



DSD Business Systems

Sage 100 Enhancements

APMC

Accounts Payable Multi-Currency

Version 7.10



Information in this document is subject to change without notice.

Copyright 1993-2022, DSD Business Systems All rights reserved.

Accounts Payable Multi-Currency User's Manual
Version 7.10

28 April, 2022

DSD Business Systems
8787 Complex Drive
Suite 400
San Diego, CA 92123
858/550-5900 8:00am to 5:00pm PST
858/550-4900 Fax

Trademarks

ProvideX® is a Trademark of Sage Software.

Windows is a trademark of Microsoft Corporation.

Sage 100® is a registered trademark of Sage Software.

PXPlus® is a registered trademark of PVX Plus technologies

All other product names and brand names are service marks, and/or trademarks or registered trademarks of their respective companies.

This documentation and the software described herein, is prepared and published under license. Sage Software has not tested or verified either the software or any representation in this documentation regarding the software. Sage Software does not make any warranty with respect to either this documentation or the software described herein, and specifically disclaims any warranty, express or implied, with respect hereto, including the warranties of fitness for a particular purpose and merchantability.

Table of Contents

SECTION A: INTRODUCTION	5
WEB RESOURCES	5
SUPPORT	5
HOW THE MULTI-CURRENCY A/P ENHANCEMENT WORKS	7
ACCOUNTS PAYABLE MULTI-CURRENCY FEATURES	7
REPORTS	8
MULTI-COMPANY FEATURES – (IF A/P MULTI-COMPANY IS ALSO INSTALLED)	9
MULTI-COMPANY LIMITATIONS.....	9
MULTI-COMPANY REPORTS	9
SECTION B: GETTING STARTED	11
REQUIRED LEVELS	11
INSTALLATION	11
DSD ENHANCEMENT CONTROL PANEL.....	13
SECTION C: SETUP	15
MULTI-CURRENCY ACCOUNTS PAYABLE SETUP	15
INITIAL SET-UP	15
CONVERSION NOTES	15
DIVISION MAINTENANCE	16
BANK CODE MAINTENANCE.....	16
SECTION D: SYSTEM OPERATIONS	17
MAIN MENU	17
VENDOR MAINTENANCE AND INQUIRY.....	17
VENDOR MAINTAINANCE - STATISTICS, SUMMARY, AND HISTORY	18
VENDOR INVOICES, TRANSACTIONS, CHECKS, AND P/O'S.....	18
INVOICE HISTORY INQUIRY.....	19
PAYMENT HISTORY INQUIRY.....	20
REPETITIVE INVOICE ENTRY	20
REPETITIVE INVOICE SELECTION.....	21
INVOICE DATA ENTRY.....	21
INVOICE REGISTER.....	21
INVOICE UPDATE	21
MANUAL CHECK ENTRY.....	22
MANUAL CHECK REGISTER	22
MANUAL CHECK UPDATE	22
CHECK PRINTING AND ELECTRONIC PAYMENT MENU	23
INVOICE PAYMENT SELECTION.....	23
CHECK MAINTENANCE	24
INVOICE PAYMENT SELECTION REGISTER.....	24
CHECK PRINTING	25
CHECK REGISTER	25
CHECK UPDATE.....	25

SECTION E: REPORTS **26**

STANDARD REPORTS26

A/P UNREALIZED GAIN/LOSS REPORT.....27

SECTION F: UNINSTALL DSD ENHANCEMENTS **29**

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 Sage 100. For instructions on using Sage 100, refer to the appropriate Sage 100 manual, or call your Sage 100 reseller. DSD Business Systems offers excellent Sage 100 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 Accounts Multi-Currency:

<http://www.dsdinc.com/enhancement/ap-multi-currency-4/>

The product web page contains:

- Product Description*
- Web Links*
- Current Product Version Table*
- Product Installation File Download*
- Product Manual in .pdf Format*
- Revision History*
- FAQ*

Support

DSD provides product support through Sage 100 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 **Sage 100** user with the ability to enter Invoices, create Payments, 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 an Invoice is usually required in the Vendor's Currency.

Accounts Payable Multi-Currency Features

- **Bank Accounts in Foreign Currencies:** You will define the Currency for each Bank Account. (if Bank Reconciliation is in use, and you need to see Transactions in the Bank Currency, the **Bank Reconciliation Multi-Currency** is required).
- **Gain/Loss Account:** You will define a Gain or Loss G/L Account by Division to use when updating transactions of payments to Invoices when the payment rate is different.
- **Round-off Account:** You will define a Round-off Account by Division to use when posting round-off amounts generated during currency conversion.
- **Default Entry Currency by Vendor:** You will define a default Entry Currency by Vendor to be used when entering transactions for that vendor.
- **Historical Currency by Vendor:** You will define the "Historical" Currency for each Vendor. The Vendor's history such as Period to Date Purchases, etc., will by default be displayed in this currency (a toggle to Base Currency is provided).
- **Currency Toggle:** You can toggle between Historical, Base and Entry Currency amounts in the Invoices, Transactions, Checks, and Purchase Order tabs.
- **Invoice Entry in Any Currency:** You will enter Vendor Invoices in the Vendor's Default Entry Currency, or you may change the Entry Currency to any other established Currency (a choice determined on a per Vendor selection).
- **Invoice Entry using Any Exchange Rate:** You will see the Exchange Rate for the Entry Currency found in Currency Code Maintenance for the Invoice Date, or you may override the Exchange Rate (a choice determined on a per Vendor selection).
- **Invoice History Inquiry displays Entry and Base Currency Amounts:** The Invoice History Inquiry screen displays Base Currency amounts as well as the Invoice Currency amounts, Currency Code and Exchange Rate.
- **Repetitive Invoices in Any Currency:** You may establish Vendor Repetitive Invoices in the Vendor's Default Entry Currency or in any other established currency.
- **Registers in Base and Entry Currency:** For audit purposes, the Multi-Currency system prints Accounts Payable Registers in both the Entry Currency and the Base Currency using the assigned Exchange Rates.
- **Pay Vendors in Any Currency:** You may pay Vendor invoices in any Currency from any Bank Account (a choice determined on a per Vendor selection).
- **Pay Vendors using Any Exchange Rate:** You may pay Vendor invoices using the Exchange Rate found in Currency Code Maintenance for the Payment Currency or you may override the Exchange Rate (a choice determined on a per Vendor selection).

