



# MultiCurrency for A/P & P/O For MAS 90/200

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## Installation Instructions and Cautions

**PLEASE NOTE: MAS 90** must already be installed on your system before installing any IIG enhancement. If not already done, perform your MAS 90 installation and setup now; then allow any updating to be accomplished automatically. Once MAS 90 installation and file updating is complete, you may install your IIG enhancement product by following the procedure below.

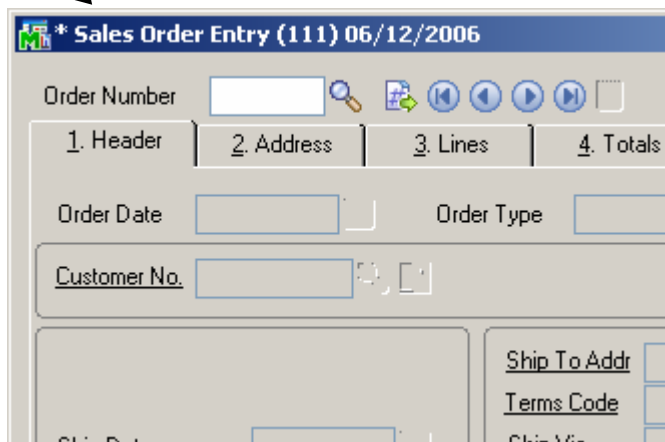
### Wait! Before You Install – Do You Use CUSTOM OFFICE?

**THIS IS AN IMPORTANT CAUTION:** If you have Custom Office installed, **and** if you have modified any MAS 90 screens, you must run **Customizer Update** after you do an enhancement installation.

**But wait! BEFORE** you run **Customizer Update**, it is very important that you **print all of your tab lists**. Running **Customizer Update** will clear all Tab settings; your printed tab list will help you to reset your Tabs in Customizer Update. **Custom Office** is installed on your system if there is an asterisk in the title bar of some of the screens. The asterisk indicates that the screen has been changed.

An **asterisk** in a window's title bar indicates that the screen has been modified. This means that **Custom Office** is installed.

Follow all the instructions on this page before you run **Customizer Update!**



## Registering IIG products

IIG Enhancement should be registered to be able to use it. If registration is not performed, the enhancement will work in a demo mode for a limited time period. The registration can be still done during the demo period.

Select the **IIG Product Registration** program under the **Library Master Setup** menu of the MAS 90.

If this option is not listed under the Library Master Setup menu, go to the main menu, and select **Run** from the **File** menu. Type in SVIIGR and click **OK**.

The screenshot shows the 'IIG Master Developer Enhancement Registration' dialog box. It includes the following fields and controls:

- Registered Customer:** Customer
- Registration Information:**
  - Reseller Name: [Empty]
  - Serial Number: 1111111111
  - Customer Number: 2222222222
  - User Key: 3333333333333333
  - Product Key: CCCCC, DDDDD, EEEEE, FFFFF, GGGGG
- Enhancement Table:**

Enhancement	Level	Release Date	Serial Number	Unlocking Key
IIG Enhancement Name	4.1	07/19/2004	AAAAAAAAAAAAAAAAAAAA	BBBBBB
- Buttons:** OK, Undo, Print Registration Form, Close
- Status Bar:** IIG ABC 11/28/2005

Enter **Serial Number** and **Unlocking Key** provided by IIG, and click **OK**.

If multiple IIG Enhancements are installed, Serial Numbers and Unlocking Keys should be entered for each enhancement.

Use the **Print Registration Form** button to print IIG Registration Form.

