and re-enter

If the solution is to **Run APWCMC**, then select “**File / Run**” from the MAS90 Launcher menu and enter “**APWCMC**” for the Program Name. Click **OK** to proceed. This will trigger the DSD Multi-Currency Conversion Wizard for that Multi-Currency module. Click the **Next** button to start the conversion.

You might ask: “Why would data be corrupt?” There are 2 types of problems that can occur with data entry:

Bad Data: Sometimes a user will be entering information into data entry, and for whatever reason, the system hangs or reboots, thus causing incomplete or corrupt data to be saved. This problem occurs more frequently with users on a WAN. If the user doesn’t delete the data entry in progress and re-do it, then the register or update will usually cause errors.

Missing Customer/Vendor Data: If a Vendor/Customer record has missing Currency Codes, then the update programs will cause errors.

If you are experiencing recurring data problems with the Multi-Currency modules, please contact DSD Business Systems immediately for consultation.

SECTION J: Update Postings to the General Ledger

Version 3.51 changes

A new checkbox has been added to A/P Division Maintenance called **Post to G/L in Entry**:

Selecting this checkbox changes the way currencies are posted to the General Ledger, specifically the Accounts Payable Account, Discount Account, Cash Accounts, and Gain/Loss Account.

Important: If you are upgrading from a prior version of Multi-Currency and you already have data in these accounts, then **do not check this box**.

When you check this box, all non-Base currency data is posted to the Accounts Payable Account, Discount Account, Cash Accounts in **Entry Currency instead of Base Currency** and the difference is posted to the **Gain/Loss Account**.

The following sections describe the way this new checkbox works:

Invoice Update

There are now two ways to post to the General Ledger from the Invoice Update:

“Post to G/L in Entry” is unchecked

In this scenario, the Expense accounts and the A/P accounts are posted in Base Currency. For example:

Currency: Non-Base
 Exchange Rate: 3.0
 Entry Amount: \$300

Posting:	DB	Expense	\$100
	CR	A/P	\$100

“Post to G/L in Entry” is checked

In this scenario, the Expense accounts are posted in Base Currency, the A/P Account is posted in Entry Currency and the difference is posted to Gain/Loss. Using the same example:

Posting:	DB	Expense	\$100
	DB	Gain/Loss	\$200
	CR	A/P	\$300

Check Updates

There are now two ways to post to the General Ledger from the check update programs:

“Post to G/L in Entry” is unchecked

In this scenario:

- The Cash Account is posted in Base Currency using the Check Rate,
- The A/P account is posted in Base Currency using the original Invoice Rate,
- The difference is posted to the Gain/Loss account

Using the same example as above, a check is cut for the full amount but the exchange rate has changed from 3.0 to 2.0:

Currency:	Non-Base
Exchange Rate:	2.0
Check Amount:	\$300

Posting:	DB	A/P	\$100
	DB	Gain/Loss	\$50
	CR	Cash	\$150

“Post to G/L in Entry” is checked

In this scenario:

- The Cash Account is posted in Entry Currency,
- The A/P account is posted in Entry Currency,
- There is no Gain/Loss. The exchange rate is completely ignored.

Using the same example:

Posting:	DB	A/P	\$300	
	CR	Cash		\$300

Why Post to the General Ledger in Entry?

This new 3.51 feature has been added at the request of some Canadian end-users. If you plan on using this new feature, then you must follow some guidelines:

1. Use multiple divisions.
2. Each division will represent a currency. For example, Division 01 will be U.S. Dollars, Division 02 will be Canadian Dollars, etc.
3. The division accounts must be different between divisions.
4. The bank currencies will have different cash accounts.
5. You will always pay invoices in the currency of the invoice.
6. You must **never** check or uncheck the "Post to G/L in Entry" checkbox if data already exists in the Division or Cash accounts.

The benefits of this new feature are:

1. The Financial Statements will display Current Asset accounts in Entry Currency.
2. Easier reconciliation between General Ledger and Bank Reconciliation.

The drawbacks of this feature are:

1. True Gain and Loss on Exchange Rate is never realized.
2. This feature is not FASB-52 compliant.

SECTION K: What's New?

