

MultiCurrency for A/R & S/O For Sage 100 ERP 2013

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Installation Instructions and Cautions

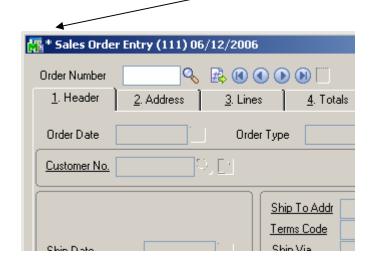
PLEASE NOTE: SAGE 100 ERP must already be installed on your system before installing any IIG enhancement. If not already done, perform your SAGE 100 ERP installation and setup now; then allow any updating to be accomplished automatically.

Once SAGE 100 ERP 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 SAGE 100 ERP 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.

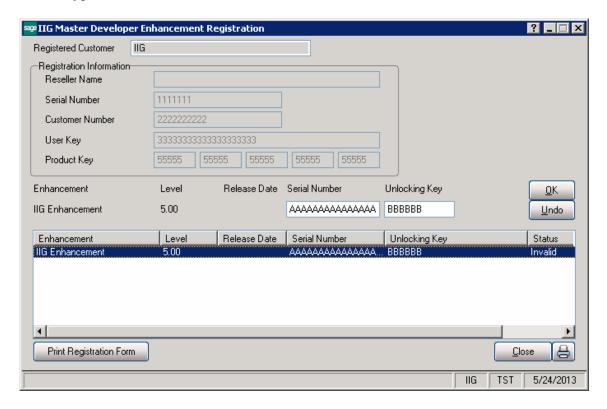
Follow all the instructions on this page before you run Customizer Update!

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 SAGE 100 ERP.

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**.



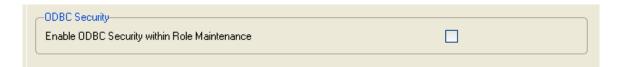
Enter **Serial Number** and **Unlocking Key** provided by IIG, and click **OK**.

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.

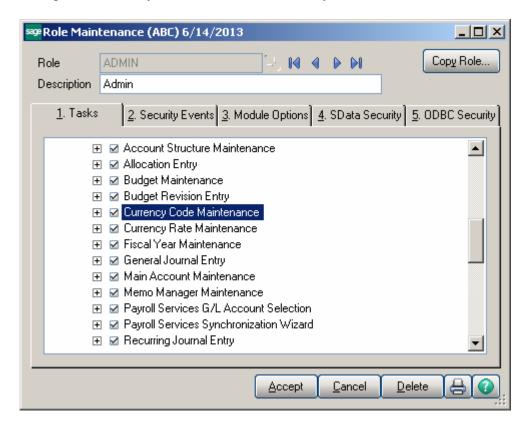
ODBC Security

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.



Role Maintenance

After installing an **IIG Enhancement**, permissions must be configured for newly created Tasks and Security Events.



Introduction

The MCR enhancement provides the Sage 100 ERP (formerly MAS 90, MAS 200) user with the ability to setup multiple currencies, with their default rates, and rates for any selected date.

Each Customer can be set a default currency and its rate to be used as default.

Item's last price can be set in the Inventory Maintenance in specified currency.

Sales Orders and Invoices can be processed in currency. The currency and rate are loaded when selecting customer, and can be changed there. Unit Prices, Extensions, and Totals are displayed both in the selected currency and the main currency of the system (USD).

Calculations can be done based on the rate of the Sales Order date or Cash Receipt date.

You can print reports in currency using the exchange rate. This enhancement is important for any company transacting in more than one currency.

General Ledger Setup

IIG has added two options in the General Ledger Setup menu. The **Currency Code Maintenance** screen allows you to enter any currency and set up a default rate. The **Currency Rate Maintenance** screen allows the user to change the rate 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:



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

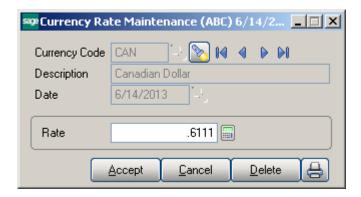
Description: Enter the name of the currency.

Default Rate: Enter the rate of the currency and check the **Use Default Rate** box to designate the Default Rate as the rate to be used when working in the Accounts Receivable and Sales Order systems.

G/L Account Number: Choose G/L Account 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

The Currency Rate Maintenance screen 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:



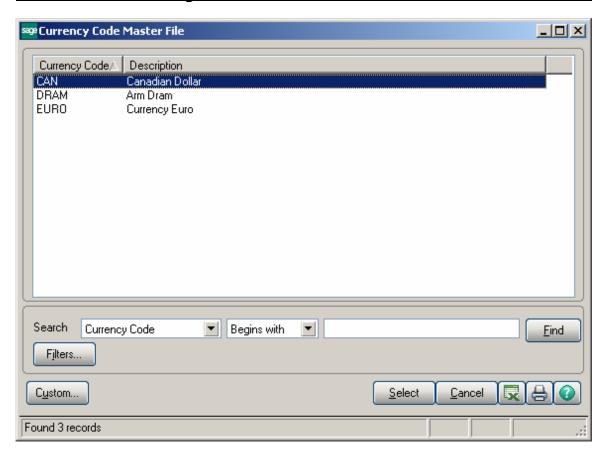
Currency Code: Choose the Currency Code you want to make changes to by clicking the **magnifying glass icon**, or enter the Code manually. Click the **flashlight icon** to display the list of all currencies and rates.

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

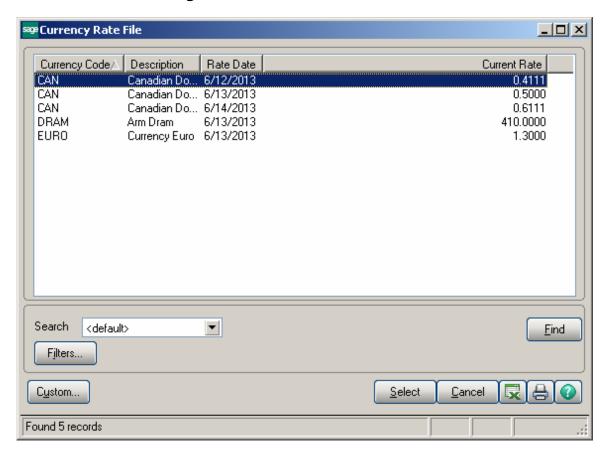
Currency Rate: Enter the current rate of the currency.

Select **Accept** to accept the entry. Select **Cancel** to clear and re-enter. Select **Delete** to delete the Currency Rate.