## Introduction

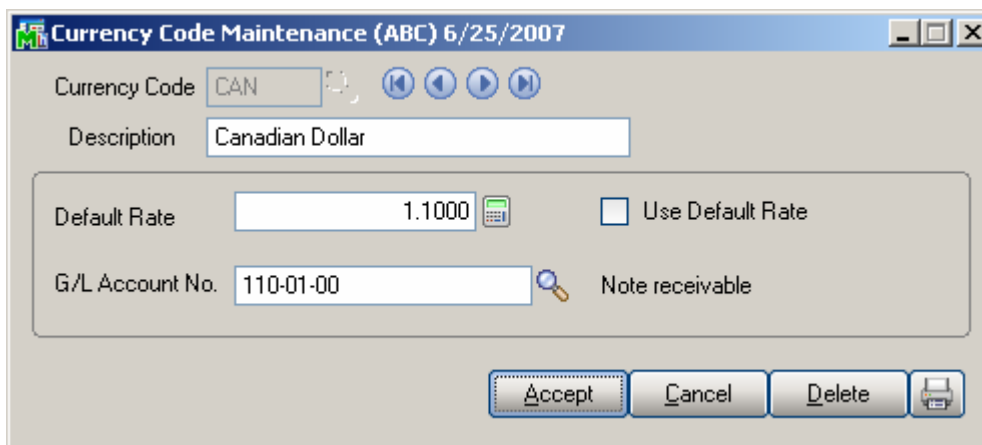
A standard feature inherent in all MAS90® FOR WINDOWS accounting software allows you to customize each module to fit your company's specific accounting requirements. The General Ledger module presents you with a series of questions allowing you to select from a wide range of custom options. By answering these questions in the manner most appropriate for your business, you will enjoy the benefits of an efficient General Ledger System.

## General Ledger Setup

Two options have been added to the **General Ledger Setup** menu. **Currency Code Maintenance** allows you to enter any currency and set up a default rate. The **Currency Rate Maintenance** screen enables you to change the rates of the existing currency at any time.

### Currency Code Maintenance

Select **Currency Code Maintenance** from the **General Ledger Setup** menu. The following screen will appear:



The screenshot shows a software window titled "Currency Code Maintenance (ABC) 6/25/2007". The window contains the following fields and controls:

- Currency Code:** A text box containing "CAN" with a search icon and four navigation arrows (back, forward, left, right).
- Description:** A text box containing "Canadian Dollar".
- Default Rate:** A text box containing "1.1000" with a calendar icon. To its right is a checkbox labeled "Use Default Rate" which is currently unchecked.
- G/L Account No.:** A text box containing "110-01-00" with a search icon. To its right is the text "Note receivable".
- Buttons:** At the bottom of the window are four buttons: "Accept", "Cancel", "Delete", and a printer icon.

**Currency Code:** Enter numbers or letters up to four characters.

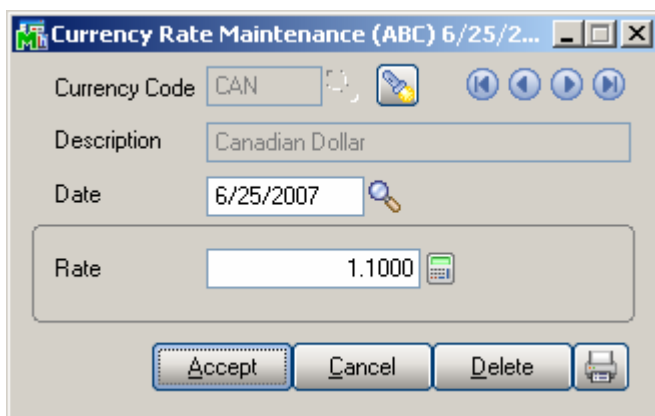
**Description:** Enter the name of the currency.

**Default Rate:** Enter the rate of the currency and check the **Use Default Rate** box to designate the default rate when working in the Accounts Payable and Purchase Order systems.

**G/L Account Number:** Choose the G/L Account Number from the list by clicking the **Lookup** button, or enter it manually. This account will be used when balancing currency rate fluctuations over time.

### Currency Rate Maintenance

Currency Rate Maintenance allows you to adjust the currency rate due to the daily/weekly/monthly fluctuations in international exchange rates. Select Currency Rate Maintenance from the General Ledger Setup menu. The following screen will appear:



The screenshot shows a software dialog box titled "Currency Rate Maintenance (ABC) 6/25/2...". It features several input fields and buttons. The "Currency Code" field contains "CAN" and has a magnifying glass icon to its right. The "Description" field contains "Canadian Dollar". The "Date" field contains "6/25/2007" and has a magnifying glass icon to its right. The "Rate" field contains "1.1000" and has a calculator icon to its right. At the top right of the dialog are four navigation buttons: a flashlight icon, a left arrow, a right arrow, and a double right arrow. At the bottom are four buttons: "Accept", "Cancel", "Delete", and a printer icon.

