



## 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.

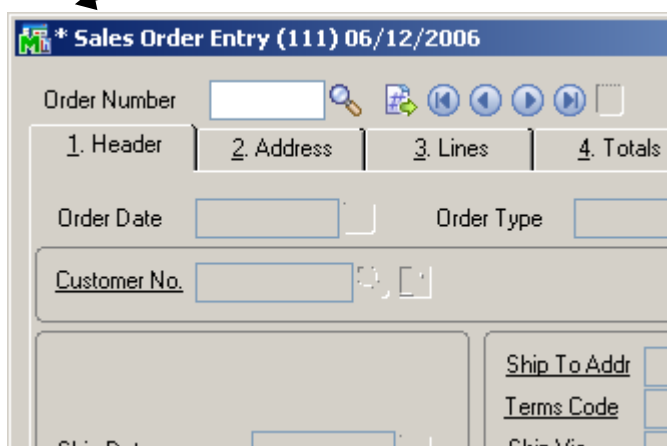
### Wait! Before You Install – Do You Use CUSTOM OFFICE?

**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**.

Registered Customer: Customer

Registration Information:

Reseller Name:

Serial Number: 1111111

Customer Number: 222222222

User Key: 33333333333333333333

Product Key: 55555 55555 55555 55555 55555

Enhancement:  Level:  Release Date:  Serial Number:  Unlocking Key:

Enhancement	Level	Release Date	Serial Number	Unlocking Key
IIG Enhancement Name	4.20		AAAAAAAAAAAAAAAAAAAA	BBBBBB

Buttons: Print Registration Form, Close, Print

Status Bar: IIG ABC 5/29/2007

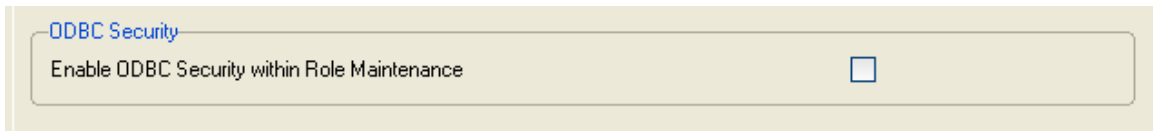
Enter **Serial Number** and **Unlocking Key** provided by IIG, and click **OK**.

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.

## ODBC Security

After installing an **IIG Enhancement**; it is **very important to verify** whether or not the **Enable ODBC Security within Role Maintenance** check box is selected in the **System Configuration** window of your system. If it is selected you must assign ODBC security permissions and allow access to custom data tables/fields for the Roles defined in your system.



## Introduction

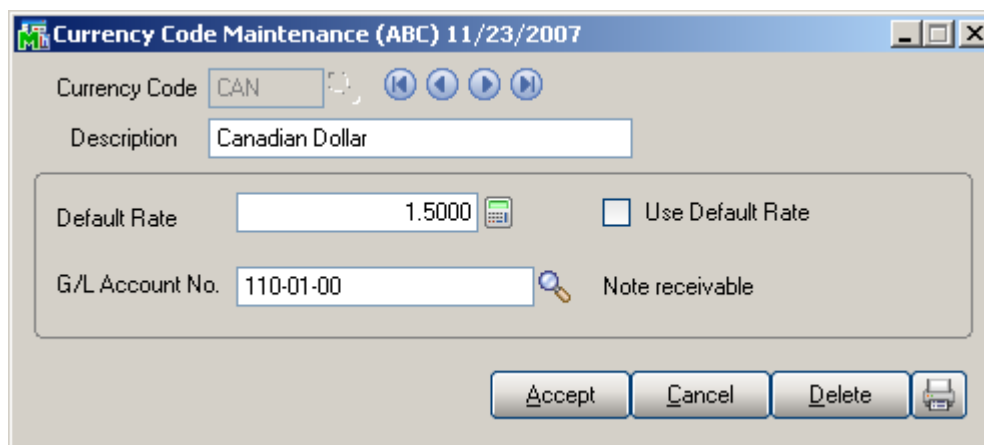
A standard feature inherent in all MAS90® FOR WINDOWS accounting software allows you to customize each module to fit your company's specific accounting requirements. The General Ledger module presents you with a series of questions allowing you to select from a wide range of custom options. By answering 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 dialog box titled "Currency Code Maintenance (ABC) 11/23/2007". It has a standard Windows window border with minimize, maximize, and close buttons. The dialog contains the following elements:

- Currency Code:** A text box containing "CAN" with a search icon and four navigation buttons (back, forward, left, right).
- Description:** A text box containing "Canadian Dollar".
- Default Rate:** A text box containing "1.5000" 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, there are four buttons: "Accept", "Cancel", "Delete", and a printer icon.

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

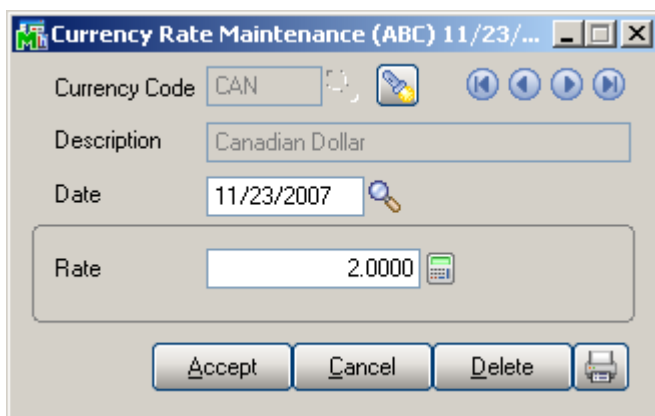
**Description** - Enter description for the currency.

**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 No.** - 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 window titled "Currency Rate Maintenance (ABC) 11/23/...". It features several input fields and control buttons. The "Currency Code" field is set to "CAN" and includes a magnifying glass icon and a flashlight icon. The "Description" field contains "Canadian Dollar". The "Date" field is set to "11/23/2007" and has a magnifying glass icon. The "Rate" field is set to "2.0000" and includes a calculator icon. At the bottom, there 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.

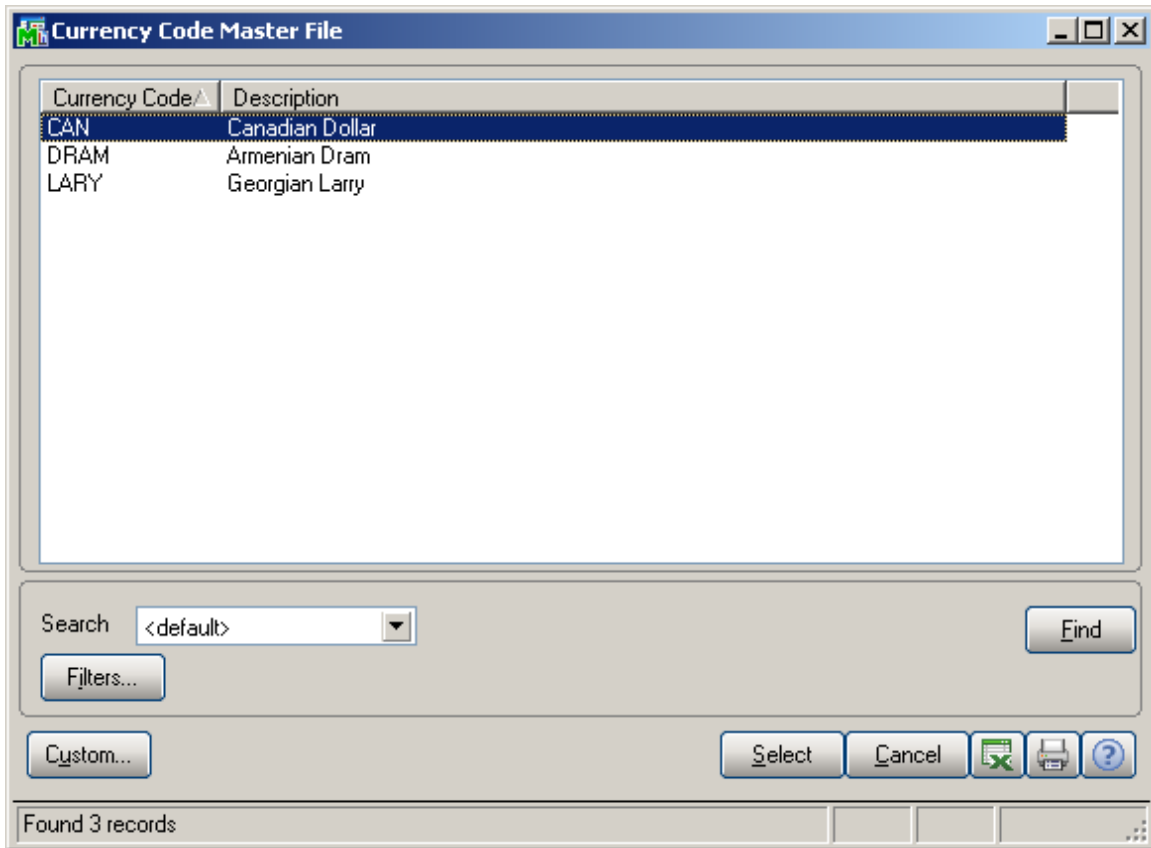
Choose **Accept** to accept the entry.