Clicking the **Lookup** button will display the Currency **Code Master File** with currencies listed:

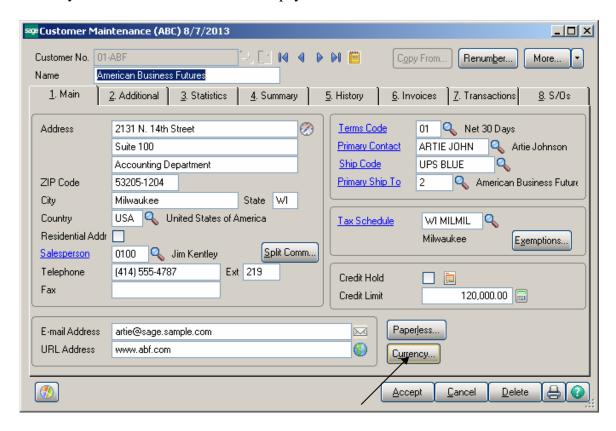


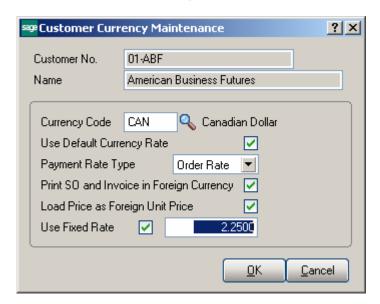
Clicking the **Flashlight** button will display the Currency Rate File with the history of currency rate fluctuations by date:



Customer Maintenance

The **Currency** button added on the Main tab of the Customer Maintenance program allows the users to launch the **Customer Currency Maintenance** and setup foreign currency if the customer uses it to make payments.





Currency Code: Select the Code of the Currency that the customer uses for payments from the lookup list or enter the Code manually.

Use Default Currency Rate: Check this box to select the default rate as the rate used when working in the Accounts Receivable and Sales Order modules.

Payment Rate Type: Select **Order Rate** if you want to use the rate specified in the Sales Order Entry or **Cash Rate** to pay an amount based on the exchange rate at the time of payment (cash receipt).

Print SO and Invoice in Foreign Currency: Check this box to show amounts in foreign currency when printing Sales Orders and Invoices.

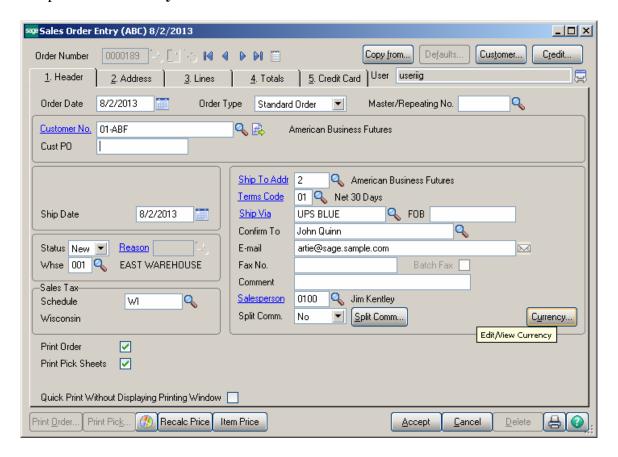
Load Price as Foreign Unit Price: Select this checkbox to indicate the customers who pays in foreign currency.

Use Fixed Rate: Check this box if you want to use a fixed currency rate during Sales Order and Invoice Data Entry, and enter the rate in the field next to the check box. The rate setup for current date in the Currency Rate Maintenance is set by default and can be changed here.

When creating Sales Order for a customer indicated as paying in foreign currency respective checkbox added on the Sales Order Entry Header will be selected by default and the item's price will be loaded as foreign price. The **Unit Price** will be calculated respectively based on the exchange rate.

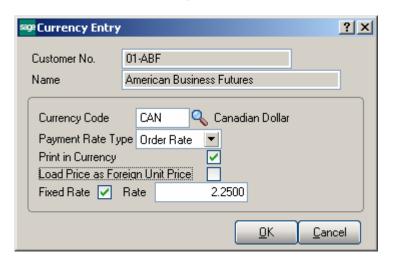
Sales Order Entry

Select **Sales Order Entry** from the Sales Order Main menu and press the **Currency** button added on the Header tab.



The **Currency Entry** screen is opened with the currency information loaded from the Customer (if setup for current Customer). If no currency is setup for current Customer in the **Customer Currency Maintenance** the Currency Entry allows for entry of Currency info just while creating the Order.

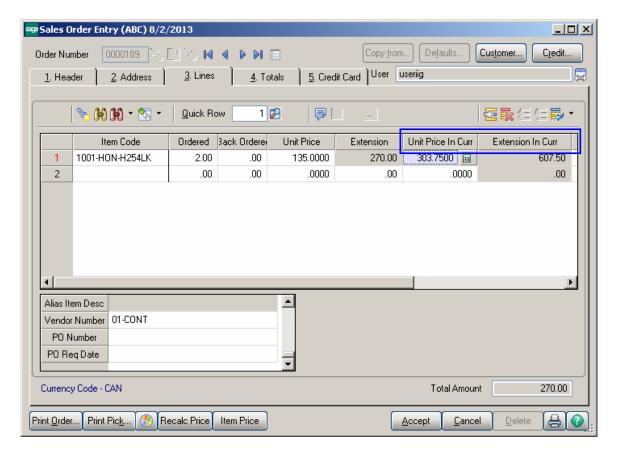
The user can change the currency information for specific order before adding a line. Just after a line is entered the Currency fields are disabled:



Note: If the Load Price as Foreign Unit Price checkbox is selected the Item's standard price is loaded in the lines tab as Unit Price in Currency and the Unit Price is calculated as follows: Unit Price in Currency/Exchange Rate.

After filling in/editing all the necessary fields, click the **Lines** tab.

Two new fields (Unit Price in Currency and Extension in Currency) have been added to the lines grid:

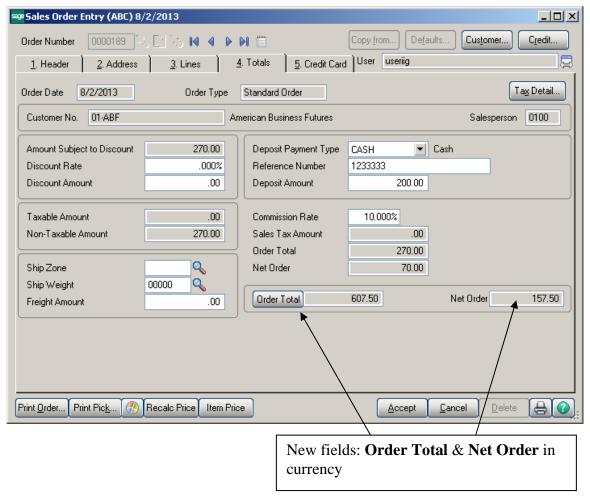


The Unit Price in Currency and Extension in Currency fields display amounts in foreign currency, while the Extension and Unit Price fields display amounts in USD (main currency of the system).