- **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 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 (when the Multi-Currency Bank Reconciliation module is also installed).
- **Print Reports in Any Currency:** Print any report in Base, Vendor, Entry or Other Currency, using As Posted or Override Rates.
- **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.
- **Unrealized Gain or Loss Report:** You may generate an Unrealized Gain or Loss Report of Open Vendor Invoices as of any date for any Entry Currency.

Reports

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

- Aged Invoice Report
- Cash Requirements Report
- Check History Report
- Check Printing
- Check Register
- Division Listing
- Expense by GL Account Report
- Invoice History Report
- Invoice Payment Selection Register
- Invoice Register
- Manual Check Printing
- Manual Check Register
- Monthly Purchase Report
- Payment History Report
- Trial Balance Report
- Vendor Listing
- Vendor Mailing Labels
- Vendor Purchase Analysis
- Unrealized Gain/Loss Report (new)

Multi-Company Features – (if A/P Multi-Company is also installed)

The Accounts Payable Multi-Company (APMU) Enhancement for the Sage 100 Accounts Payable module 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. All Multi-Currency features are available when APMU is also installed.

APMU modifies the AP Invoice Entry Detail to include the Company Code, and also in AP Check Entry Detail, AP Repetitive Invoice Detail, AP Invoice History Detail, and others. Note that any custom reports that were previously created must be modified or recreated to use the Company Code fields.

Invoices may be distributed to other companies in Sage 100. Each line item entry of an Invoice contains the Company Code field. This 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 Invoice is updated, the Open Invoice is entered into the current Company, and a G/L credit to Accounts Payable and debit to the predefined Inter-Company Due To/From Account. Then also to the other company's G/L, a debit to the expense account, and a credit to the Inter-Company account. A pair of Inter-Company Allocation Accounts must be set up for each company in which Inter-Company processing is enabled.

During line entry for a line item Inter-Company distribution, 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 also available in Repetitive Invoice Line Entry.

Multi-Company Limitations

1. Multi-Company postings will *not* work for "Parent" Companies that have Time and Billing 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 work with parent companies that have "Subsidiaries" that have Time and Billing or Job Cost.
4. 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 report is available through the **Inter-company Account Maintenance Screen**, and lists each of the companies that are 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 are similarly modified.

Section B: Getting Started

CAUTION

- If you reinstall or upgrade one of the Sage 100 modules listed in the following table, you must also reinstall this Enhancement.
- Enhancements from different Sage 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.

Required Levels

Sage 100 Module	Module Required	Required Level
A/P	Y	7.10
CUMC	Y	7.10

Installation

1. **Back-up:** Exit all Sage 100 sessions. Back-up existing Sage 100 data.
2. **Check Levels:** Sage 100 module levels **must match** those listed above.
3. **Run Enhancement Setup Program:** Save the executable installation program (sent to you or downloaded from our website) in a convenient location on the Sage 100 server. Launch the program from Windows Explorer or by selecting Start/Run, and then browse for the file in the location you saved it. Follow on-screen instructions.
4. **Send your Sage Serial Number to your DSD Representative:** Send your Sage Serial Number to your DSD representative in order for us to send you back the encrypted keys to unlock your system. This serial number can be found in Library Master\Setup\System Configuration, Tab 3. Registration as Serial Number.
5. **Re-Start Sage 100:** Sage 100 will be updated.
6. **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 File, Web, Demo and Manual Entry.

File Unlock: After receiving your encrypted serial number key file from DSD, and placing that file in the MAS90/SOA directory, selecting this option will unlock all products keys contained in the file. This means you can unlock all enhancements at once using this option.

Web Unlock: If the system that is running the DSD Enhancement *has web access* and you *have sent DSD your Sage Serial number*, you can unlock the Enhancement without assistance using Web Unlock. When this option is selected, the program will attempt to download encrypted serial number key file from DSD *and then proceed to unlock all enhancements contained in the file.*

- The Sage 100 system that is being used must have web access for this option to be effective.
- You can send your Sage Serial Number to 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 or email access. Later, you can unlock the product fully, during business hours.

Manual Entry Unlock: If you want to unlock a single enhancement using a single encrypted key, you can select this option and enter the 64 character key you receive from DSD by copy and paste.

Note: You can also unlock a DSD Enhancement through the [DSD Enhancement Control Panel](#) found on the Library Master Utilities Menu. 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.

- Convert Data:** After unlocking, the DSD Conversion Wizard 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 3.61, all DSD Enhancement products include DSD's Enhancement Control Panel. The **DSD Enhancement Control Panel** is accessed from the **Library Master Utilities** menu.

The DSD Enhancement Control Panel is a simple to use yet powerful system to help maintain DSD Enhancements installed on a Sage 100 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.

