

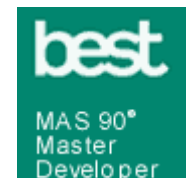


Information Integration Group, Inc.

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

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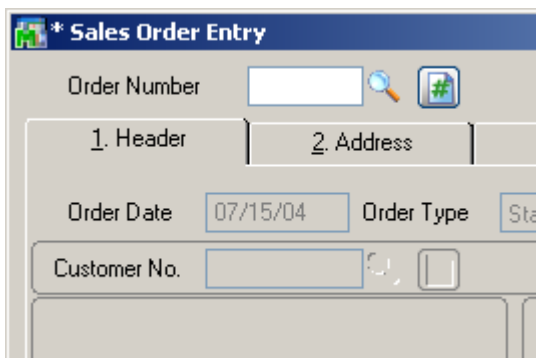
Installation Instructions and Cautions

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: 222222222
 - User Key: 3333333333333333
 - Product Key: CCCCC, DDDDD, EEEEE, FFFFF, GGGGG
- Enhancement Table:**

Enhancement	Level	Release Date	Serial Number	Unlocking Key
IIG Enhancement Name	4.00	07/19/04	AAAAAAAAAAAAAAAA	BBBBBB
- Buttons:** OK, Undo, Print Registration Form, Close
- Status Bar:** ABC, 7/19/04

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.

IIG Registration Form can be printed by using the **Print Registration Form** button.

Introduction

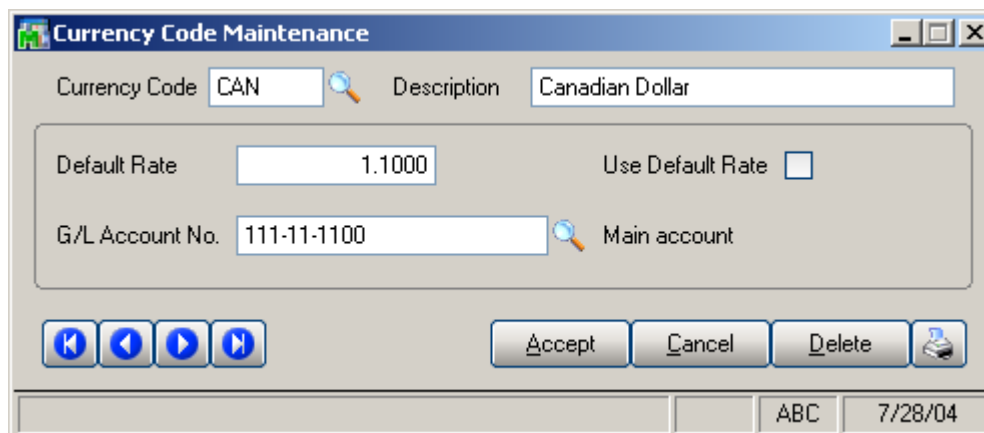
A standard feature inherent in all MAS90® FOR WINDOWS accounting software allows you to customize each module to fit your company's specific accounting requirements. The General Ledger module presents you with a series of questions allowing you to select from a wide range of custom options. By answering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

General Ledger Setup

Information Integration Group, Inc. has added two options on 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 Windows-style dialog box titled "Currency Code Maintenance". It features several input fields and controls:

- Currency Code:** A text box containing "CAN" with a magnifying glass icon to its right.
- Description:** A text box containing "Canadian Dollar" with a magnifying glass icon to its right.
- Default Rate:** A text box containing "1.1000".
- Use Default Rate:** A checkbox that is currently unchecked.
- G/L Account No.:** A text box containing "111-11-1100" with a magnifying glass icon to its right.
- Main account:** A label next to the G/L Account No. field.
- Navigation:** A row of four arrow buttons (back, forward, etc.).
- Buttons:** "Accept", "Cancel", "Delete", and a printer icon.
- Status Bar:** Located at the bottom right, showing "ABC" and "7/28/04".

