DSD Business Systems

Sage 100 Enhancements

APMC

Accounts Payable Multi-Currency

Version 5.30

Information in this document is subject to change without notice.

Accounts Payable Multi-Currency User's Manual
Version 5.30

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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 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 Payable 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.

The Multi-Currency Accounts Payable enhancement provides the Sage 100 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.

Accounts Payable Multi-Currency 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 Sage 100 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 Sage 100 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 Sage 100 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 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	5.30
CUMC	Y	5.30

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.*

7. **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 3.61, 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 FTP web 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.*

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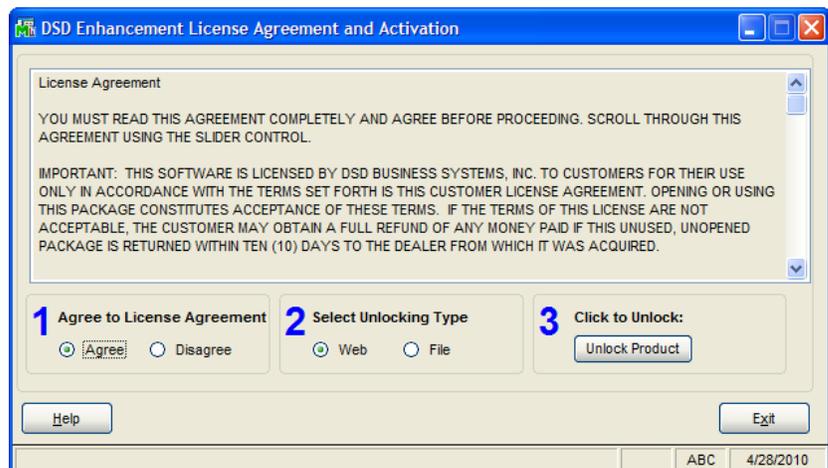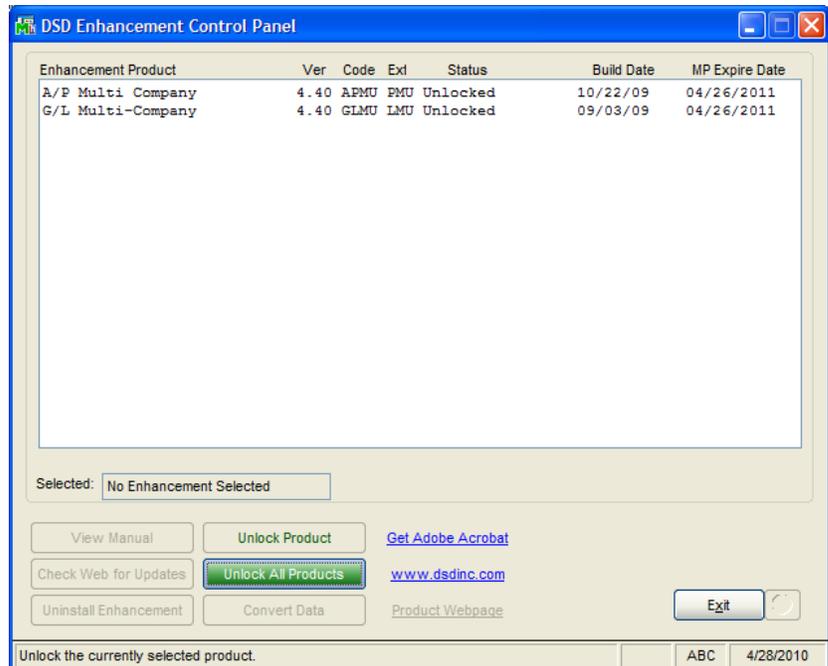
Convert Data: After verification, the selected Enhancements data conversion program will run. Data conversion is non-destructive, and may be triggered any number of times. Sometimes this is required to fix data records imported or updated from a non-enhancement installation.

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.

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

Section C: Setup

A/P 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.

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

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 for foreign Bank Accounts.
3. Setup Vendors/Customers currencies, if different than Base Currency.