**Currency Code:** Choose the Currency Code you want to make changes to by clicking the magnifying glass icon, or enter the Code manually. Clicking the flashlight icon will display the list of all currencies and rates.

**Date:** Enter the date for which you are entering the exchange rate.

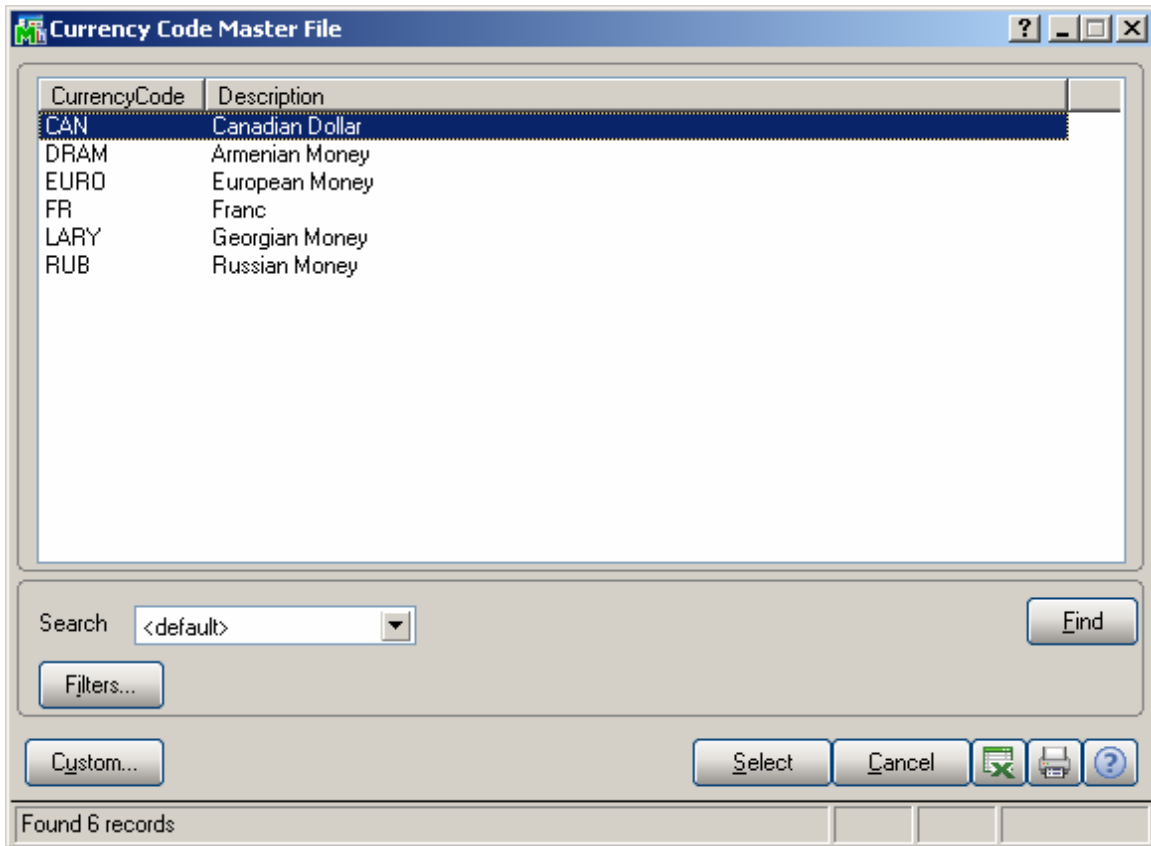
**Currency Rate:** Enter the current rate of the currency.

Select **Accept** to accept the entry.

Select **Cancel** to clear and re-enter.