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

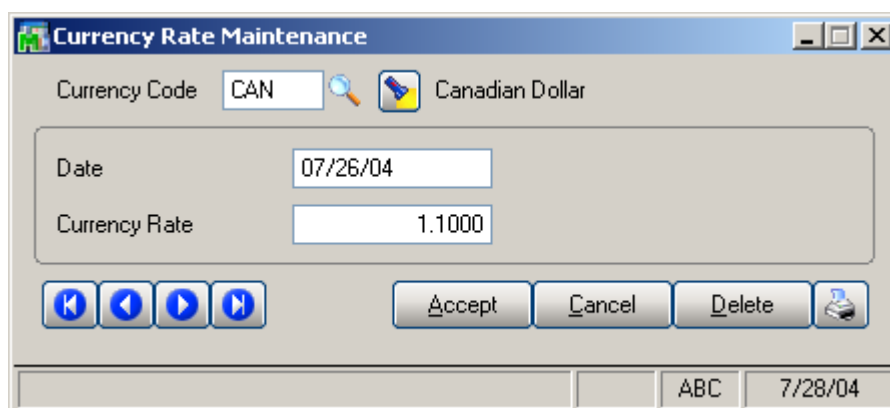
Description: Enter the name of the currency.

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". It features a "Currency Code" field containing "CAN" with a magnifying glass icon to its right, and a label "Canadian Dollar" with a flashlight icon. Below these are two input fields: "Date" with the value "07/26/04" and "Currency Rate" with the value "1.1000". At the bottom of the dialog are four navigation buttons (Home, Back, Forward, End) and three action buttons: "Accept", "Cancel", and "Delete", along with a printer icon. A status bar at the very bottom of the window displays "ABC" and "7/28/04".

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.

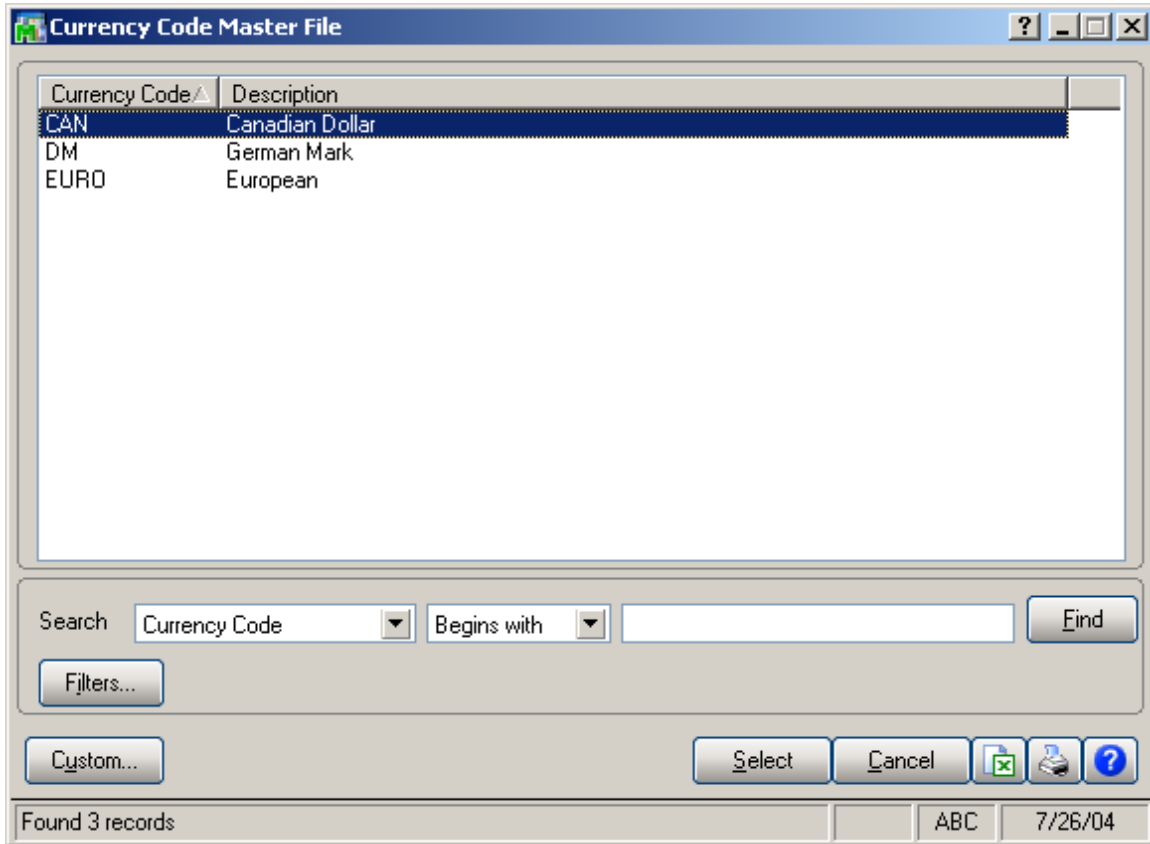
Currency Rate: Enter the current rate of the currency.