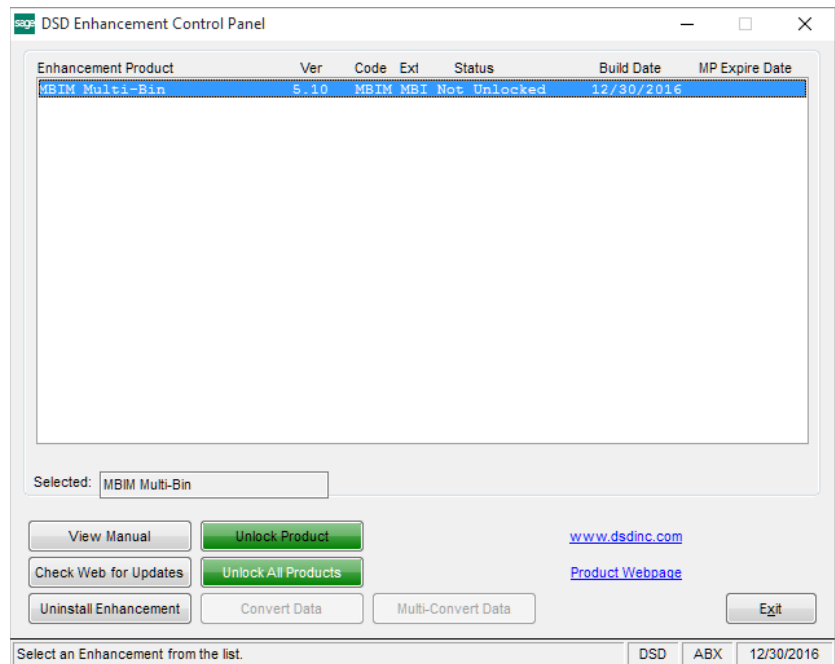
View Manual: This button will display the product manual for the selected Enhancement using Adobe Acrobat. For this to be possible, the PDF file for the corresponding manual must be in the "MAS90/PDF" folder in the Sage 100 system. If the file is not present, and the system has web access, the correct 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 an internet connection on the Sage 100 system.*

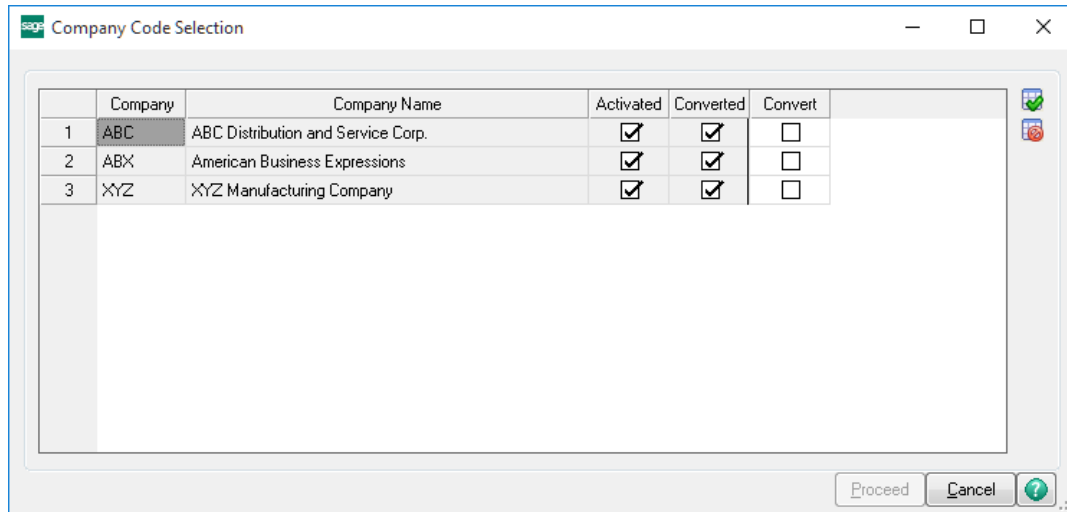
Unlock Product: This will cause the DSD Enhancement License Agreement and Activation window to appear. Using this window is described on the previous page. *This button is disabled if the selected Enhancement is already unlocked or if unlocking is not required.*

Unlock All Products: This will cause the DSD Enhancement All License Agreement and Activation window to appear. This window is similar to the one described on the previous page, but has only web and file as options to unlock. *This button is never disabled.*

Convert Data: After verification, the selected Enhancement's data conversion program will run. Data conversion is non-destructive, and may be triggered any number of times. Sometimes this is required to fix data records imported or updated from a non-enhancement installation.



Multi-Convert Data: Multiple Companies can be converted at the same time for a given Enhancement. *(If you have a large number of Companies to convert, please do in batches of 20 or fewer due to memory limitations.)*



Help: The Help button, located at the bottom right of the window, opens an HTML help file.

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

Uninstall Enhancement If this option is available, then selecting this button will start the un-install process, removing the enhancement from the system. (for more information see [Uninstall DSD Enhancements](#))

Section C: Setup

Multi-Currency Accounts Payable Setup

Data You Need

The best choice is to do all conversions in the [DSD Enhancement Control Panel](#), as in the previous page above.

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 Accounts.
- List of Bank Accounts used including their respective Currency Codes.
- List of Vendors, including their Default Entry and Historical Currencies, and whether some Vendors will be limited to use only their Default Currency and/or be unable to override the Exchange Rate.

A **Currency Button** appears in all Multi-Currency related screens. Select this button to access the Multi-Currency information. Also, the Entry Currency is displayed at the bottom center of the screens.

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 Accounts in Division Maintenance.
2. Setup Currency Codes in Bank Maintenance for foreign Bank Accounts.
3. Setup Vendor's Currencies, if different than the Base Currency.

Conversion Notes

APMC will designate the following values for each transaction converted from an existing **Sage 100** System:

1. Entry Currency = Base Currency
2. Entry Rate = 1

Division Maintenance

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

Currency Gain/Loss Acct: This is a General Ledger Account. Since the Exchange Rate may change between the time a Payable Invoice is posted and the time a Payment is issued, 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 at a different rate.