Each item's Unit Price or Extension can be entered in

After entries are made in the **Lines** tab, click the **Totals** tab.

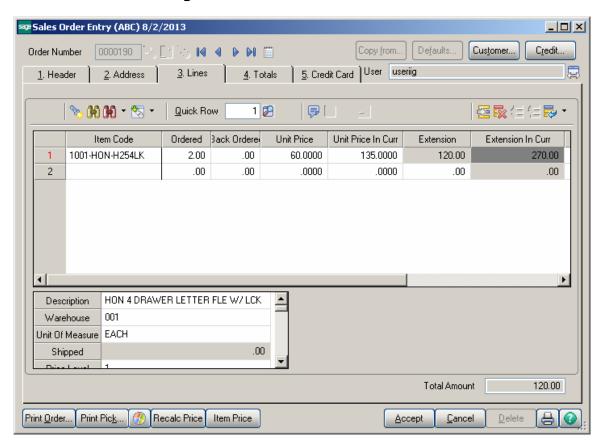
either US or foreign currency.



There are two new fields, **Order Total** and **Net Order** added on the **Sales Order Entry** Totals tab, which display amounts in foreign currency.

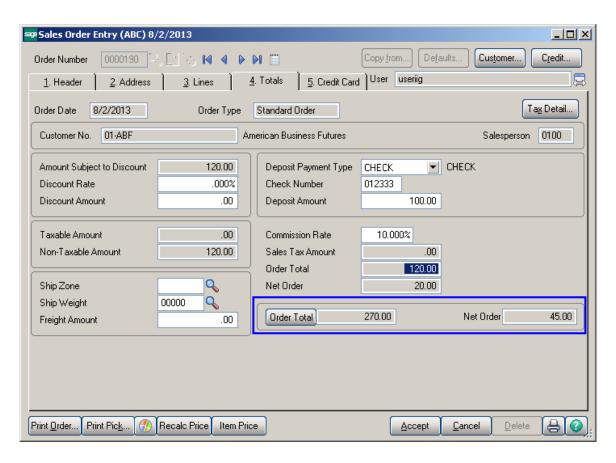
Click the **Order Total** button to recalculate the total in foreign currency from the lines.

Here is an order for the same Item created for a foreign customer that is, with the **Load Price as Foreign Unit Price** checkbox selected on the **Sales Order Header.**



The Item's standard price is loaded in the **Unit Price in Currency** field and the Unit Price is calculated as **Unit Price In Currency/Exchange Rate**= 135/2.25= 60

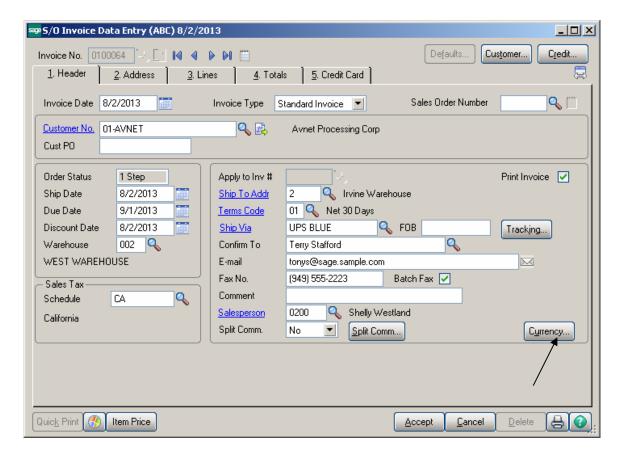
For **Misc. Charge Code** lines the **Standard Unit Price** of the **Misc. Charge Item** will be loaded as Extension in Currency and the Extension will be calculated based on the exchange rate.

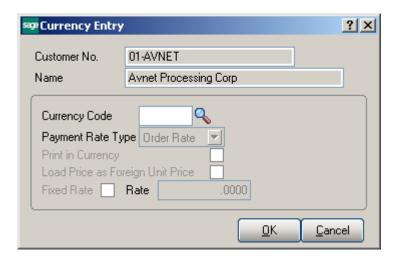


The Order Total is displayed in the currency specified on the Sales Order Header and the Amount displayed in the field next to the Order Total button is in US\$.

S/O Invoice Data Entry

Select **Invoice Data Entry** from the Sales Order Main menu and press the **Currency** button on the **Header** tab. The **Currency Entry** screen is opened with the currency information loaded from the Customer (if setup for current Customer). If no currency is setup for current Customer in the **Customer Currency Maintenance** the Currency Entry allows for entry of Currency info just while creating the Invoice.





Currency Code: Select the **Currency Code** of the currency to be used by current Customer.

Payment Rate: Select **Order Rate** if you want to use the rate indicated in the Sales Order Entry, or **Cash Rate** to pay an amount based on the exchange rate at the time of payment (cash receipt).

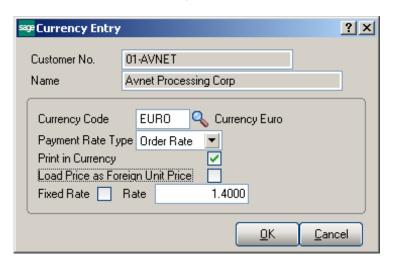
Print in Currency: Check this box to request that amounts be displayed in foreign currency when printing the S/O Invoice.

Fixed Rate: Check the box if you want to use the fixed currency rate.

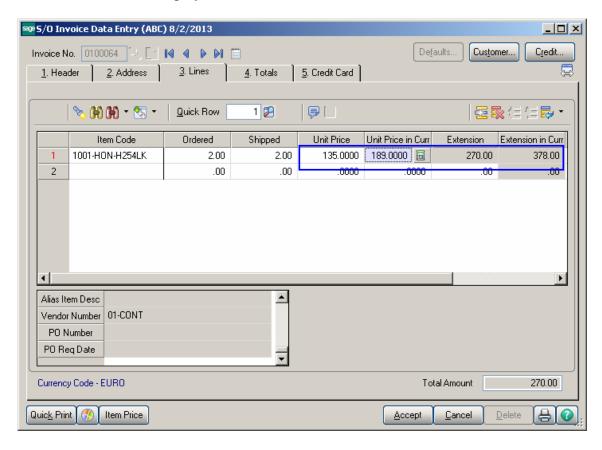
Rate: Enter the rate you want to use.