Select **Accept** to accept the entry.

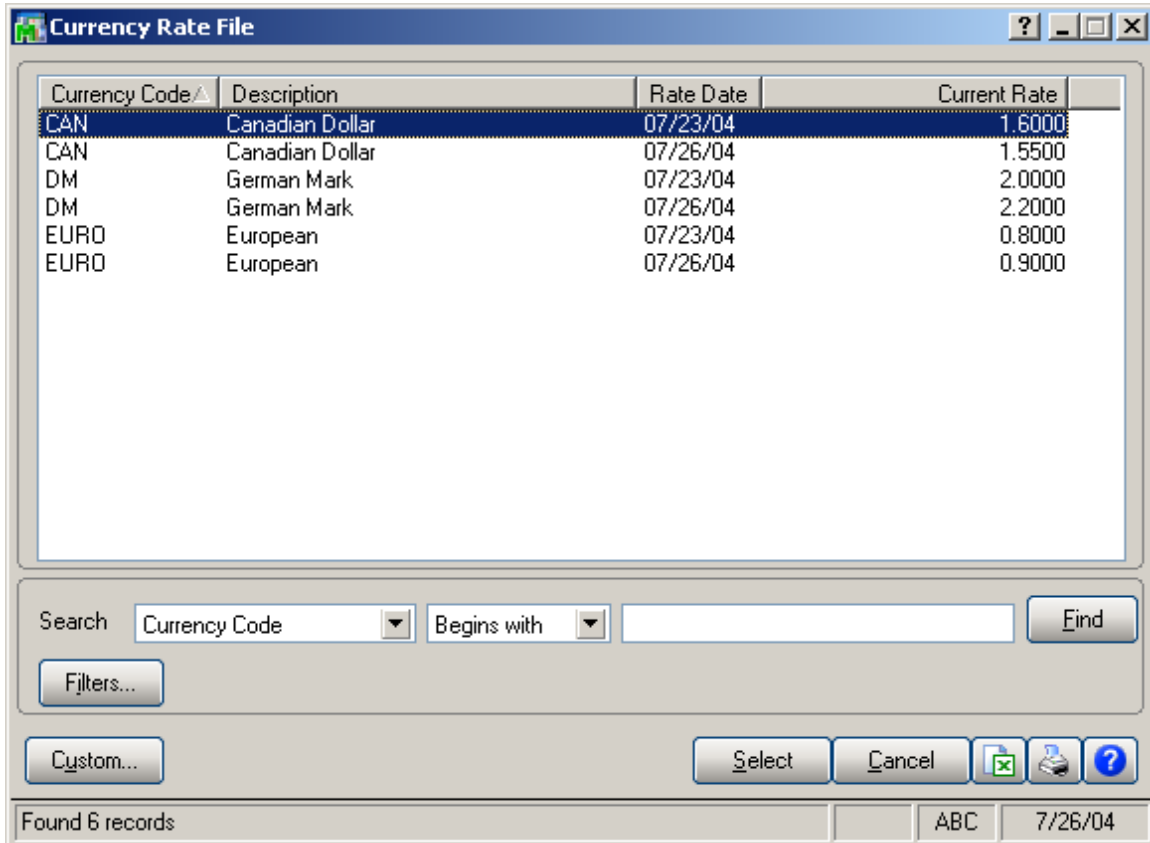
Select **Cancel** to clear and re-enter.