Currency Round-off Acct: This is a General Ledger Account to which any round-off calculations for this Division are to be posted. It is often the same Account as the Gain/Loss Account.

Bank Code Maintenance

Bank Code Maintenance has a Currency Code for each Bank Account. This allows the user to keep bank account balances in their own currency (if Bank Reconciliation Multi-Currency is installed), and facilitates the reconciliation of Bank Statements.

NOTE: *If you are converting to Multi-Currency Accounts Payable from an existing Sage 100 system, the Bank Currency Code for all existing Bank Accounts will be set to the Base Currency.*

Bank Code Maintenance has a **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.

Section D: System Operations

Main Menu

Vendor Maintenance and Inquiry

Vendor Maintenance displays the Vendor activity in Base, Entry, and Vendor Historical currencies.

The Vendor Maintenance Main Panel includes a **Currency Button**. Select this button to access the **Multi-Currency Settings** screen.

Default Entry Currency: Enter the Default Entry Currency for this Vendor. *(During APMC conversion this will be assigned the Base Currency).* For Data Entry, whenever a Vendor is selected the Entry Currency will default to this Currency. The Default Entry Currency may be changed at any time.

Historical Currency: Enter the Currency in which you want to use to display amounts for this Vendor (in addition to the Base Currency). *(During APMC conversion this will be assigned the Base Currency).* If this field is changed after it has been set for the first time, the system will display this prompt. When the Save/Accept button is pressed, all Historical total amounts will be converted to the new Historical Currency Code.

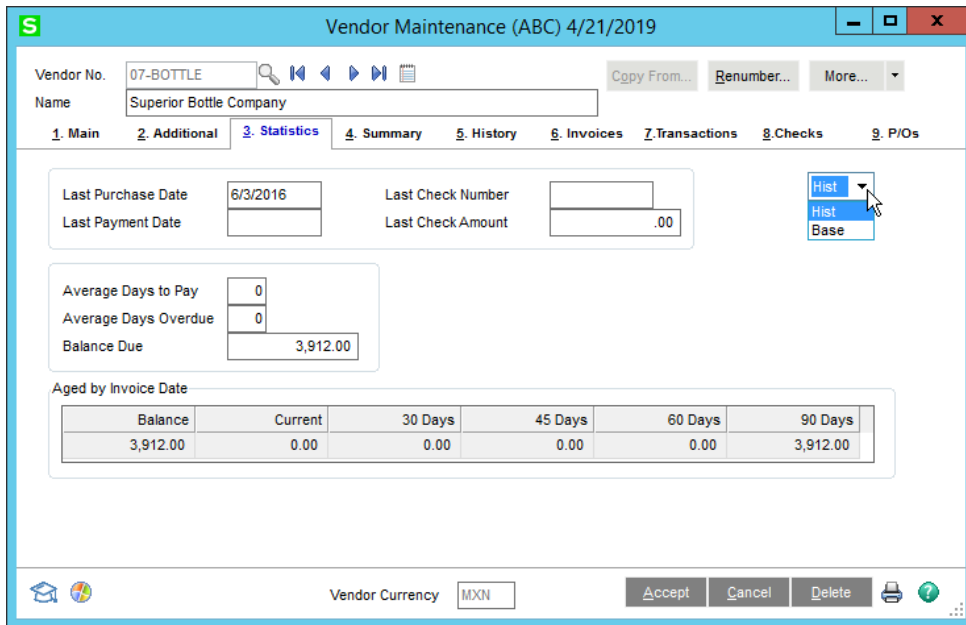
Allow Currency Change: Select this check box if you want to be able to override the Entry Currency during Data Entry for this Vendor. Clear this check box if you do not want to allow Entry Currency override. *(During APMC conversion this will be checked).* If you change the Entry Currency for a transaction, the system will ask you for the Supervisor Password if one was set up in the Multi-Currency Options.

Allow Rate Change: Select this check box if you want to be able to override the Exchange Rate for each transaction during Data Entry for this Vendor. Clear this check box if you do not want to allow Exchange Rate override. *(During APMC conversion this will be checked).* If you change the Exchange Rate for a transaction, the system will ask you for the Supervisor Password if one was set up in the Multi-Currency Options.

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

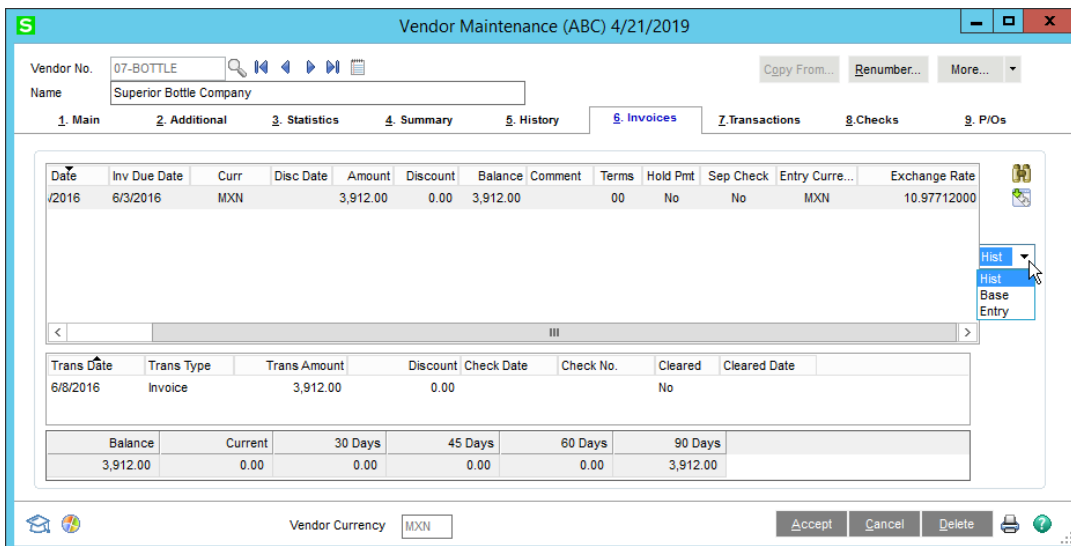
Vendor Maintenance - Statistics, Summary, and History

The Statistics, Summary, and History panels display the amounts in both **Base Currency** and the Vendor's **Historical Currency**. A Drop Box has been added to allow display toggle between these two.Currencies. Historical is the default.