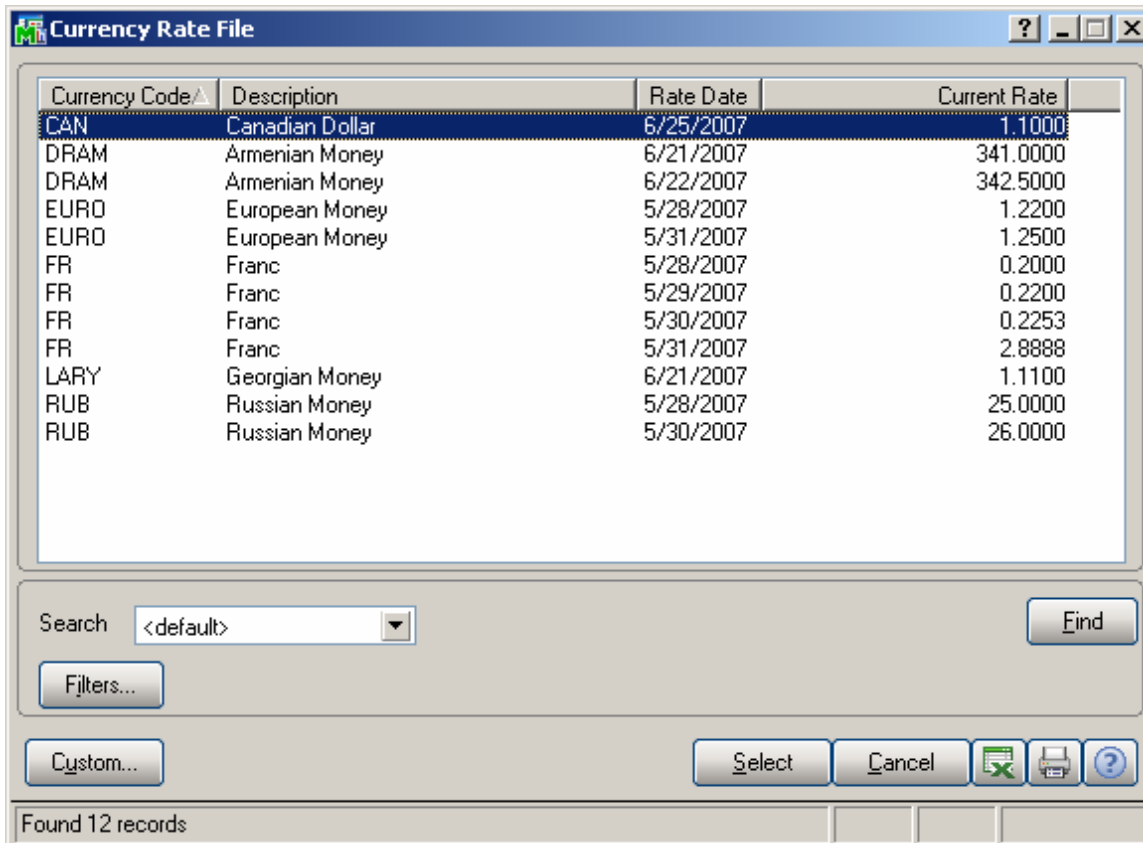
Select **Delete** to delete the Currency Rate.

Click the **Lookup** button to display the following screen that lists currency types:





Click the **Flashlight** button to display the following screen with the history of currency rate fluctuations by date:



Currency Code	Description	Rate Date	Current Rate
CAN	Canadian Dollar	6/25/2007	1.1000
DRAM	Armenian Money	6/21/2007	341.0000
DRAM	Armenian Money	6/22/2007	342.5000
EURO	European Money	5/28/2007	1.2200
EURO	European Money	5/31/2007	1.2500
FR	Franc	5/28/2007	0.2000
FR	Franc	5/29/2007	0.2200
FR	Franc	5/30/2007	0.2253
FR	Franc	5/31/2007	2.8888
LARY	Georgian Money	6/21/2007	1.1100
RUB	Russian Money	5/28/2007	25.0000
RUB	Russian Money	5/30/2007	26.0000

Search: <default> Find

Filters...

Custom...

Select Cancel [Print] [Help]

Found 12 records

## Vendor Maintenance

Five new fields have been added to the **Vendor Maintenance** program to allow users defining and managing foreign currency (in case the Vendor uses foreign currency to make payments).