Conversion Notes

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

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

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
the cash is posted, 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 complete description of this. *Do NOT* check this box under normal circumstances, without a complete understanding of the implications.

Bank Code Maintenance

Bank Code Maintenance is modified to set up a Currency Code for each Bank Account. This allows the user to keep bank account balances in their own currency (if BRMC is installed), and facilitates the reconciliation of bank statements.

Conversion 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 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.

Section D: System Operations

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

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.

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 this prompt. If the Save/Accept button is pressed, all Historical 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 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 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 Statistics, Summary, and History

The Statistics, Summary, and History panels have been modified to allow display of amounts in both **Base Currency** and the Customer's **Historical Currency**. A Drop Box has been added to allow display toggle between these two currencies:
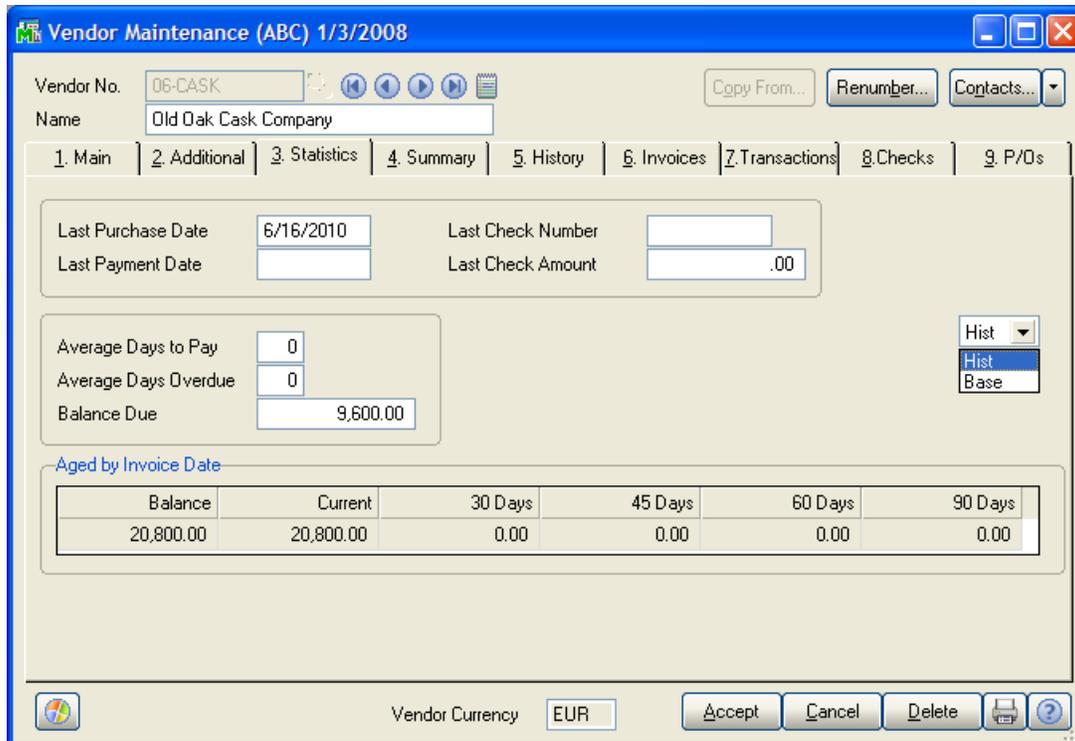
Copyright © 1993-2014 DSD BUSINESS SYSTEMS