Vendor Invoices, Transactions, Checks, and P/O's

The Invoices and Transactions Panels display the amounts in **Historical, Base, or Entry Currency**. (It is possible to have a transaction that was not entered in either the Vendor's Currency or the Base Currency). A **Drop Box** allows the display to toggle between these three currencies. Historical is the default.



Invoice History Inquiry

Invoice History Inquiry displays information in both **Base Currency** and **Entry Currency**. The Header and Lines panel include a **Drop Box** to toggle display of these amounts.

The Header Screen includes a **Currency Button**. Select this button to see the **Currency Code** and **Exchange Rate** of the transaction.

The Entry 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 title bar reads 'A/P Invoice History Inquiry (ABC) 4/21/2019'. Below the title bar, there are fields for 'Invoice No.' (2987461), 'Type' (INV), 'Date' (6/3/2016), 'Source' (P/O), and 'PO No.' (0010020). A 'Tax Detail...' button is also present. The interface is divided into several sections: '1. Main', '2. Lines', and '3. Payments'. The 'Main' section contains fields for 'Vendor No.' (07-BOTTLE, Superior Bottle Company), 'Source Journal' (PO-000002), 'Ship To' (0000, ABC Distributing Company), and 'Purch Address'. Below this, there are fields for 'Terms Code' (00, NO TERMS), 'Warehouse' (007, Mexico Warehouse), 'Comment', 'Confirm To', 'Ship Via', '1099 Form', 'COD Number', 'Prepaid Check', 'Use Tax', 'Tax Schedule' (NONTAX, Nontaxable Tax Schedule), and 'Display Currency' (a dropdown menu with 'Entry', 'Entry', and 'Base' options). To the right, there are fields for 'Invoice Due Date' (6/3/2016), 'Discount Due Date', 'Discount Amount' (.00), and a summary table for 'Taxable', 'Nontaxable', 'Freight', 'Sales Tax', 'Invoice Total', 'Prepayment', 'Less COD', 'Net Invoice', and 'Balance' (3,912.00). At the bottom, the 'Entry Currency' is set to 'MXN', and there are 'OK', 'Print', and 'Help' buttons.

Payment History Inquiry

Payment History Inquiry displays information in **Historical**, **Base**, and **Entry Currency**. The Inquiry Panel includes a **Drop Box** to toggle display of these amounts.

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

The screenshot shows the 'Payment History Inquiry (ABC) 4/21/2019' window. It contains several input fields for Bank Code (F), Description (Euro Bank), Check Number (000001), Vendor No. (06-CASK), Source Journal (MC-000003), Check Type (Manual), Name (Old Oak Cask Company), Check Date (12/28/2018), and Check Amount (9,600.00). Below these fields is a table with the following data:

Invoice No.	Invoice Date	Discount Amount	Payment Amount	Comment
20100602	6/2/2016	.00	9,600.00	

A dropdown menu is open on the right side of the table, showing options: Entry, Base, Entry, and Hist. At the bottom of the window, the 'Entry Currency' is set to 'EUR'.

Repetitive Invoice Entry

The Repetitive Invoice Header Panel includes a **Currency Button**. Select this button to access the **Multi-Currency Settings** screen:

Entry 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 Multi-Currency Options.

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

The screenshot shows the 'Multi-Currency Settings' window. It features a single input field labeled 'Entry Currency' with the value 'CAD' and a magnifying glass icon to its right. An 'OK' button is located at the bottom right of the window.

Repetitive Invoice Selection

The Entry Currency for all Invoices generated through Repetitive Invoice Selection will be the **Entry Currency** of the Repetitive Invoice. The Exchange Rate will be the rate found in Currency Code Maintenance using the Invoice Date.

Invoice Data Entry

The Invoice Header Panel includes a **Currency Button**. Select this button to access the **Multi-Currency Settings** screen:

Entry Currency: Enter the Entry 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 Multi-Currency Options.

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

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

Exchange Rate: Enter the Exchange Rate for the Invoice. The initial rate displayed is 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 Multi-Currency Options. This field will not be accessible if **Allow Rate Change** 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

If any Invoice has an Entry Currency other than the **Base Currency**, the Invoice Register will first be printed in **Entry Currency**. This is followed by the register in **Base Currency**.

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

Invoice Update

The Invoice Register Update performs all the appropriate currency conversions to Base Currency.

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.

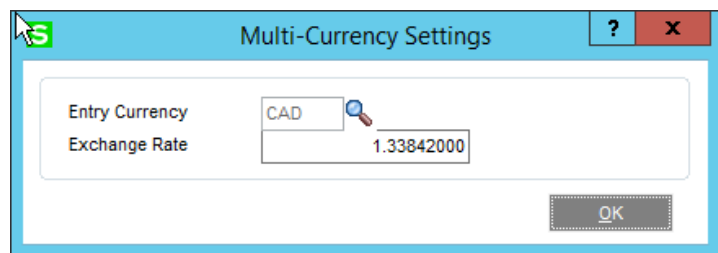
NOTE: You may not generate a check in a currency other than the Bank's Currency, unless the Bank Currency is also the Base Currency.