Select **Vendor Maintenance** from the **Accounts Payable Main** menu and click the **Additional** tab. The following screen will appear:

The screenshot shows the 'Vendor Maintenance' window with the 'Additional' tab selected. The 'Currency Code' field is set to 'CAN' (Canadian Dollar), 'Use Fixed Rate' is checked, 'Currency Rate' is 1.5000, 'Payment Rate' is set to 'P/O Rate', and 'Print PO in Foreign Currency' is checked. The status bar at the bottom right shows 'ABC' and the date '6/25/2007'.

**Currency Code:** From the drop-down list, select the Currency Code of the currency the Vendor uses for payment, or enter the Code manually.

**Use Fixed Rate:** Select this box if you want to use a fixed currency rate during Purchase Order, Receipt of Goods and Receipt of Invoice data entry.

**Currency Rate:** This field is displayed when the **Use Fixed Rate** box is checked. Enter the rate you want to use.

**Payment Rate:** Select **P/O Rate** if you want to use the rate indicated on the Purchase Order Entry, or **Check Rate** to pay an amount based on the exchange rate at the time of payment (check printing).

**Print PO in Foreign Currency:** Select this box to display amounts in foreign currency when printing Purchase Orders.

Inventory Maintenance

Four new fields have been added to the **Main** tab of the **Inventory Maintenance** screen.

The screenshot shows the 'Inventory Maintenance' window with the 'Main' tab selected. The 'Item No.' is 1001-HON-H252 and the 'Description' is HON 2 DRAWER LETTER FLE W/O LK. The 'Product Line' is WF&A WORKSTATION FURN & ACCESS. The 'Product Type' is Finished Good, 'Valuation' is FIFO, and 'Price Code' is STD. The 'Procurement' is 01-CONT and the 'Primary Vendor' is Buy. The 'Weight' is 35 and 'Volume' is .0000. The 'Warranty Code' is 30 DAY. The 'Last Rcpt' is 03/26/04 and 'Last Sold' is 05/01/03. The 'Last Cost' is 60.0000, 'Currency Code' is CAN, and 'Rate' is 1.4500. The 'Retail Price' and 'Std Price' are both 84.000, 'Std Cost' is 32.7500, and 'Avg Cost' is 34.2893. The 'Total' last cost is 40.3300, 'Item' is 40.0000, and 'Allocated' is .3300. The 'Use Last Foreign Cost' checkbox is checked. The 'Accept', 'Cancel', and 'Delete' buttons are visible at the bottom.

**Use Last Foreign Cost, Last Cost, Currency Code & Rate**

**Use Last Foreign Cost:** Check this box if you want to use the **Last Cost** of the product in foreign currency. The amount will be interpreted as amount in the foreign currency represented by the Code displayed in the next field. The amount will be converted to USD based on the rate entered in the **Rate** field.

## Purchase Order Entry

Select **Purchase Order Entry** from the **Purchase Order Main** menu and click the **Header** tab.

The screenshot shows the 'Purchase Order Entry' window with the following fields and values:

- Order Number: 0010087
- Order Date: 06/25/2007
- Type: Standard Order
- Vendor No.: 01-STEV (Stevens Supply)
- Order Status: New
- Date Required: 06/25/2007
- Ship To Address: 0000 ABC Distributing Company
- Terms Code: 02 2% 10 DAYS, NET 30 DAYS
- Warehouse: 000 CENTRAL WAREHOUSE
- Curr. Code: CAN (checked)
- Print: (checked)
- Pay Rate: PO Entry (checked)
- Fix: (checked)
- Rate: 1.5000

**Curr. Code, Print, Pay Rate, Fix, Rate**

Upon selecting a **Vendor No.**, the following new fields will display currency settings if the Vendor uses foreign currency. These fields can be modified in a current order.

**Currency Code:** Select the Currency Code of the currency the Vendor will use.

**Fix:** Check this box if you want to use the negotiated **Fixed Currency Rate**.

**Rate:** Enter the currency rate you want to use.

**Pay Rate:** Select **P/O Rate** if you want to use the rate indicated on the Purchase Order Entry, or **Check Rate** to pay the amount based on the exchange rate at the time of payment (check printing).