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

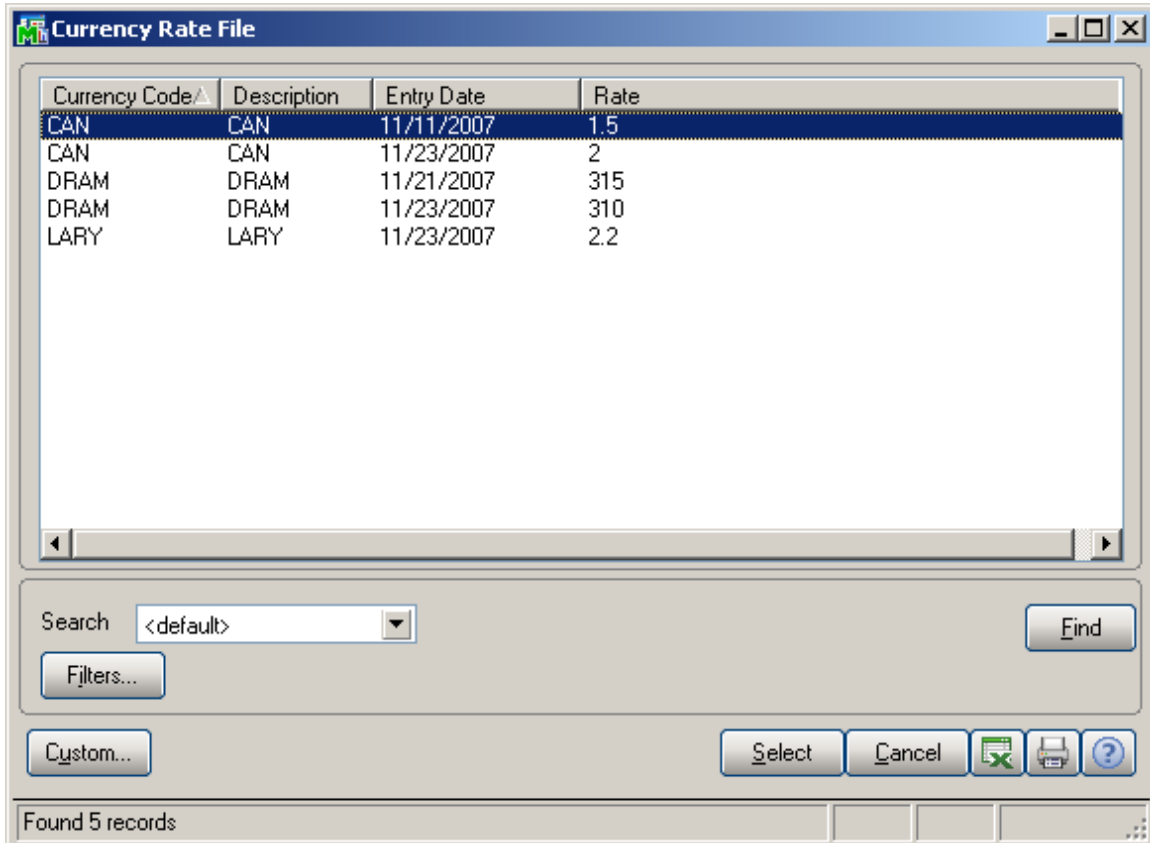
Choose **Delete** to delete the Currency Rate.