NOTE: 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 includes **Currency Button**. Select this button to access the **Multi-Currency Settings** screen as shown.

Entry 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 initial rate will be the Exchange Rate found in Currency Code Maintenance for the Check Date.



NOTE: 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.

NOTE: You can select any Vendor and pay any Invoice generated in any Invoice Currency. If Invoices to be paid are not in the Bank Currency, it's best to change the Check Currency to the same as the Invoice Currency.

Manual Check Register

If any Check has an Entry Currency other than the **Base Currency**, the Manual Check Register will first be printed in **Entry Currency**. This is followed by the register in **Base Currency**.

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

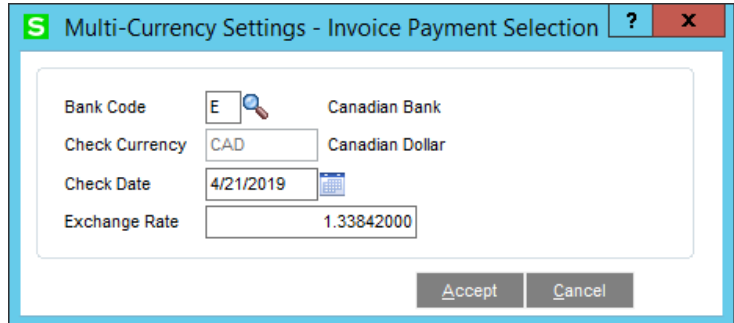
Manual Check Update

The Manual Check Register Update performs all the Currency conversions. Any 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 Base amounts calculated using the Currency Rate for the Invoice Date, and the Base amounts calculated using the Currency Rate for the Check Date.

Check Printing and Electronic Payment Menu

Invoice Payment Selection

When Invoice Payment Selection is accessed before any selections have been made, the following 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.

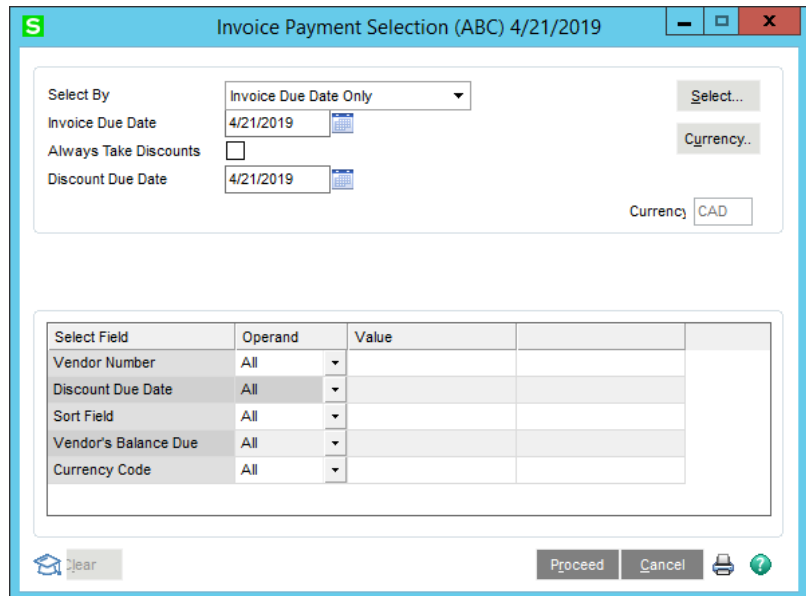
Check Currency: This field is for display only and may not be changed. It will display the selected Bank's Currency.

Check Date: Enter the date that will be used when printing checks. This date will be used to look up 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. The initial Exchange Rate of the Check Currency from the Check Date found in the Multi-Currency Currency Code Maintenance.

NOTE: *this is an important change from Standard Sage 100. Because the Bank Code, Check Date, and Exchange Rate are used to establish Rates for the Cash Entries, these fields cannot be changed once Payment Selection has begun. To change these fields, the Payment Selection must be cleared first.*

Currency Code: This selection allows you to select Invoices by Invoice Entry Currency. The checks will still be cut in the selected Bank's Currency.



Check Maintenance

NOTE: 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.

When the Check Maintenance program is accessed, this 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.

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 a new Bank Code and Check Date selection.

NOTE: *this is an important change from Standard Sage 100. Because the Bank Code, Check Date, and Exchange Rate are used to establish Rates for the Cash Entries, these fields cannot be changed once Payment Selection has begun. To change these fields, the Payment Selection must be cleared first.*

Invoice Payment Selection Register

If any Invoice in the Payment Selection has an Entry Currency other than the **Base** Currency, the Invoice Payment Selection will be printed first in **Entry Currency**. This is followed by the Payment Selection in **Base Currency**.

NOTE: Amounts posted to the Time & Billing or Job Cost modules for checks entered through Payment Selection or Check Maintenance will be converted to Base Currency.

Check Printing

Crystal Report forms are used to print checks. The Forms have Currency fields available to print:

- APMC_234_EntryCurrency – Currency Code for the Bank Currency
- APMC_234_StringRate – The Exchange Rate for the Bank Currency
- APMC_234_CurrencyName – The name of the Bank Currency
- APMC_234_CurrencySymbol – The Currency Symbol of the Bank Currency

NOTE: *If you do not see these new fields during an edit of the Crystal form, then select **Verify Database** from the **Database** dropdown menu to update your data dictionaries.*

Check Printing includes all of the options from the Invoice Payment Selection.