The Invoices and Transactions Panels have been modified to allow display of amounts in **Base Currency, Entry Currency**, and Vendor's **Historical Currency**. A Drop Box has been added to allow display toggle between these three currencies:
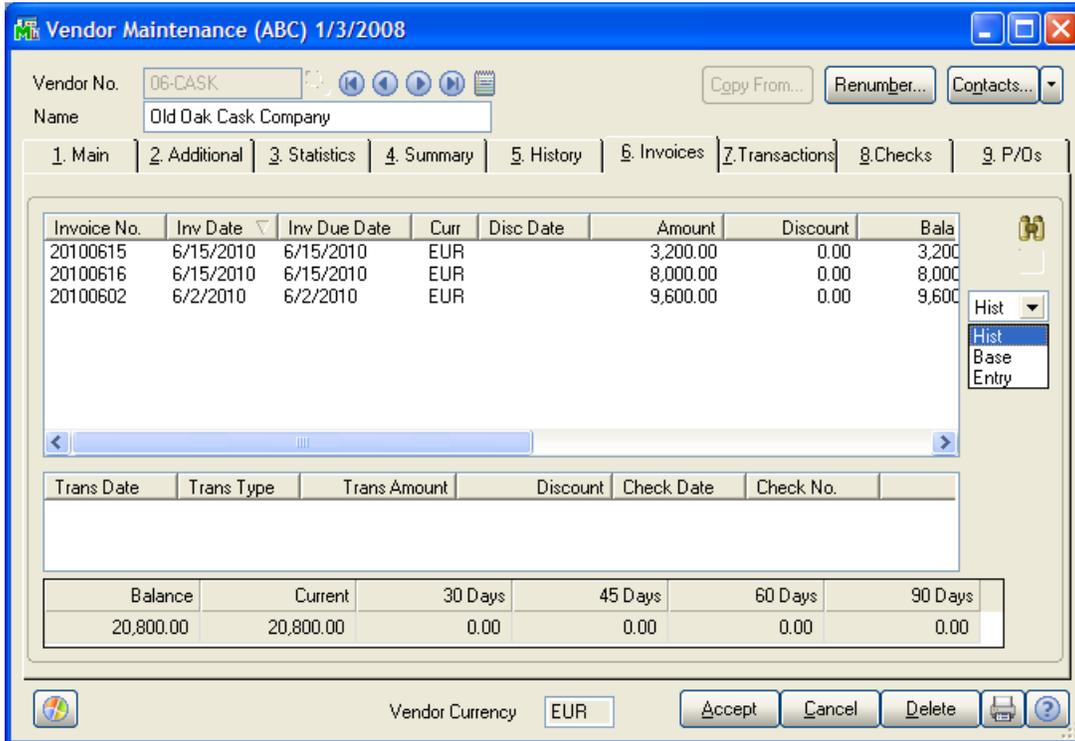
The Invoice History Inquiry has been modified to allow display of information in both **Base Currency** and **Entry Currency**. The Header and Lines have been modified to include a **Display Currency Drop Box** to toggle display of these amounts.

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.
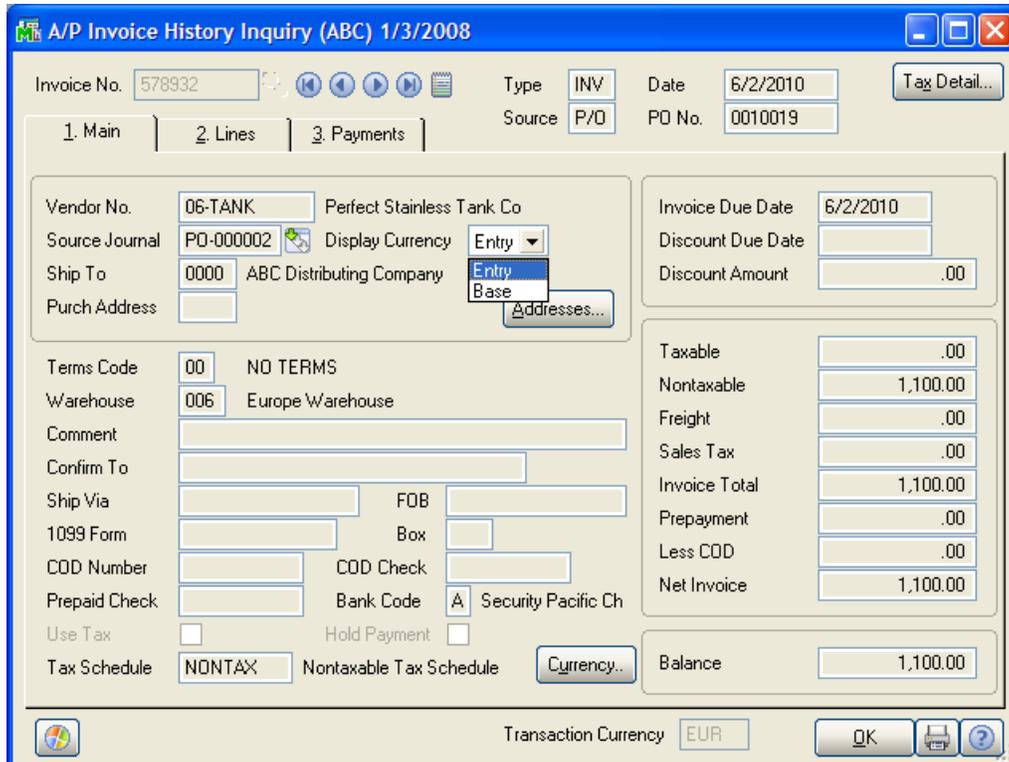
Repetitive Invoice Entry