Version 3.50

There have been some significant changes in this version of A/P Multi-Currency:

1. A new “**Post to G/L in Entry**” flag has been added to **Division Maintenance**. Please refer to **Section H: Update Postings to the General Ledger** of this manual for a detailed explanation of this new feature.
2. The A/P and P/O Multi-Currency file structures has been revamped. Please refer to the **Version 3.50 – Technical** subsection of this section for a detailed explanation.
3. The Currency Code has been added to the **ALE Lookups** for Vendor and transaction lookups.
4. All A/P reports default to print in **Entry Currency, As Posted** instead of **Base Currency**.
5. The **Journals** now print in a different order: Entry Currency first, Base Currency next. The user will no longer be prompted to print in Entry Currency.
6. The **CRW data dictionaries** and Standard Data Dictionaries have completely changed for the new file format. Please refer to **Section F** for a review of the new format. If you have any reports that use the old Multi-Currency “piggyback” files, you will have to change those reports.

Version 3.50 - Technical

The pre-3.50 versions of Multi Currency A/P and P/O used a “piggyback” file system for the Multi-Currency Data.

For example, the AP4 Open Invoice file stored amounts in **Base Currency** and the AP_M4 Multi-Currency Open Invoice file stores the amounts in **Entry Currency**, along with the **Currency Code** and **Exchange Rate**.

The problems associated with this file structure are:

1. Problems arise in synchronization of the data files,
2. Increased I/O,
3. Difficulty in importing using Visual Integrator.

The 3.50 version of APMC and POMC no longer use this file structure, but instead store the data in the main MAS90 files (AP4 for example) in **Entry Currency**, and therefore the Multi-Currency piggyback files (AP_M4 for example) are no longer needed. The **Currency Code** and the **Exchange Rate** are also now stored in the main MAS90 files.

The only exception is the Vendor Masterfile (AP1). The 3.50 version of Multi-Currency still uses the Multi-Currency Vendor (AP_M1) piggyback file to store all historical data in the Vendor's Historical Currency.

The benefits of this change are:

1. No more problems with synchronization,
2. Increase in speed,
3. Easier use of Visual Integrator,
4. Easier use and better speed when the SQL version of Multi-Currency is released.

The drawbacks of this change are:

1. If you have any existing **Crystal Reports, Report Master Reports, or Visual Integrator Imports** that use the old Multi-Currency piggyback files, you will have to change those reports/imports.

Please contact DSD Business Systems if you need any support regarding these drawbacks.

Version 3.51

There have been 2 changes in the 3.51 versions of Multi-Currency:

1. A new drop box has been added to the G/L Multi-Currency Options panel called "**Default Currency for Reports.**" You may now select subsidiary (non-G/L) reports to default to **Base Currency** or **Entry Currency**.
2. A new checkbox has been added to the G/L Multi-Currency Options panel called "**Print Report Totals when printing in Entry Currency.**" Select this checkbox if you want to print report totals when printing in Entry Currency. Please note that if you print in Entry Currency and there are multiple currencies being reported, that the totals will be useless.

Note: The G/L Multi-Currency Options panel is accessible from G/L Options Main Panel by selecting the **Currency Button**.

Version 3.60

No additional features have been added to this release of Multi-Currency.

Version 3.61

- **Multi-Company**

Multi-Company Postings has been added to this version. Please refer to **Section E: Multi-Company Processing** for a description of this new feature. (This enhancement add-on is separately priced and registered, so if you want to add the Multi-Company feature, contact DSD.)

- **CRW Forms**

The Currency Code has been added to the **AP_20CrystalCheckHeader** form for Crystal Check Printing.

Version 3.61 – Revision 03/13/02

Manual Check Entry has been enhanced for Wire Transfers. In the earlier version of APMC, Manual Check Entry only allowed checks/wire transfers to be entered in the currency of the Bank Currency. This has been changed: If the Bank Currency is the same as the Base Currency, then you are now allowed to enter in non-Bank Currency Checks. If you have Bank Reconciliation integrated, then the Base Currency equivalent is posted to that Base Currency bank account.

The purpose of this change is to support the situation where there is only a Base Currency bank account but to allow for multi-currency wire transfers from the original invoice currency.

This effectively solves the problem with reconciliation from Bank Reconciliation to General Ledger.

Check Maintenance is NOT enhanced for this feature, as it is assumed that if you are printing on non-Base Currency check that it is from a non-Base Currency bank account.

Version 3.61 – Revision 03/21/02

In this revision, APMC has been enhanced for MAS200 SQL.

Version 3.70

1. The VI Import programs have been modified to **automatically** create data entry in the Vendor's Default Entry Currency. Prior to 3.70, DSD Perform Logic needed to be added to the import's Perform Section. This is no longer needed.
2. Transfer of Invoices from Credit Card Vendors is disabled if you select a "subsidiary" company code during data entry or a Currency other than Base.