Load Price as Foreign Unit Price: If this checkbox is selected the Item's standard price is loaded in the lines tab as Unit Price in Currency and the Unit Price is calculated as: Unit Price in Currency / Exchange Rate.

The currency fields are editable until there is a line entered in the Lines tab. After a line is entered the currency fields are view only and cannot be edited.

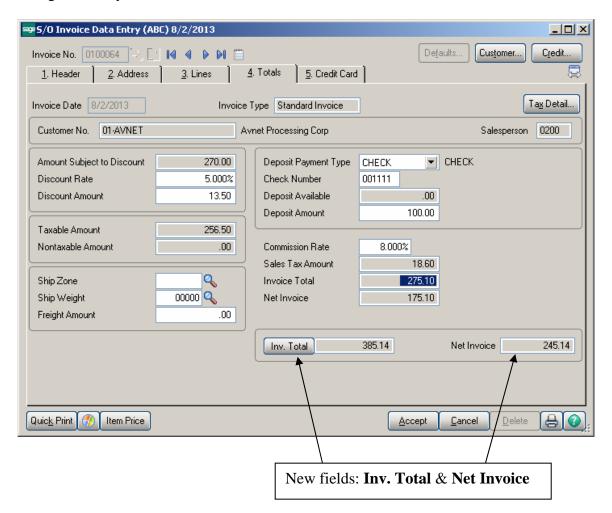


Two new fields: the **Unit Price in Currency** and **Extension in Currency** on the **Lines** tab, are the same as those fields in the **Sales Order Entry** grid, and they display amounts in foreign currency while the **Unit Price** and **Extension** fields display the amounts in USD.



Two new fields, **Inv. Total** and **Net Invoice**, in the **Totals** tab, display amounts in foreign currency.

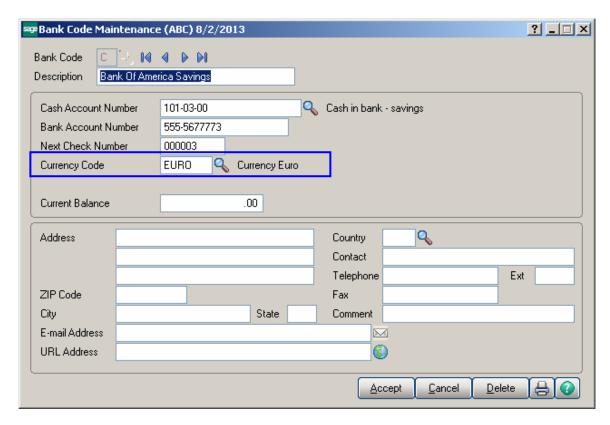
Click the **Inv. Total** button to recalculate the total in foreign currency from the lines.



Bank Reconciliation

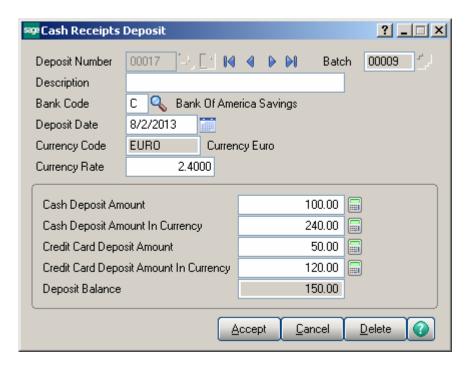
Bank Code Maintenance

The Currency Code field has been added to the Bank Code Maintenance to allow specifying the Currency by which current Bank operates.

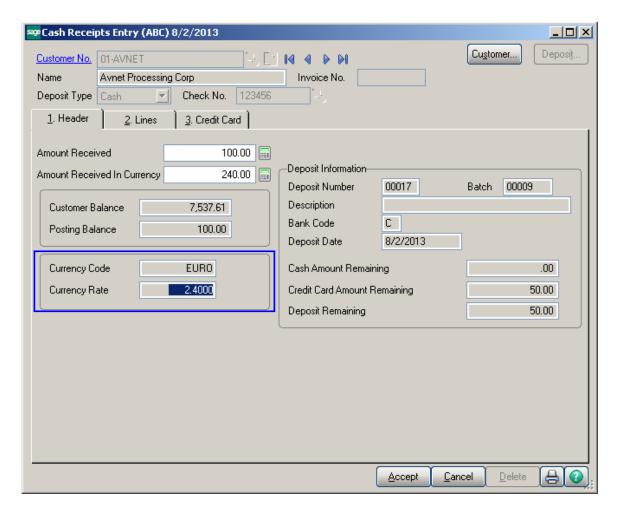


The **Currency Code** specified for the selected Bank Code will be defaulted to the **Cash Receipt Deposit Entry.**Posting to bank reconciliation file from cash receipt application will be done in the bank code currency.

The **Currency Code** field added to the **Cash Receipts Deposit** entry allows the user to see the Currency Code by which the selected bank is operating. The **Currency Code** field's value is defaulted from the Bank Code Maintenance. It will be blank if there is not Currency Code specified for the selected Bank Code in the Bank Code Maintenance.

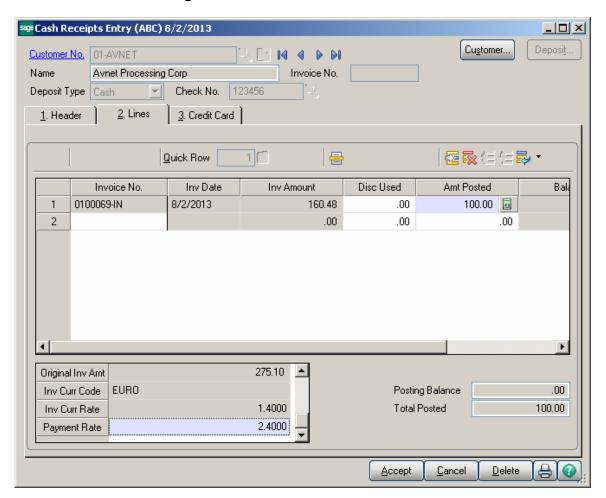


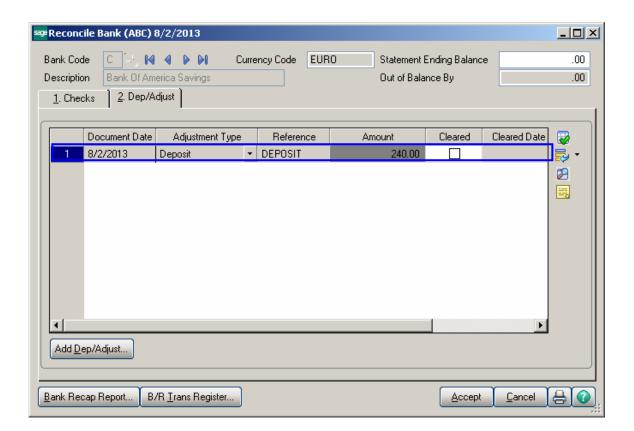
The user can enter the Currency Rate for current deposit. Upon entering the **Cash Deposit** or **Credit Card Deposit Amount** the **Deposit Amount** in **Currency** value is automatically calculated based on the Currency Rate and vice versa.