**Print:** Check this box (**Print P/O in Foreign Currency**) to request the display of amounts in foreign currency, when printing the Purchase Order.

Once all necessary fields are entered, click the **Lines** tab. Two new fields are added on the following screen:

The screenshot shows the 'Purchase Order Entry' window with the following details:

- Order Number: 0010087
- Quick Print... Defaults... Vendor... buttons
- Navigation tabs: 1. Header, 2. Address, 3. Lines (selected), 4. Totals
- User ID: 000
- Item Number: 1001-HON-H252
- Description: HON 2 DRAWER LETTER FLE W
- Tax Class: TX
- UT:  LC:
- Req'd Date: 06/25/2007
- G/L Acct: 115-00-03
- Unit Cost: 44.213, Extension: 88.43
- Whse: 000, U/M: EACH, Ordered: 2.00, Received: 0.00, Back Ordered: 0.00
- Unit Cost: 29.475, Extension: 58.95
- Buttons: OK, Undo, Addtl...
- Table:
 

Line	Item Number	Description	TC	LC	UT	Req Date	G/L Account	Unit Cost	Extension
1	1001-HON-H252	HON 2 DRAWER LETTER FLE	TX	Y	N	06/25/2007	115-00-03	29.475	58.95
- Buttons: Ins, Del, Quick Line, Total Amount: 58.95
- Bottom navigation: Accept, Cancel, Delete, Print, Help
- Status bar: ABC, 6/25/2007

The upper two fields display amounts in foreign currency, while the lower two fields display amounts in USD. The **Unit Cost** or **Extension** of each item can be entered in either US or foreign currency.

Once all desired items are entered on the **Lines** tab, click the **Totals** tab.

Purchase Order Entry

Order Number 0010087

Quick Print... Defaults... Vendor...

1. Header 2. Address 3. Lines 4. Totals User ID 000

Order Date 06/25/2007 Order Type Standard Order

Vendor No. 01-STEVE Stevens Supply Status New

Taxable Purchases .00 Last Receipt No.

Non-Taxable Purchases 58.95 Last Receipt Date

Freight Amount .00 Last Invoice No.

Sales Tax Amount .00 Last Invoice Date

Order Total 58.95 Completed Date

In Foreign Currency 88.43 Invoiced to Date .00

Less Prepaid Amount .00 Prepaid Freight .00

Prepaid Check Number

Order Balance 58.95 Tag Detail...

Accept Cancel Delete

ABC 6/25/2007

This screen displays **Order Total** both in US currency and In Foreign Currency.

Click the **In Foreign Currency** button to recalculate the Total in foreign currency according to the Lines.

***Note:** The new fields will be displayed when the Vendor uses foreign currency; otherwise, the new fields will be hidden from the user.*

## Receipt of Goods Entry

Select **Receipt of Goods Entry** from the Purchase Order Main menu and click the **Header** tab.

When a PO No. is selected, the new fields display foreign currency information from the selected Purchase Order (if foreign currency was used).

Two new fields: **Unit Cost & Extension**, in the **Lines** tab, are the same as on the **Purchase Order Entry** screen. The upper two fields display amounts in foreign currency while the lower two fields display amounts in USD.



The new **Total In Foreign Currency** field in the **Totals** tab displays the Total amount of the Receipt in foreign currency.

Receipt of Goods Entry

Receipt No. 001048 Date 6/25/2007

1. Header | 2. Address | 3. Lines | 4. Totals | User ID 000

PO No. 0010087 Hold Payment  Tax Detail... Landed Cost...

Vendor No. 01-STEVE Stevens Supply Inv No. INV1

Taxable Purchases	.00	COD Number	
Non-Taxable Purchases	58.95	Less COD Amount	.00
Freight Amount	.00	COD Check No.	
Sales Tax Amount	.00	Invoice Balance	58.95
Invoice Total	58.95	Invoice Due Date	7/25/2007
<b>Total In Foreign Currency</b>	<b>88.43</b>	Discount Date	7/5/2007
Prepayment Available	.00	Discount Amount	1.18
Prepayment Applied	.00	Prepaid Freight	.00
Prepaid Check Number		Bank Code	A Security Pacific C

Accept Cancel Delete

ABC 6/25/2007

## Receipt of Invoice Entry

Select **Receipt of Invoice Entry** from the **Purchase Order Main** menu and click the **Header** tab.