Version 3.71

No new features have been added to this release. A new section has been added to the User Manual: **Appendix A**.

Version 3.71 – Revision 04/25/02

In this revision, the A/P from A/R Clearing programs were enabled, but only for Base Currency invoices.

Version 3.71 – Revision 04/06/04

In this revision, the APDT Distribution Table Enhancement functionality is added as an option in Multicurrency.

Version 4.00

The A/P Multi-Company and A/P Distribution Table features have been removed from this version.

Version 4.05

The A/P Multi-Company and A/P Distribution Table features have been added back to this version.

Appendix A: M*A*S 90/200 Program & File Changes

The following M*A*S 90/200 Programs are modified or added by A/P Multi-Currency:

APOCMP.MAP	APOCTL.MAP	APODCT.MAP	APODD1.MAP
APODD2.MAP	APOFRM.MAP	APOMNU.MAP	APOQ01.MAP
APOQ02.MAP	APOQ03.MAP	APOQ04.MAP	APOQDD.MAP
APMC_dir.txt	APWCAA	APWCMC	APWDAA
APWDAA.LIB	APWDAB	APWDAC	APWDBA
APWDBA.LIB	APWDBB	APWDBC	APWDBD
APWDBF	APWDCA	APWDCA.LIB	APWDCB
APWDDA	APWDDA.LIB	APWDDB	APWDDC
APWDDD	APWDEA	APWDEA.LIB	APWDEB
APWDFA	APWDGA	APWDGB	APWDHA
APWDL1	APWDL2	APWFJA	APWFJA.LIB
APWFJB	APWFOA	APWFOB	APWIAA
APWIAA.LIB	APWIAB	APWIAC	APWIAD
APWIAH	APWIBA	APWIBA.LIB	APWIBB
APWIBC	APWIBD	APWICA	APWICA.LIB
APWIDA	APWJAA	APWJAB	APWJAC
APWJAD	APWJAE	APWJBA	APWJBB
APWJBC	APWJBD	APWJDA	APWJGA
APWLIB	APWLL1	APWMAA	APWMAA.LIB
APWMNA	APWMNA.LIB	APWPAA	APWROO
APWROO.LIB	APWRAA	APWRAA.LIB	APWRAB
APWRBA	APWRBB	APWRCA	APWRCA.LIB
APWRCB	APWRDA	APWRDA.LIB	APWRDB
APWREA	APWREA.LIB	APWREB	APWRFA
APWRFA.LIB	APWRFB	APWRHA	APWRHB
APWRJA	APWRJ1	APWRJA	APWRJA.LIB
APWRJB	APWRKA	APWRKA.LIB	APWRKB
APWRLA	APWRLA.LIB	APWRLB	APWRMA
APWRMA.LIB	APWRMB	APWROA	APWROB
APWRQA	APWRQA.LIB	APWRQB	APWRRR
APWRRR.LIB	APWRRB	APWRUA	APWRUA.LIB
APWRUB	APWRXA	APWRZA	APWS01
APWS01.LIB	APWS10	APWS10.LIB	APWS11
APWS11.LIB	APWSAA	APWSAA.LIB	APWSAR
APWSBA	APWSBA.LIB	APWSCA	APWSCA.LIB
APWSGA	APWSJA	APWSJB	APWUAA
APWUAB	APWUBA	APWUBB	APWUBC
APWUDA	APWUGA	APWUZA	APWVIP
APZCAA	APZCAA.MAP	APZCAA.PDT	APZCAA.PMU
APZCZA	APZFX1	APZFX2	APZFX3
APZREM	APZU1D	APZU1M	APZU1R
APZU1S	spAPAgedInvoiceWork.txt	spAPCheckSelWork.txt	spAPPEGetTempAP4.txt
spAPPEUpdateVendor.txt	spAPTRialBalanceWork.tx	AR_CommissionEditRegister_up	
User's Manual	t	d	

The following M*A*S 90/200 Data Files are modified or added by A/P Multi-Currency:

AP0	AP8	APG	AP_15	AP_MZ
AP4	AP9	API	AP_20	AP1
AP5	APB	AP_12	AP_21	AP_D1
AP6	APC	AP_12A	AP_IC	AP_D2
AP7	APF	AP_13	AP_M1	

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From:	Name:		Phone:	
	Company:		Fax:	
Date:	/ /	# Pgs Including this Page:		
Subject:	Check One: <input type="checkbox"/> Product Problem <input type="checkbox"/> Suggestions			
Product:	<i>APMC A/P Multi-Currency</i>		Version:	<i>4.10</i>

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