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

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 Multicurrency Options.

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 **Entry Currency** of the Repetitive Invoice. The Exchange Rate will be the Exchange Rate effective as of the Invoice Date (setup in the Multicurrency Options).

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:

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 Multicurrency Options.

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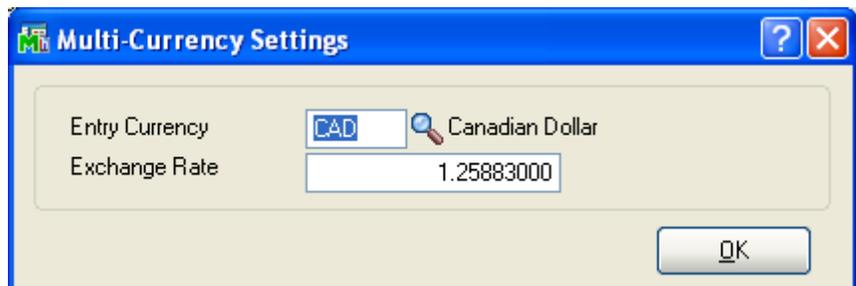
This field will not be accessible if the **Allow Currency Change** flag is not checked for the Vendor in Vendor Maintenance.

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 Multicurrency Options. 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 **Entry Currency.** If the system finds that an Entry 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 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.

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 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 **Entry Currency**. If the system finds that an Entry 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.

Payment History Inquiry

The Payment History Inquiry programs have been modified to allow display of information in **Base Currency**, **Entry Currency**, and **Historical Currency.** The Inquiry Panel has been modified to include an **Amounts In Drop Box** to toggle display of these amounts.