The Amount Received and Amount Received In

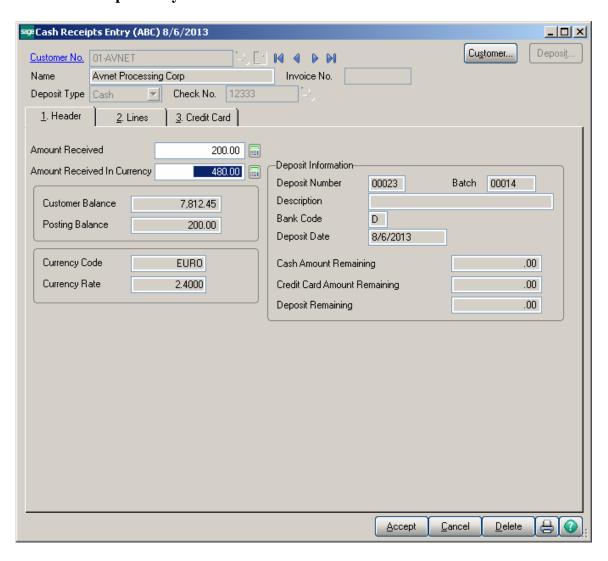
Currency fields allow the user to enter corresponding amounts. Upon entering the Amount Received the Amount in currency is automatically calculated and vice versa. The Currency Code and Currency Rate fields' values are defaulted from the Cash Receipt Deposit entry. When the Cash Receipts Journal is updated the amount is posted to bank reconciliation file application in the bank code currency.





Cash Receipts Entry

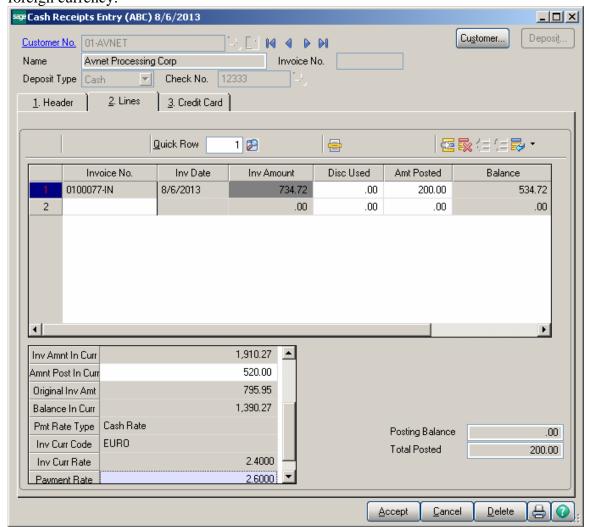
The Amount Received In Currency, Currency Code and Currency Rate fields are available on the Header tab of the Cash Receipts Entry.



Note: The **Auto** button is not available on the Cash Receipt Header.

New currency related fields have been added on the **Lines** tab of the **Cash Receipts Entry** screen. They are visible if foreign currency is used.

The **Inv. Amt. in Curr.**, **Amnt. Post. in Curr.** and **Balance in Curr.** fields display corresponding amounts in foreign currency.



If the **Payment Rate Type** on the Invoice is set to **Cash Rate**, additional fields are displayed: **Payment Rate Type** displays the setting on the Invoice. In our example it is **Cash Rate**.

Original Inv. Amt is the amount of the Invoice calculated based on the currency rate at the time of invoicing.

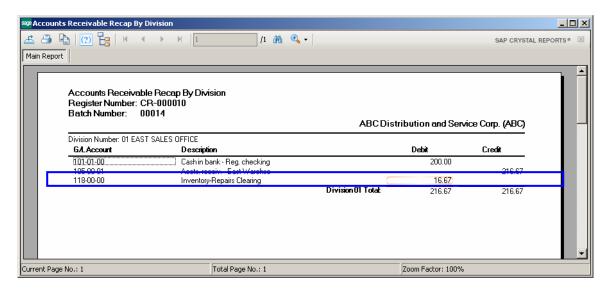
The following fields are available on the **Cash Receipts Entry** lines grid:

The Invoice Currency Code/Rate fields display Currency Code and Currency Rate of the original Invoice.

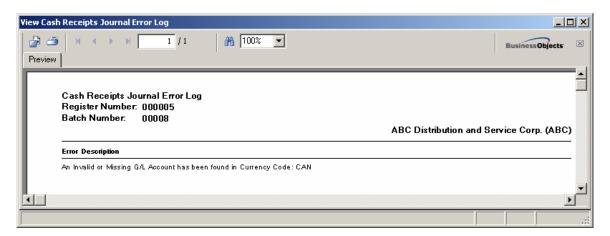
Payment Rate displays the **Currency Rate** at the time of payment. This field can be updated to reflect a rate change.

If the **Payment Rate** differs from the **Rate** at the time of Invoice, the **Invoice Amount** is recalculated as follows: **Original Inv. Amt* Inv. Curr.Rate / PaymentRate.**The difference is calculated by the following formula: (**Amount Posted*Payment Rate/ Inv. Curr Rate - Amount Posted).** In our example it is: (200*2.6/2.4-200=16.67 posted to the General Ledger account assigned to the Currency Code in the Currency Code Maintenance.