The Currency Symbol specified for the Check Currency in Currency Code Maintenance can be printed, and either to the right or left of the Check Amount as specified in the Crystal Check Form.

The Invoice Amounts in the Check Stub and Check Amounts can print commas and decimal points per the Bank Currency as specified in the Crystal Check Form.

Check Register

If the **Bank Currency** is other than the **Base Currency** the Check Register will print the Entry Currency Register in the **Bank Currency** followed by the Base Currency Journal.

Check Update

The Check Register Update performs all the Currency conversions. Any 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 Exchange Rate at the time that the Invoice was posted, and the Bank Exchange Rate at the time that the Check is printed.

NOTE: *The Gain or Loss Amount will always be zero for Invoices paid in either the Base Currency or in a Currency other than the Check Currency.*

Section E: Reports

Standard Reports

When printing any Accounts Payable Reports, you may define the Currency options to use. A **Currency Button** is in the Report Panel, and when selected, the following screen will be displayed.

NOTE: *This screen will vary depending on the report being printed and the options entered)*

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. The Printing Currency may be modified by some of the options below.

Starting and Ending Currency: Enter a range of Currencies for a specific group of transactions. These fields control the selection of Invoices by their Entry Currency, regardless of any other option. Choosing one Currency only for Starting and Ending will select only Invoices who's Entry Currency matches this. Press the Lookup Button to list all Currencies on file. *This field will be displayed only for reports that can print amounts from individual Transactions.*

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.

Override Date: Enter a date 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 **AP/PO Rate**, **AR/SO Rate**, **GL Rate**, or **FASB52 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 calculating amounts. This field will be displayed only if you selected **Rate Override** as the **Printing Currency**.

A/P Unrealized Gain/Loss Report

The Unrealized Gain/Loss Report is found on 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 determine the Gain/Loss amounts to create a General Journal at the end of one Period and reverse it at the beginning of the next Period.

Unrealized Gain/Loss As Of:

The default date displayed will be the current System Date. This date will be used to look up the Exchange Rate in Currency Code Maintenance for the revaluation of Open Invoices.

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.

Select Field	Operand	Value
Vendor Number	All	
Currency Code	All	

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

Exclude Zero Balance Invoices: Normally left checked since zero balance Invoices do not affect the Gain/Loss, uncheck this box to list all Invoices.

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.

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.

(sample report with Print In Detail unchecked)

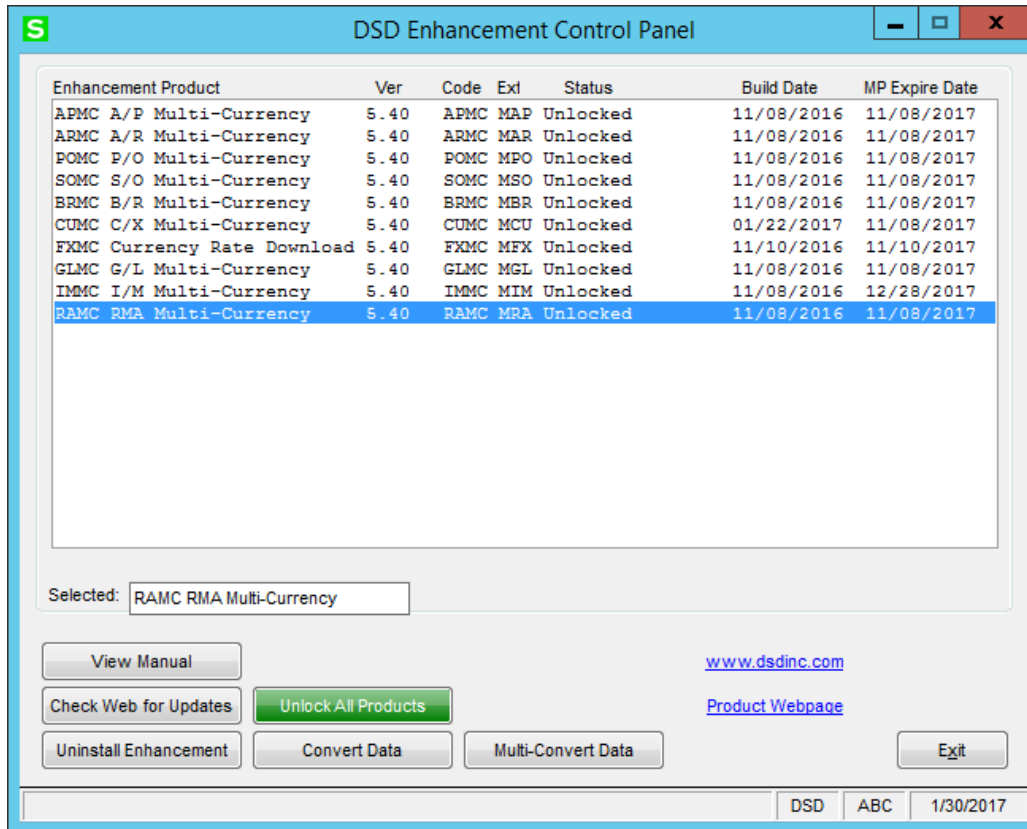
A/P Unrealized Gain/Loss Report

ABC Distribution and Service Corp. (ABC)