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:



The screenshot shows a window titled "Currency Rate File" with a table of currency rates. The table has four columns: Currency Code, Description, Rate Date, and Current Rate. The data is as follows:

Currency Code	Description	Rate Date	Current Rate
CAN	Canadian Dollar	07/23/04	1.6000
CAN	Canadian Dollar	07/26/04	1.5500
DM	German Mark	07/23/04	2.0000
DM	German Mark	07/26/04	2.2000
EURO	European	07/23/04	0.8000
EURO	European	07/26/04	0.9000

Below the table, there is a search section with a "Search" label, a dropdown menu set to "Currency Code", a "Begins with" dropdown menu, and a text input field. To the right of the input field is a "Find" button. Below the search section are buttons for "Filters...", "Custom...", "Select", and "Cancel". At the bottom of the window, there is a status bar that reads "Found 6 records" and a page navigation area with "ABC" and "7/26/04".

Vendor Maintenance

Information Integration Group has added five new fields to the Vendor Maintenance Program to allow users to define and manage foreign currency, if 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:

New fields

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: Check 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 payan amount based on the exchange rate at the time of payment (check printing).

Print P/O in Foreign Currency: Check this box to display amounts in foreign currency when printing Purchase Orders.

Inventory Maintenance

Information Integration Group, Inc. has added four new fields on the **Main** tab of the **Inventory Maintenance** screen.

New fields: 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.

New fields: **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:

New fields: Unit Cost & Extension

Line	Item Number	Description	Whse	U/M	Ordered	Received	Back Ordered	TC	LC	UT	Req Date	G/L Account	Unit Cost	Extension
1	1001-HON-H252	HON 2 DRAWER LETTER FLE	000	EACH	2.00	0.00	0.00	TX	Y	N	07/26/04	115-00-0300	40.3300	80.66

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.

Order Number 0010087 Quick Print... Defaults... Vendor... User ID 004

1. Header 2. Address 3. Lines 4. Totals

Order Date 07/26/04 Order Type Standard Order

Vendor No. 01-STEV Stevens Supply Status New

Taxable Purchases .00 Last Receipt No.

Non-Taxable Purchases 80.66 Last Receipt Date

Freight Amount .00 Last Invoice No.

Sales Tax Amount .00 Last Invoice Date

Order Total 80.66 Completed Date

In Foreign Currency 120.99 Invoiced to Date .00

Less Prepaid Amount .00 Prepaid Freight .00

Prepaid Check Number

Order Balance 80.66 Tag Detail...

Accept Cancel Delete

ABC 7/28/04

New field: In Foreign Currency

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).

New fields: **Curr. Code**, **Pay Rate**, **Rate** & **Fix**

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

Receipt of Goods Entry

Receipt No. 001048 Date 7/28/04

1. Header | 2. Address | 3. Lines | 4. Totals

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

Vendor No. 01-STEVE Stevens Supply Inv No. W454WRE

Taxable Purchases	.00	COD Number	
Non-Taxable Purchases	80.66	Less COD Amount	.00
Freight Amount	.00	COD Check No.	
Sales Tax Amount	.00	Invoice Balance	80.66
Invoice Total	80.66	Invoice Due Date	8/27/04
Total In Foreign Currency	120.99	Discount Date	8/7/04
Prepayment Available	.00	Discount Amount	1.61
Prepayment Applied	.00	Prepaid Freight	.00
Prepaid Check Number		Bank Code	A Security Pacific C

Accept Cancel Delete

ABC 7/28/04

New field: **Total In Foreign Currency**

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).

New fields: Curr. Code, Pay Rate, Rate & Fix

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.

New field

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 **Check Maintenance** screen.

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

If the **Payment Rate** in the **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 the **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: D Wells Fargo Checking Cash Account: 101-01-0000

Check No.: 000026 Vendor... Quick Print...

