# 26.11. Using foreign currencies in transactions

The foreign currency feature enables you to receive stock from suppliers in the suppliers own foreign currency and also distribute goods to customers in their own currency.

# Set up foreign currencies for customers and/or suppliers



You must have *Foreign Currencies* configured in mSupply if you are using this feature. You set them up using Currencies. Once this is done, follow the steps below.

### Set the Store to use foreign currency

From the Navigator click drop down menu Special> Show Stores... double click to select the store in which you want foreign currencies to be used and in the window that appears hit tab Preferences.
 Check Store mode: Able to issue in foreign currency.
 Click OK and return to the mSupply Navigator.

#### Set the currency of the Customer or Supplier

- From the **Navigator** choose **Customers** > **Show Customers**. - Locate the Customer and doubleclick it. In the window that appears click the **General** tab and in **Currency** drop-down list (top-right) select the appropriate currency for that Customer. - Click **OK** to return to the Navigator and do the same for the Supplier if required.

## **Using foreign currencies**

- Generating an invoice for goods (either from a Supplier or to a Customer):
  - receive goods from a Supplier in a foreign currency
  - issue goods to a Customer in a foreign currency
- Generating a credit for returned or unwanted goods (either from a Customer or to a Supplier):
  - $\circ\,$  receive returned goods from a Customer in a foreign currency
  - $\circ\,$  send/return goods to a Supplier in a foreign currency

#### **Purchase orders**



Instructions in these section to be update

## **Supplier invoices**



In this example, our store operates with Australian dollars (AUD) as the local currency, and is making a purchase from a European supplier which uses the Euro (EUR)

- 1. From the Navigator choose **Suppliers > New Supplier Invoice**
- In the Supplier Invoice window that appears select your supplier and view its details by doubleclicking.
- 3. Click the **Price** tab and change the currency (as highlighted in box **1** below) to the currency in which the supplier provides the items to you.
- 4. Return to the **General** tab and click button **New line** to add a new item line.
- 5. In the window that appears type the details of the item you are receiving and hit button **OK & Next** to add further items.
- Once all items are added, again click the Price tab and review the item prices as highlighted in box 2 below:

Le Supplier invoice										×		
Name International Dispensary Association								Colour :	Ir: Black			
Their ref example ida	Confirm date : 29/08/13 Invoice							number: 1,010				
Comment		•								us: cn		
Goods receive ID : Category None									-			
Entered by												
									General			
General Summary by Item Summary by Batch Price	e Log											
Tender reference :			plier subt		210	Local charge	es 🗌	0	ø			
Currency EUR   Currency rate 1.4817	Extra fore Total fore	-	-	-	0 210	2			Discou	nt		
Line Item Name	Qty	Pack	Batch	Expiry	Price FC	Extension FC	Price	Local c	Price exten			
1 Benzhexol 2mg tab	1000	1	RS-851	31/10/16	0.01	10.00	0.01	0.00	14.81	~		
2 Lubricating jelly (KY) (g)	100	25	JK-577	31/01/17	2.00	200.00	2.96	0.00	296.34			
										-		
4									Þ			
Other charges								-				
S 🛐 🗸 Item(s):								Subtotal 0 % tax		0.00		
Amount:	0.00							Total		1.15		
								rotai				
Hold Export batch: 0 Finalize Margin: -1.66				_	OK & Next		-1-1-			- 4		
rinalize Margin: -1.00					OV & NEX		elete		OK	- S		
		_	_				_			.45		

The columns headed **Price FC** and **Extension FC** in box **2** above show the cost price of goods to you in Euros - i.e. the Foreign currency which the supplier uses, while the figures in the columns on the right show the prices in

Australian dollars - i.e. your local currency.

- 7. Click **OK** to save the Supplier invoice and introduce the items to stock.
  - If you change the supplier on an invoice that has item lines, the following message will appear. Check the currency is correct for the new customer and adjust it if necessary.



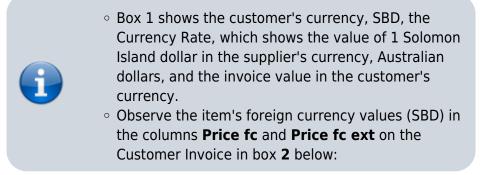
### **Customer invoices**

In our example, the supplier uses Australian dollars (AUD), and is creating an invoice for Highland Health Centre which uses Solomon Islands dollars (SBD).

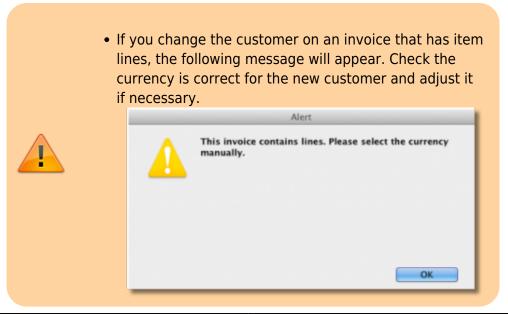
- 1. Ensure *Foreign Currencies* are active as per the instructions at the top of this page.
- 2. From the Navigator choose **Customers > New Customer Invoice**.
- 3. In the Customer Invoice window that appears select your Customer in field **Name** and note the currently set currency and its rate as highlighted in <u>box 1</u> below.
- 4. Now click the **New Line** button to add a new item line.
- 5. In the window that appears type the details of the item you are issuing and hit the **OK** button. Repeat as needed.