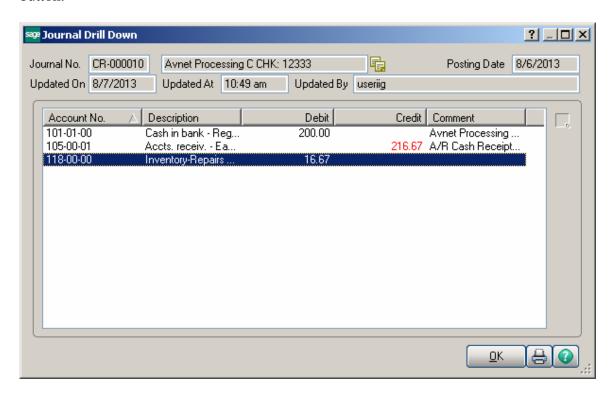
Postings can be viewed on the **Cash Receipts Journal** screen:



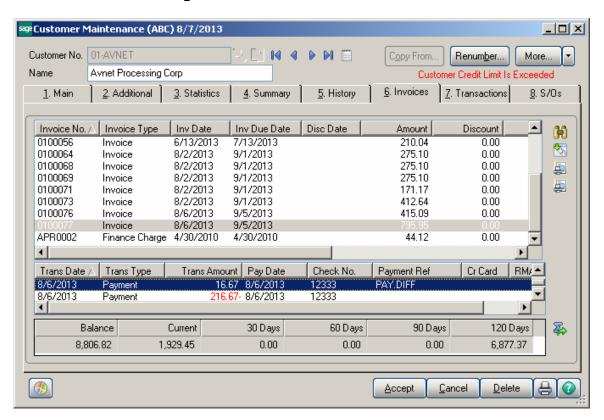
If the **Currency Code** has no G/L account assigned, or the account number does not exist, the **Cash Receipts Journal Error Log** is printed:



The same transaction to the Currency G/L account can be found in the **Journal Drill Down**. In the **Account Maintenance** program of the General Ledger Main menu go to the **Transactions** tab and click the **Journal Zoom** button.



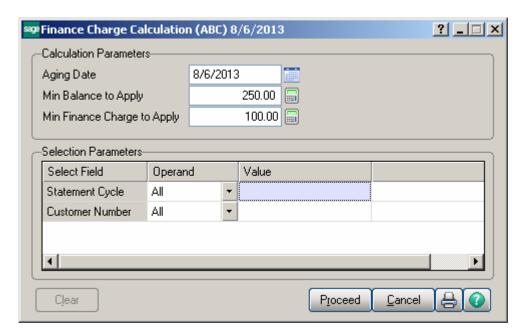
Any difference arising from rate fluctuations will also appear on the **Invoices** tab of the **Customer Maintenance** program:



Accounts Receivable-Period End

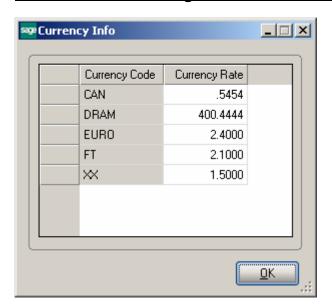
Finance Charge Calculation

The **Finance Charge Calculation** program has been modified to provide the users with ability of selecting **Currency Code** and specifying the exchange rate.



Upon clicking the **Proceed** button **Currency Info** screen is opened:

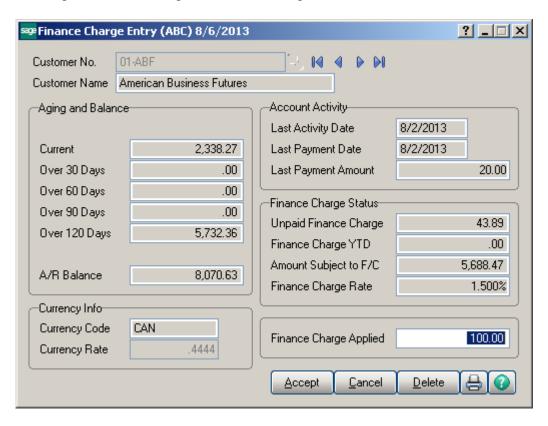
The Currency Codes, setup in the system, are displayed in the screen. The displayed currency exchange rate is the one active on the date the finance charge calculation is run.



The user can change the **Currency Rate** if needed.

Finance Charge Entry

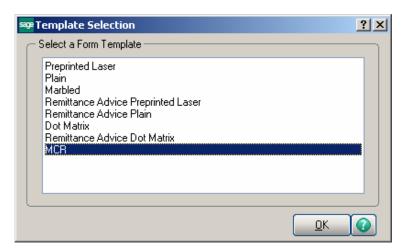
The **Currency Info** fields have been added to the Finance Charge Entry to display the currency code and the exchange rate used during the Finance Charge Calculation.

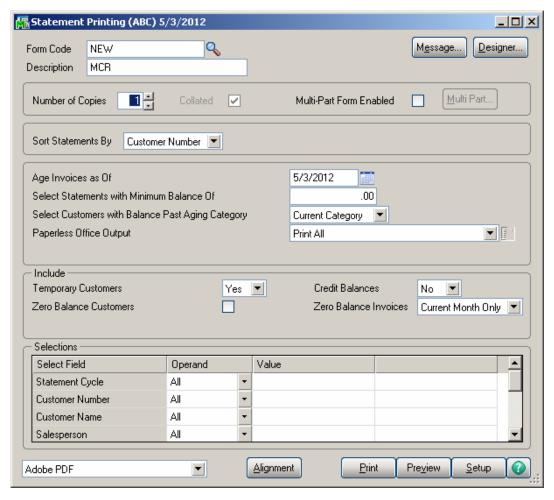


The user can change the **Currency Rate** if necessary. After the **Finance Charge Journal** is updated the Currency Rate entered here will be used for calculating charges in the Statement printing.

Statement Printing

The MCR form has been added to the Statement Printing to allow printing the Customer information by Currency.

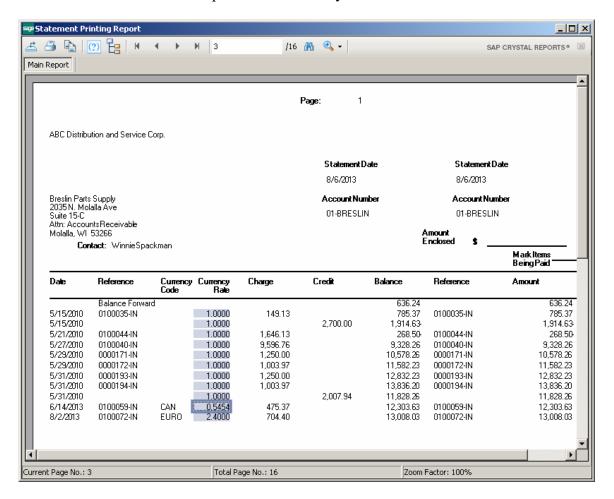




If the Invoice has been updated with Cash Rate, then the **Currency Rate** column will display the last Rate, and for the payments it will display their posted Rate.

And if the Invoice has been updated with Order Rate, then the report will display posted rate for that Invoice.