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, Entry Date, and Rate. The first row is highlighted in blue. Below the table, there is a search bar with a dropdown menu set to "<default>", a "Find" button, a "Filters..." button, a "Custom..." button, and a row of buttons: "Select", "Cancel", a green 'X' icon, a printer icon, and a help icon. At the bottom left, it says "Found 5 records".

Currency Code	Description	Entry Date	Rate
CAN	CAN	11/11/2007	1.5
CAN	CAN	11/23/2007	2
DRAM	DRAM	11/21/2007	315
DRAM	DRAM	11/23/2007	310
LARY	LARY	11/23/2007	2.2

## 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:

**Currency Code** - From the 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.

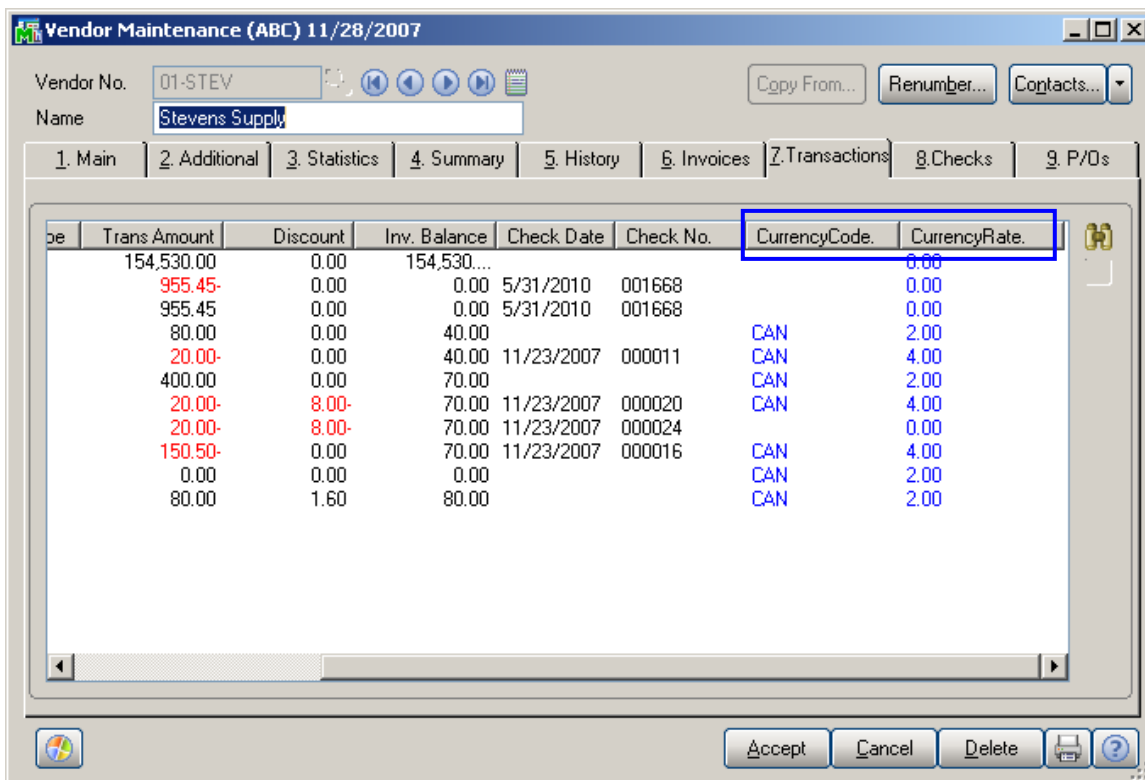
**Currency Rate** - This field is displayed in case the **Use Fixed Rate** box is checked. Enter the rate you want to use.