When **PO No.** is selected, the new fields display foreign currency information from that Purchase Order (if foreign currency was used).

The **Unit Cost & Extension** fields on the **Lines** tab are the same as the fields on the **Purchase Order Entry** and **Receipt of Goods Entry** screens. The two upper fields display amounts in foreign currency, while the two lower fields display amounts in USD.

The new field **In Foreign Currency** on the **Totals** tab displays the total amount of the invoice in foreign currency.

## Manual Check Entry

If Payment Rate (Pay Rate) on the Purchase Order is set to **Check**, a new field will be added to the **Lines** tab of the **Manual Check Entry** screen.

This **Invoice Amount** field displays an amount based on the currency rate on the original date of the Purchase Order.

It is strongly recommended not to enter checks in the **Check Maintenance** program from the **Check Printing** menu of the **Accounts Payable** module.

The amounts in currency are not processed and cannot be viewed on the **Check Maintenance** screen.

The Currency processing works only during **Invoice Payment Selection** generation.

If the **Payment Rate** in **Purchase Order** has been set to **Check** and the currency rate on the payment date is different from the Purchase Order rate, the difference is balanced with **G/L Account** specified for the Currency in the **Currency Code Maintenance** program under the **General Ledger Setup** menu.

The difference caused by Currency Rate changing from order date to payment date is displayed in the status bar at the bottom of the screen when the line is selected and the focus is in the **Invoice Amount** field.

Manual Check Entry

Bank Code  Wells Fargo Checking

Cash Account

Check No.

1. Header | 2. Lines

Invoice No.  Inv Date  Invoice Amount  Discount Amt

Comment  1099 Form  Box

Line	Invoice No.	Invoice Date	Due Date	Discount Date	Invoice Amount	Discount Amount
1	76-5433	05/10/10	06/09/10	05/20/10	10.00	.02

Check Distribution Balance  Payment Total

ABC 6/25/2007

The program also adds the **Currency Code** and **Currency Rate** to the Check Register Report.

Manual Check Register

ABC Distribution and Service Corp.

MANUAL CHECK REGISTER REGISTER NO: MC-0005

BANK: D Wells Fargo Checking

CHECK NO./ INVOICE NO.	CHECK/ INV DATE	VENDOR NO./ INV AMOUNT	DISCOUNT	G/L ACCOUNT	DISTRIBUTION AMOUNT	CHECK AMOUNT
000006	06/21/07	01 —AIRWAY Airway Property				356.98
		CURRENCY CODE: LARY	CURRENCY RATE: 1.1100		OVER: 355.85	
111111123	06/21/07	356.98	.00	(ON FILE)	356.98	
000007	06/21/07	01 —AIRWAY Airway Property				356.98
		CURRENCY CODE: LARY	CURRENCY RATE: 0.0000		SHORT: 0.00	
111111123	06/21/07	356.98	.00	(ON FILE)	356.98	
BANK D TOTAL:		713.96	.00		713.96	713.96
REPORT TOTAL:		713.96	.00		713.96	713.96

Page:1

### Currency Code/Rate Modification

The **Currency Code/Rate Modification** program has been added under the **Accounts Payable Check Printing** menu.

Vendor No. 01-ALLCLIM Allclimate Maintenance

Invoice No. INV2 Invoice Date 05/31/2007

Currency Code FR Franc

Currency Rate 2.5000 Payment Rate PO Entry

Invoice No.	Date	Curr.Code	Currency Description	Rate	Payment Rat
INV2	05/31/07	FR	Franc	2.5000	PO Rate

Accept

ABC 6/25/2007

Select the **Vendor No.** to view the list of updated invoices for the selected vendor. Select an invoice from the list to change the **Currency Code**, **Currency Rate**, or **Payment Rate** values. When entering Check for the invoice, the changed values will be used.