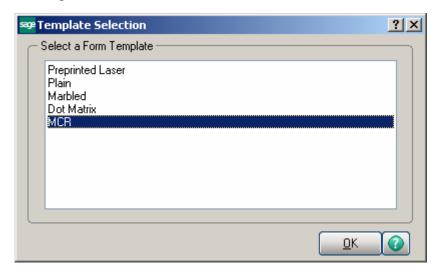
If the Invoice is not with Currency Code, then the Currency Code field is blank and "1" is printed for Currency Rate.



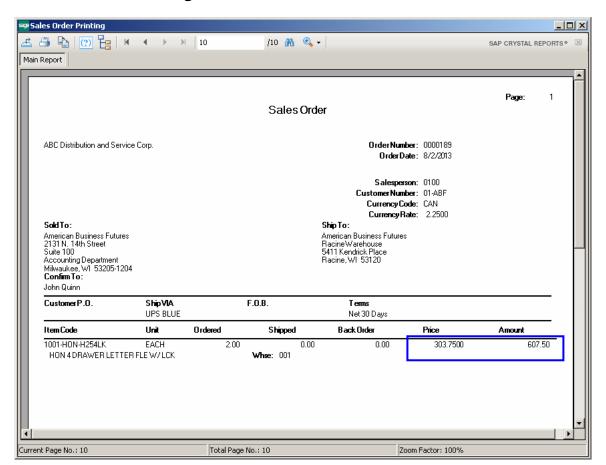
Printings

Sales Order Printing

The **MCR** form template has been added to the Sales Order Printing,

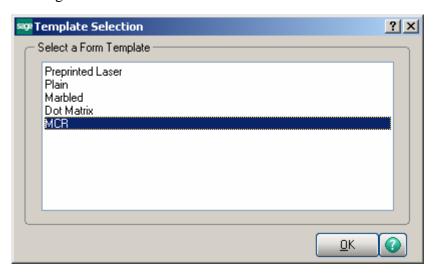


If the **Print in Currency** check box is selected in Sales Order Entry, the Currency information is displayed on the printing. The Price and Amount fields are displayed by Currency as well.

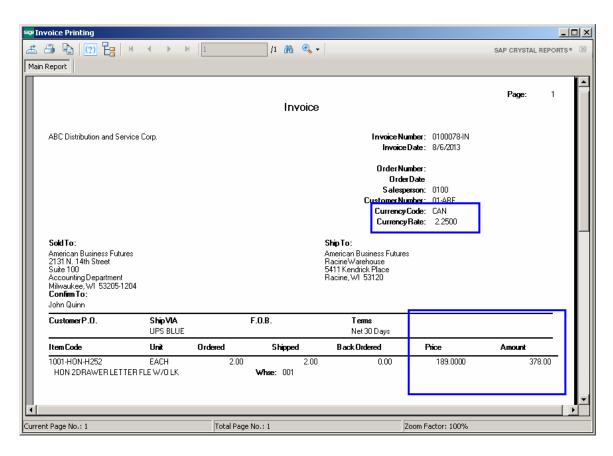


Invoice Printing

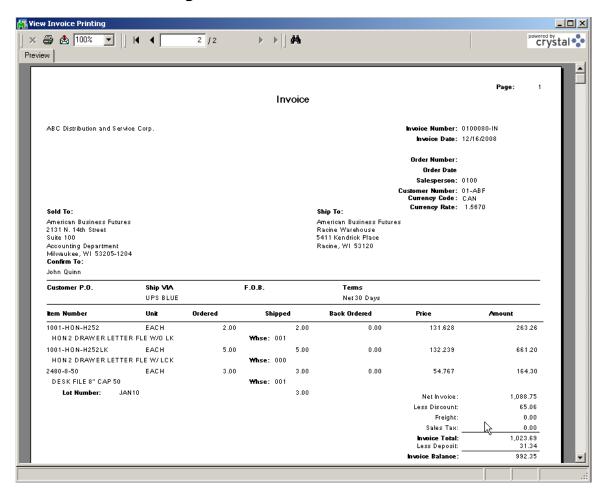
The **MCR** form template has been added to the Invoice Printing.



If the **Print in Currency** check box is selected in the **Invoice Data Entry**, the Currency information is displayed on the printing. The Price and Amount fields are displayed by Currency too.



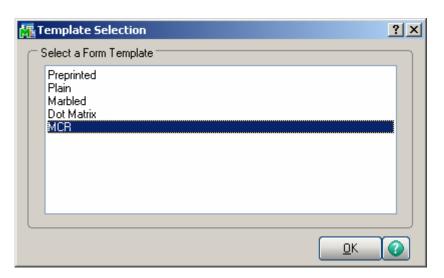
Note: In some cases, because of rounding issues, the Net Invoice Amount displayed on the printing may slightly differ from the Amount in currency calculated as sum of the Invoice lines' Amounts; but the Invoice Balance will be calculated correctly.

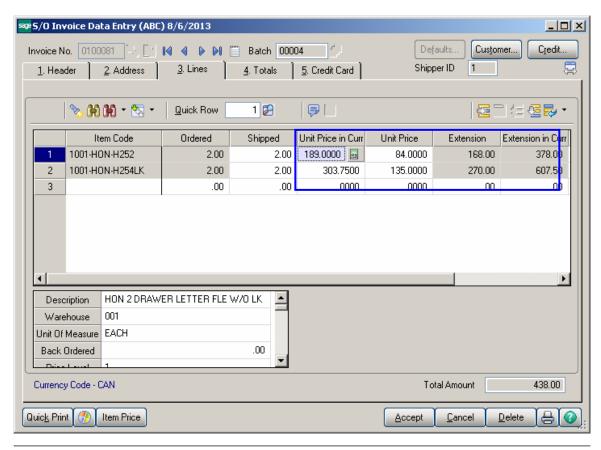


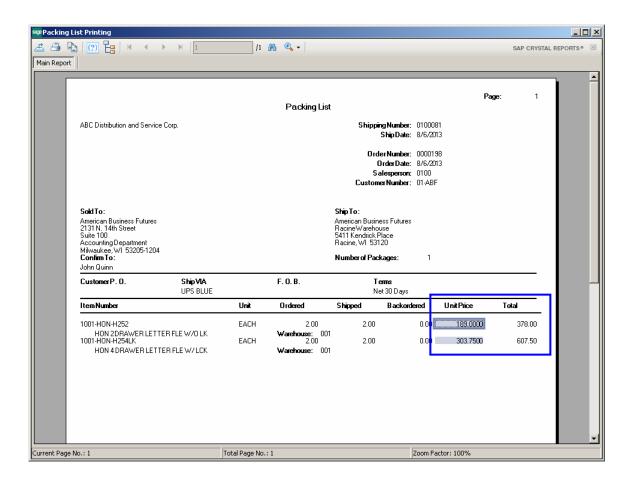
In our example the calculated Currency Amount is equal to: 263.26+661.20+164.30= 1088.76; and 1088.75 is printed instead. But the Invoice Balance 992.35 is equal to the Net Invoice displayed on the Invoice Data Entry.