**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.

The **CurrencyCode.** and **CurrencyRate.** columns have been added to the **Transactions** tab to display corresponding information.



Inventory Maintenance

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

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 'Primary Vendor' is 01-STEV Stevens Supply. The 'Procurement' is Buy. The 'Weight' is 35 and 'Volume' is .0000. The 'Warranty Code' is 30 DAY. The 'Last Rcpt' and 'Last Sold' dates are 05/01/2010. The 'Last Costs' section shows a 'Total' of 40.000, 'Item' of 40.000, and 'Allocated' of .000. The 'Use Last Foreign Cost' checkbox is checked. The 'Last Cost' field is 80.000, the 'Currency Code' is CAN, and the 'Rate' is 2.0000. The 'Retail Price' and 'Std Price' are both 84.000. The 'Std Cost' is 32.750 and the 'Avg Cost' is 34.258. 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.

**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 have been added on this screen screen:

Item Number	Description	Tax Class	UT	LC	Req'd Date	G/L Acct	Whse	U/M	Ordered	Received	Back Ordered	Unit Cost	Extension
1001-HON-H252	HON 2 DRAWER LETTER FLE W	TX	<input type="checkbox"/>	<input checked="" type="checkbox"/>	11/23/2007	115-00-03	000	EACH	2.00	0.00	0.00	53.333	106.67

Line	Item Number	Description	TC	LC	UT	Req Date	G/L Account	Whse	U/M	Ordered	Received	Back Order	Unit Cost	Extension
1	1001-HON-H252	HON 2 DRAWER LETTER FLE	TX	Y	N	11/23/2007	115-00-03	000	EACH	2.00	0.00	0.00	53.333	106.67

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 0010025

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

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

Order Date 11/23/2007 Order Type Standard Order

Vendor No. 01-STEVE Stevens Supply Status New

Taxable Purchases .00 Last Receipt No.

Non-Taxable Purchases 106.67 Last Receipt Date

Freight Amount .00 Last Invoice No.

Sales Tax Amount .00 Last Invoice Date

Order Total 106.67 Completed Date

In Foreign Currency 160.00 Invoiced to Date .00

Less Prepaid Amount .00 Prepaid Freight .00

Prepaid Check Number

Order Balance 106.67 Tax Detail...

Accept Cancel Delete

ABC 11/23/2007

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).

The screenshot shows the 'Receipt of Goods Entry' window with the following data:

- Receipt No.: 001017
- Date: 11/23/2007
- PO No.: 0010087
- Inv No.: 222222222
- Inv Date: 11/23/2007
- Order Type: Standard
- Vendor No.: 01-STEV
- Vendor Name: Stevens Supply
- Purchase Address: [Empty]
- Order Status: Complete
- Date Required: 11/23/2007
- Ship To Address: 0000
- Terms Code: 02
- Ship Via: [Empty]
- Warehouse: 000
- 1099 Form: None
- 1099 Box: [Empty]
- Use Tax: [Unchecked]
- Sales Tax Schedule: CA
- Curr. Code: CAN
- Pay Rate: Check
- Rate: 2.0000

The two new fields (**Unit Cost & Extension**) in the **Lines** tab, are the same as the ones 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.