The Currency of the Payment is displayed at the bottom of the Payment History Inquiry Panel.
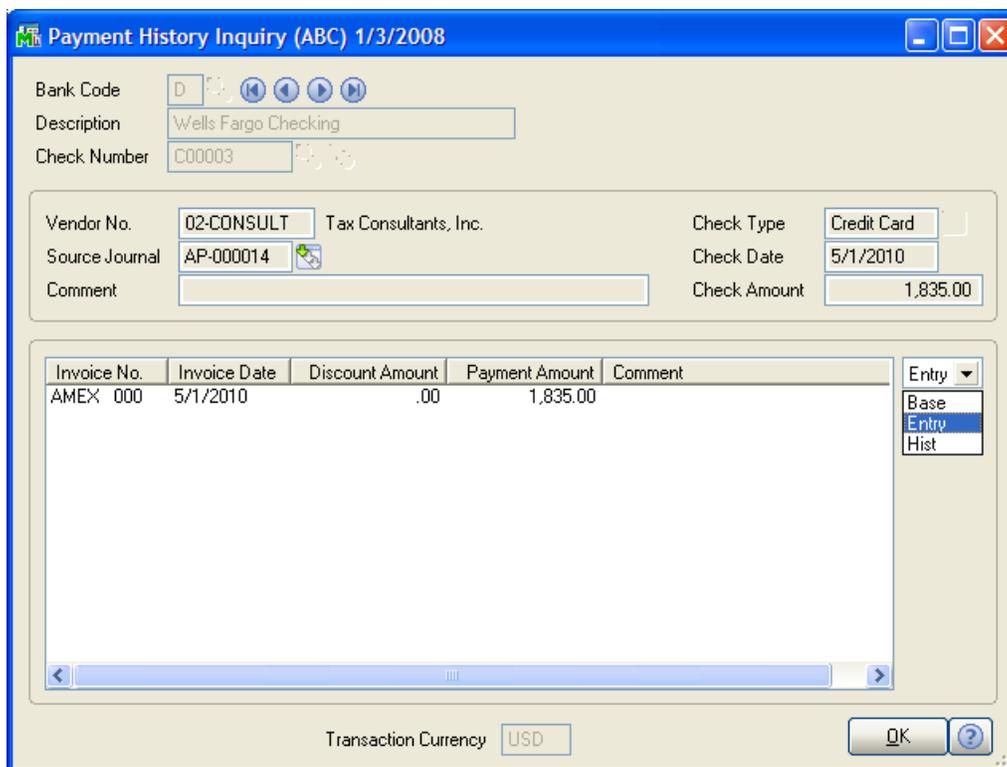
When the Invoice Payment Selection is accessed the following screen will be displayed:

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.

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

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**.

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.

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 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.These Form Printing programs have been modified to have additional currency fields available to print:

- APMC_234_EntryCurrency – Entry Currency Code for each entry

- APMC_234_StringRate – The Exchange Rate for each entry

- APMC_234_CurrencyName – The name of the Entry Currency

- APMC_234_CurrenySymbol – The Currency Symbol of the Entry Currency

If you do not see this new field during the edit of the Crystal form, then select **Verify Database** from the **Database** dropdown menu to update your data dictionaries.

Check Register

The Check Register will be printed in **Entry Currency**. If the system finds that an Entry 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.

Section E: 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.

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 **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 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.

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

Customer 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  INVOICE BAL  INVOICE BAL    ENTRY       CURRENT      GAIN/LOSS    GAIN/LOSS
INVOICE NO.    DATE   ENTRY CURR   SYSTEM CURR     RATE         RATE      ENTRY CURR   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: Update Postings to the General Ledger

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:

    a.   The Cash Account is posted in Base Currency using the Check Rate,
    b.   The A/P account is posted in Base Currency using the original Invoice Rate,
    c.   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:

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

Using the same example:

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

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 G: 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.
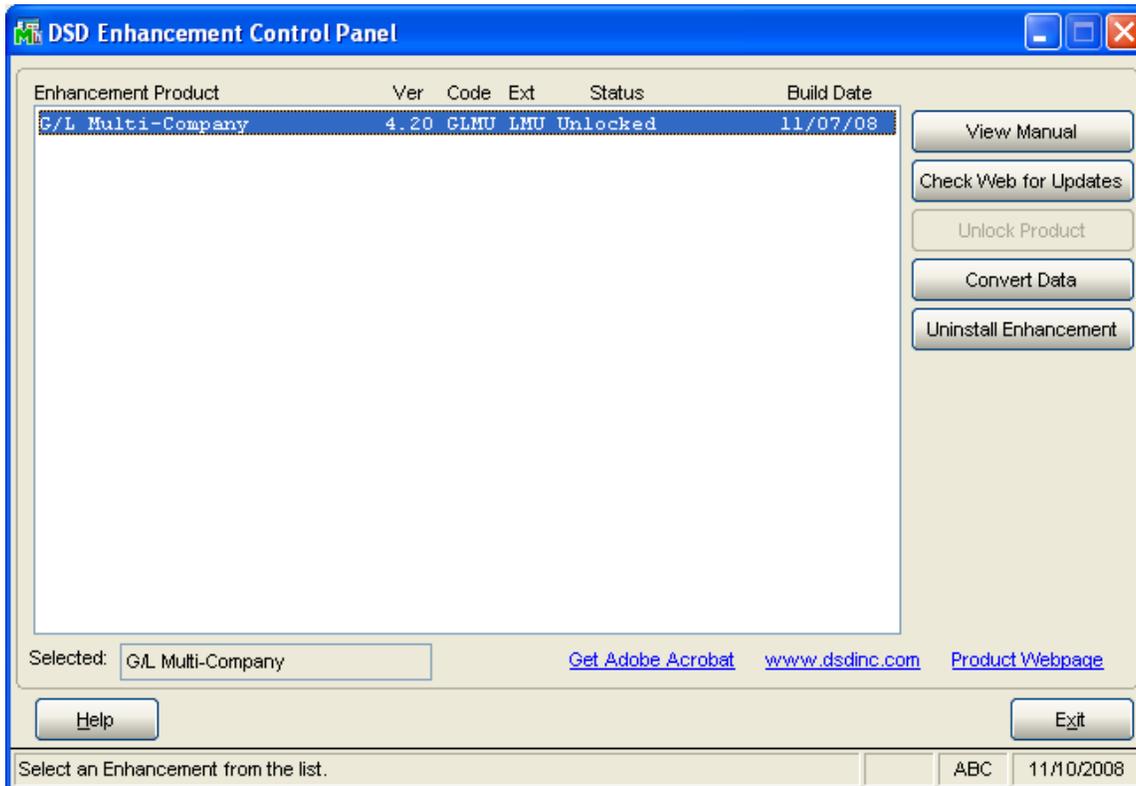

When accessing the **DSD Utility Suite**, select the enhancement that you wish to Uninstall, and then select the **Uninstall Enhancement** button. The following message box will appear:
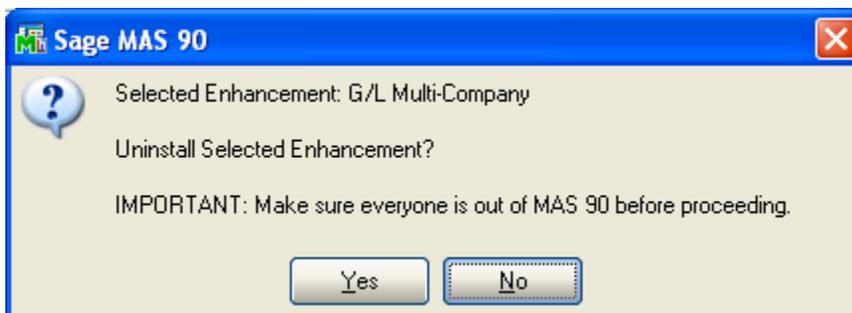
Select **No** to exit the Uninstall Process.
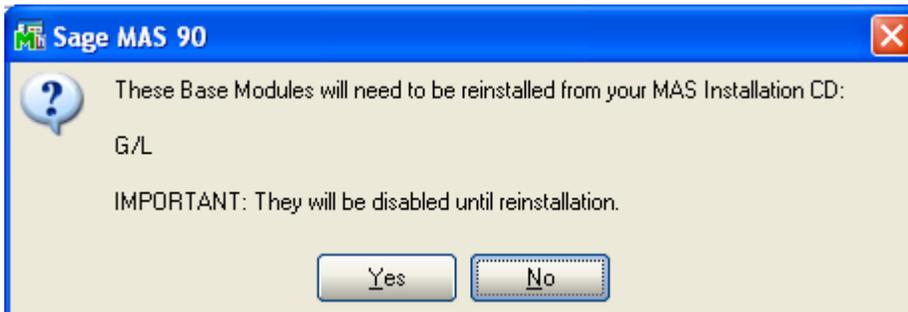Select **Yes** to continue with the Uninstall Process.