Packing List Printing

The MCR form has been added to the Packing List Printing Template Selection list to allow printing Unit Price with Customer's Currency.

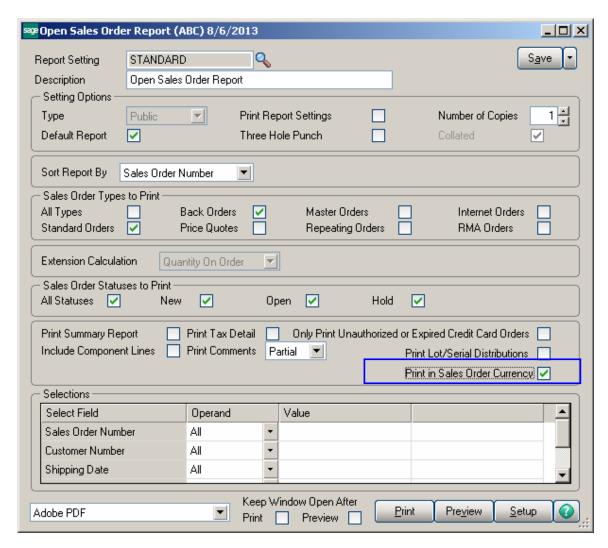




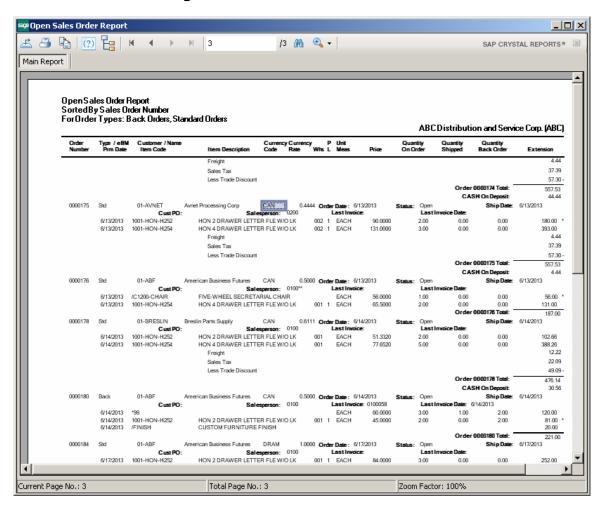


Open Sales Order Report

The **Print in Sales Order Currency** checkbox has been added to the Open Sales Order Report to allow printing the report in the currency code entered for the sales order.



If the checkbox is selected all orders having **Currency Code** with corresponding **Currency Rate** entered in the Sales Order Entry will be printed in the report. Here is an example of printout:

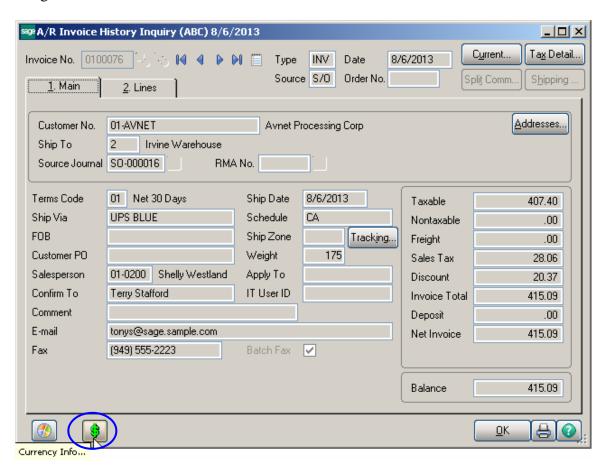


Note: The report Totals are printed by Sales Order. No grand total is available if the Print in Sales Order Currency checkbox is selected.

Inquires

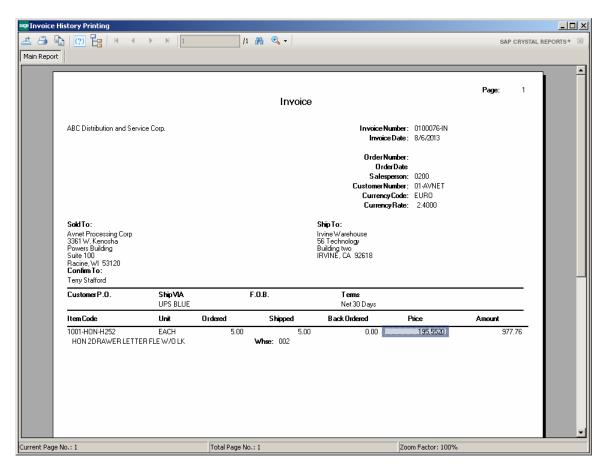
Invoice History Inquiry

The Currency Info... button on the Invoice History Inquiry screen displays the currency related information designated on the current invoice.



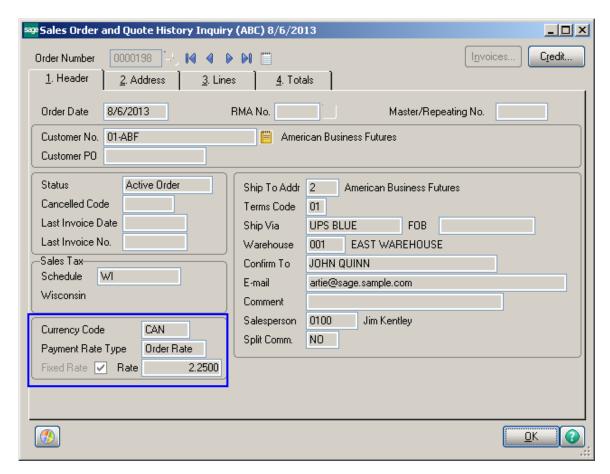


If the **MCR** template is selected in Invoice Printing, and the **Print in Currency** check box has been selected in the Invoice Data Entry, the Currency information will be displayed on the printing.



Sales Order/Quote History Inquiry

Select the Sales Order/Quote History Inquiry from the Sales Order Inquiries menu. Click the Header tab.



Currency Code: Displays the **Currency Code** used on the Sales Order.

Payment Rate Type: Order Rate implies that the rate indicated on the Sales Order Entry is being used for payment. **Cash Rate** implies that the amount is being paid based on the exchange rate at the time of payment (cash receipt).

Fixed Rate: This box is checked if a fixed currency rate is being used.

Rate: Indicates the fixed rate used for payment.