The screenshot shows the 'Receipt of Goods Entry' window with the following data:

Receipt of Goods Entry	
Receipt No.	001017
Date	11/23/2007
1. Header   2. Address   3. Lines   4. Totals	
PD No.	0010087
Vendor No.	01-STEVE
Stevens Supply	Inv No. 222222222
Taxable Purchases	.00
Non-Taxable Purchases	400.00
Freight Amount	.00
Sales Tax Amount	.00
Invoice Total	400.00
<b>Total In Foreign Currency</b>	<b>800.00</b>
Prepayment Available	.00
Prepayment Applied	.00
Prepaid Check Number	
Hold Payment	<input type="checkbox"/>
COD Number	
Less COD Amount	.00
COD Check No.	
Invoice Balance	400.00
Invoice Due Date	12/23/2007
Discount Date	12/3/2007
Discount Amount	8.00
Prepaid Freight	.00
Bank Code	A Security Pacific C

Receipt of Invoice Entry

Select **Receipt of Invoice Entry** from the **Purchase Order Main** menu.

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, 4 new fields will be added to the **Lines** tab of the **Manual Check Entry** screen opened from **Accounts Payable Main** menu.

This **Invoice Amount** field displays an amount, which is the difference between **Currency** and **Payment Rates**.

Manual Check Entry (ABC) 11/23/2007

Bank Code: D Cash Account: 101-01-00 Vendor...

Check No.: 000020

1. Header 2. Lines

Quick Row: 1

	Invoice No.	Invoice Date	Invoice Amt	Discount Amt	Comment
1	222222222	11/23/2007	28.00	8.00	
2			.00	.00	

G/L Distribution

Org Inv Amt		400.00
Currency Code	CAN	
Currency Rate		2.00
Payment Rate		4.00

Check Distribution Balance: 0.00 Payment Total: 20.00

Accept Cancel Delete ?

The **Currency Rate** field displays the rate of the created Invoice. The **Payment Rate** displays the modified rate.

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.

The Currency processing works only if one of the following: **Preprinted Laser**, **Plain** and **Marbled Form** templates are used for the **A/P Check Printing**.

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.

If the Currency Rate and Payment Date are the same, the screen will look like this.

The screenshot shows the 'Manual Check Entry (ABC) 11/23/2007' window. At the top, there are fields for 'Bank Code' (D), 'Cash Account' (101-01-00), and 'Check No.' (000024). Below these are tabs for '1. Header' and '2. Lines'. A 'Quick Row' field is set to '1'. The main table has the following data:

	Invoice No.	Invoice Date	Invoice Amt	Discount Amt	Comment
1	222222222	11/23/2007	28.00	8.00	
2			.00	.00	

Below the table is a summary section with the following fields:

G/L Distribution	<input type="checkbox"/>	
Org Inv Amt		.00
Currency Code		
Currency Rate		.00
Payment Rate		.00

At the bottom, there are two summary fields: 'Check Distribution Balance' (0.00) and 'Payment Total' (20.00). The window includes 'Accept', 'Cancel', and 'Delete' buttons, along with a printer icon and a help icon.

The **Curr Code**, **Curr Rate** and **Over** columns have been added to the Manual Check Register Report.

**View Manual Check Register**

Journal Posting Date: 11/23/2007  
Register Number: MC-000013

ABC Distribution and Service Cor

Bank: D Wells Fargo Checking

Check Number/ Invoice Number	Check Date Invoice Date	Vendor Number Invoice Amount	Curr Code	Curr Rate	Over	Discount	Distribution Amount	Check
00016	11/23/2007	***Void Check***						
00017	11/23/2007	***Void Check***						
00018	11/23/2007	***Void Check***						
00019	11/23/2007	***Void Check***						
00020 222222222	11/23/2007 11/23/2007	01-STEVE Stevens Supply 28.00	CAN	4.00	-28.00	8.00 (ON FILE)	28.00	
00021 0000000001	11/23/2007 11/23/2007	01-0000001 Airway Property 5.00	CAN	4.00	-15.00	0.00 (ON FILE)	5.00	
00022 0000000002	11/23/2007 11/23/2007	01-0000002 Airway Property 5.00		0.00	0.00	0.00 (ON FILE)	5.00	
00023 0000000004	11/23/2007 11/23/2007	01-0000003 Airway Property 5.00		0.00	0.00	0.00 (ON FILE)	5.00	
00024 222222222	11/23/2007 11/23/2007	01-STEVE Stevens Supply 28.00		0.00	0.00	8.00 (ON FILE)	28.00	
		<b>Bank D Total:</b>				16.00	71.00	
		<b>Report Total:</b>				16.00	71.00	