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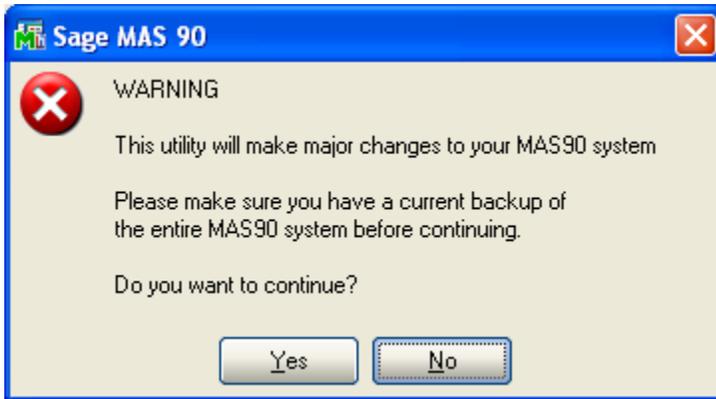
Select **No** to exit the Uninstall Process.
Select **Yes** to continue with the Uninstall Process.

After the Uninstall of the DSD Enhancement, you MUST reinstall certain standard Sage 100 modules, followed by reinstallation of MAS Service Packs / Updates, if applicable.

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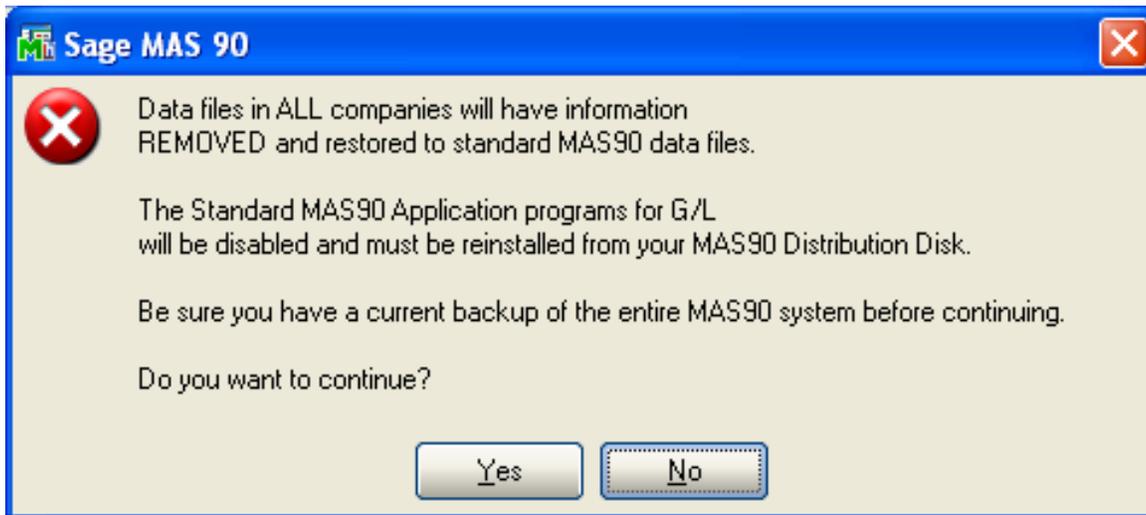

Select **No** to exit the Uninstall Process.
Select **Yes** to continue with the Uninstall Process.

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.
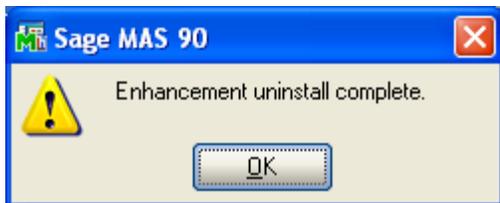
Now that the Uninstall process is completed, you must:

- 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).

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User's Manual

Fax Transmittal Form

To:	*DSD Business Systems Customer Service*	Fax:	*858/550-4900*
From:	Name:	Phone:	
	Company:	Fax:	
Date:	/ /	# Pgs Including this Page:	
Subject:	Check One: ☐Product Problem ☐Suggestions		
Product:	*APMC Accounts Payable Multi-Currency*	Version:	*5.30*

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