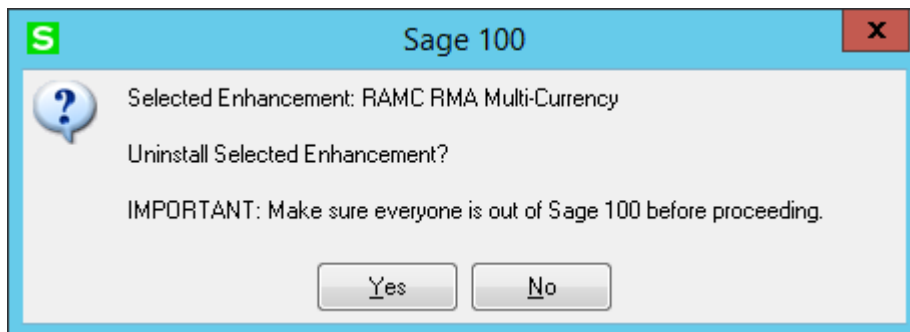
	Invoice Bal Entry Curr.	Invoice Bal Base Curr.	Gain/Loss Entry Curr.	Gain/Loss Base Curr.
Currency Code: EUR				
06-CASK Old Oak Cask Company	-30.00	-40.37	5.91	6.64
06-TANK Perfect Stainless Tank Co	1,100.00	1,343.12	-94.74	-106.51
Currency EUR Totals:	<u>1,070.00</u>	<u>1,302.75</u>	<u>-88.83</u>	<u>-99.87</u>
Currency Code: GBP				
08-BOILER Steel Boiler Factory	23,200.00	44,519.50	-11,028.38	-14,344.17
08-PUMP Potter's Beer Pumps	1,080.00	2,072.46	-513.39	-667.75
Currency GBP Totals:	<u>24,280.00</u>	<u>46,591.96</u>	<u>-11,541.77</u>	<u>-15,011.92</u>
Currency Code: MXN				
07-BOTTLE Superior Bottle Company	3,912.00	356.38	-2,796.15	-148.55
07-STILL Custom Distillery Equipment	34,500.00	3,142.90	-24,658.66	-1,310.03
Currency MXN Totals:	<u>38,412.00</u>	<u>3,499.28</u>	<u>-27,454.81</u>	<u>-1,458.58</u>

Section F: Uninstall DSD Enhancements

A DSD Enhancements Uninstall Utility has been provided for the purposes of removing DSD Enhancements from your Sage 100 System. This utility may be accessed from the **DSD Enhancement Control Panel** menu option on the **Library Master / Utilities** menu.

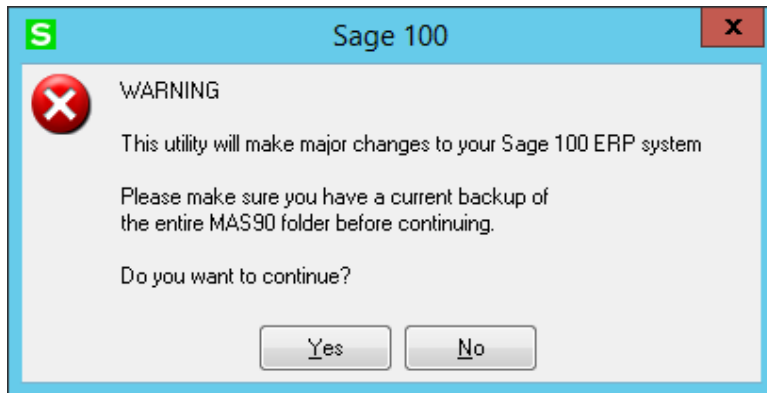


When accessing the **DSD Utility Suite**, select the enhancement that you wish to Uninstall, and then select the **Uninstall Enhancement** button. The following message box will appear:



Select **No** to exit the Uninstall Process.
Select **Yes** to continue with the Uninstall Process.

The following message box will appear, to remind you that a complete backup of your entire MAS90 system should be completed prior to uninstalling a DSD product.



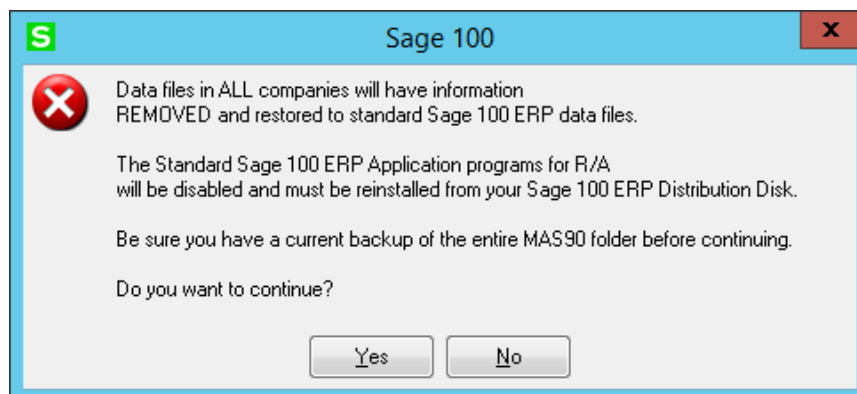
Select **No** to exit the Uninstall Process.
Select **Yes** to continue with the Uninstall Process.

After the Uninstall of the DSD Enhancement, you MUST reinstall certain standard Sage 100 modules, followed by reinstallation of Product Updates and Hot Fixes, if applicable.

A message box will appear, and will display which of those specific Sage 100 modules you must reinstall afterwards.

Select **No** to exit the Uninstall Process.
Select **Yes** to continue with the Uninstall Process.

The following message box will appear, displaying the final warning message.



Select **No** to exit the Uninstall Process.
Select **Yes** to continue with the Uninstall Process. At this point, the DSD Enhancement will be removed from the Sage 100 system.

After completion of the Uninstall, the following message box will appear. Select OK to continue.



Now that the Uninstall process is completed, you must:

- Reinstall the applicable standard Sage 100 modules
- Reinstall the latest Sage 100 Service Pack/Updates, if applicable.
- Reinstall any other DSD Enhancements or Developer products that are affected from the reinstallation of the standard Sage 100 module(s).