**View Accounts Payable Manual Check Register - Recap By Division**

Posting Date: 11/23/2007  
Number: MC-000013

ABC Distribution and Service Corp. (ABC)

Number: 01 TRADE ACCOUNTS PAYABLE

Account	Description	Debit	Credit
	Cash in bank - Reg. checking		55.00
	Note receivable		88.00
	Accounts payable - trade	159.00	
	Discounts earned		16.00
<b>Division 01 Total:</b>		159.00	159.00

## Invoice Payment Selection

You can create checks also from the **Invoice Payment Selection** program under the **Accounts Payable Check Printing** menu.

Select By: Invoice Due Date Only

Invoice Due Date: 11/23/2008

Always Take Discounts:

Discount Due Date: 11/23/2007

Select Field	Operand	Value
Vendor Number	Equal to	01STEV
Discount Due Date	All	
Sort Field	All	
Vendor's Balance Due	All	

Buttons: Clear, Proceed, Cancel, Print, Help

The **By Check Rate** column has been added to the **Invoice Payment Selection Listing** printing.

View Invoice Payment Selection Listing

powered by crystal

Invoice Payment Selection Listing

ABC Distribution and Service Corp. (ABC)

Division Number: 01 TRADE ACCOUNTS PAYABLE

Vendor Number/ Invoice Number	Invoice	Due	Discount	Invoice Amount	Discount	Net Amount	By Check Rate
STEV Stevens Supply Check Entry Number: 001 222222222	11/23/2007	12/23/2007	12/23/2007	301.00	0.00	301.00	150.50
				<b>Vendor STEV Totals:</b>	301.00	0.00	301.00
				<b>Division 01 Totals:</b>	301.00	0.00	301.00
				<b>Report Totals:</b>	301.00	0.00	301.00

View Check Printing

powered by crystal

Check: 000016      11/23/2007      Stevens Supply      150.50

\*ONE HUNDRED FIFTY AND 50 / 100

Stevens Supply      11/23/2007      \*\*\*\*\*150.50\*

P.O. Box 40-a  
Santa Clara, CA 95052



The **Curr Code**, **Curr Rate** and **Over** fields have been added to the following report.

**View Check Register**  
 Journal Posting Date: 11/23/2007  
 Register Number: CD-000006  
 ABC Distribution and Service Corp. (ABC)  
 Bank Code: D - Wells Fargo Checking  
 Division Number: 01 TRADE ACCOUNTS PAYABLE  
 Check Entry Number: 001

Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount	Currency Code
000010 - 000015	11/23/2007	STC	0000000000	11/23/2007	150.50	0.00	150.50	CAN
								PaymentRate: 4.00
								Over: -150.50
<b>Check 000010 Total</b>					150.50	0.00	150.50	
<b>Division 01 Total</b>					150.50	0.00	150.50	
<b>Report Total</b>					150.50	0.00	150.50	

### Currency Code/Rate Modification

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

The screenshot shows a software window titled "Currency Code/Rate Modification (ABC) 11/23/2007". At the top, there are fields for "Vendor No." (01-STEV) and "Name" (Stevens Supply). Below these is a table with the following data:

	Invoice No	Invoice Date	Currency Code	Currency Rate	Pay By PO Rate
1	111111111	11/23/2007	CAN	2.0000	Check Rate
2	222222222	11/23/2007	CAN	2.0000	Check Rate
3	788888888	11/23/2007	CAN	2.0000	Check Rate

At the bottom of the window, there are "Accept" and "Cancel" buttons.

Select the **Vendor No.** to view the list of updated invoices for the selected vendor. You may change the **Currency Code, Currency Rate, or Pay By PO Rate** for the entire Invoice. When entering Check for the invoice, the changed values will be used.