1. Header 2. Lines

Invoice No.: 4TDFGD Inv Date: 07/28/04 Invoice Amount: 148.49 Discount Amt: 3.24

Comment: 161.98 1099 Form: None Box: []

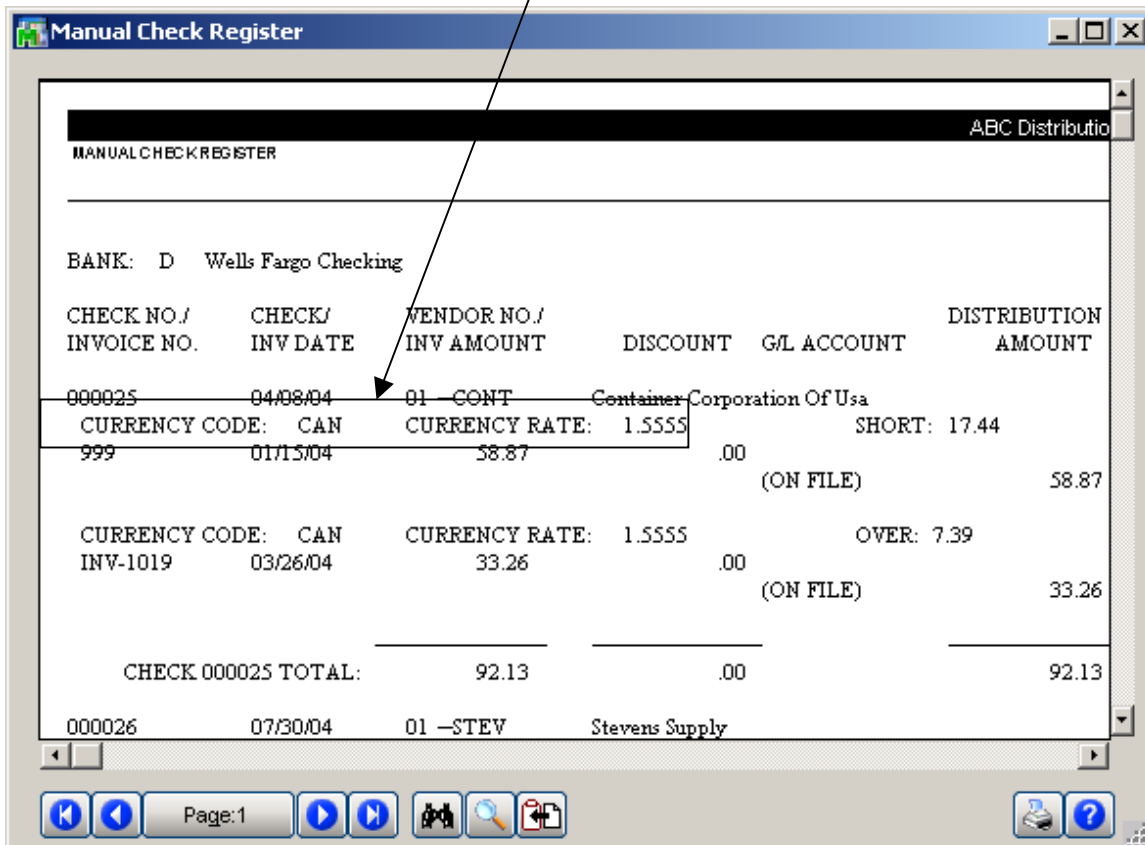
Line	Invoice No.	Invoice Date	Due Date	Discount Date	Invoice Amount	Discount Amount
1	4TDFGD	07/28/04	08/27/04	08/07/04	148.49	3.24

Del Check Distribution Balance: 45.25 Payment Total: 145.25

Accept Cancel Delete Help

Difference caused by Currency Rate change is -13.49 ABC 7/30/04

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



Currency Code/Rate Modification

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

Vendor No. Stevens Supply

Invoice No. Invoice Date

Currency Code Canadian Dollar

Currency Rate Payment Rate

Invoice No.	Date	Curr. Code	Currency Description	Rate	Payment Rate
INV-1020	03/26/04	CAN	Canadian Dollar	2.0000	PO Rate
INV-1041	03/26/04	CAN	Canadian Dollar	2.0000	PO Rate
SDFDSF	07/28/04	CAN	Canadian Dollar	1.5000	PO Rate
W454WRE	07/28/04	CAN	Canadian Dollar	1.5000	Check Rate

Buttons: OK, Undo, Accept

Footer: ABC 7/30/04

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.