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Custon	ner invoice	1									x
<b>2</b> N	ame High	land Health Centre	Co	Confirm date 00/00/00				Colour: Black			
Thei	r ref	HC4							Invoice	: 30,040	
Comn	nent 🗌	1		Category	None		*	)	Entry date	: 19/09/13	
								Good	ds receive ID	: 0	
						1			Status	: nw	
New lin		Delete line (n)			<b>2</b>	j	Confirm		Entered by	: Sussol	
		Delete line(s) by Item   Summary by Batch   Transport deta	ils Log		Histor	У		2	Store	: General	
N Li	Location	Item Name	Quan	Pack Size	Batch	Exp date	Price fc	Price fc ext	Sell Price	Price exten	
1	TAB	Metoclopramide 10mg tab	1000	1	YT407	31/10/16	0.06	63.69	0.01	10.00	٠
											+
		1 Other char	rges Item:						Amount	0	.00
F. i	<b>I</b> 13								Subtotal	10	.00
Cun	rency SBD	Currency rate	0.157	Foreig	gn curren	cy total 63	.69		0 % tax	0	.00
_									Total	10	.00
Hold Finalize		Export batch: 0				OK	& Next	Delete		OK 🗸	ý



6. Click **OK** to save the Customer invoice.



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#### **Supplier credit**



In our example, the supplier, International Dispensary, uses Euros (EUR), while we use Australian dollars (AUD).

- 1. Ensure Foreign currencies are active as per the instructions at the top of this page.
- 2. From the Navigator click drop down menu **Supplier> New Supplier Credit**.
- 3. In the Supplier Credit window that appears select your Supplier in field **Name** and note the currently set currency and its rate as highlighted in <u>box 1</u> below.
- 4. Now click button **New Line** to add a new item line.
- In the window that appears type the details of the item you are receiving and hit OK. Repeat as needed.
- 6. As this is a credit note, the value is shown as a negative amount
- 7. Box 1 shows the supplier's currency, EUR, the Currency Rate, which shows the value of 1 Euro in our currency, Australian dollars, and the credit note value in the supplier's currency.
- 8. Note the item's foreign currency values (SBD) in the columns *Price fc* and *Price fc ext* on the Supplier Credit in box 2 below:

約 Supplier	credit									×	
Na Their Comme		Entry date : 19/09/2013 Confirm date : 00/00/00						Colour: Black Invoice number: 1,011 Status: nw			
New line General	Delete line Summary by Item Summary by Batch Log		Ca	tegory No	ne		Goods receive ID : 0 Purchase Order ID : 0 Entered by : Sussol Store : General				
L Lo	Item Name	Qty	Pack	Batch	Expiry	Cost price fc	Price fc ext	Cost Price	Price extension		
1 TAB	Prochlorperazine 5mg tab	5000	1	G7153	26/03/10	0.01	-84.50	0.02	-125.00	*	
										*	
•	Other charges					_			ł	-1	
<u>s</u> [	Item(s):	.00	10					Subtotal: -125. 0 % tax: 0. Total: -125.			
Curre	ency EUR Currency rate	1.48	817	Foreig	in currency	-84.50					
E Hold	Export batch: 0 Margin: -200.00					OK & Next	Delet	e	ОК	) 🏈	

- 9. Click **OK** to save the Supplier credit.
  - If you change the supplier on an invoice that has item lines, the following message will appear. Check the currency is correct for the new customer and adjust it if necessary.



#### **Customer credit**

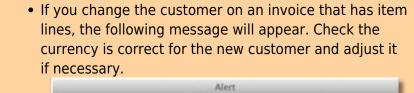


In our example, the supplier uses Australian dollars (AUD), and is creating a credit note for Highland Health Centre which uses Solomon Islands dollars (SBD).

- 1. Ensure Foreign currencies are active as per the instructions at the top of this page.
- 2. From the Navigator click drop down menu Customer> New credit...
- 3. In the Customer Credit window that appears select your Customer in field **Name** and note the currently set currency and its rate as highlighted in <u>box 1</u> below.
- 4. Now click button **New Line** to add a new item line.
- 5. In the window that appears type the details of the item you are crediting and hit button **OK**.
- 6. Boxes 1 and 2 show details exactly the same as explained in the previous two examples

🇶 Ci	usto	mer Credit	:										x
2	•	lame High	nland Health Centre		Cor	nfirm date	19/09/13				Colour:	Black	
_	The	ir ref	HC4	_							Invoice :	30,042	
(	Com	ment 🗌				Category	None		•		Entry date :	19/09/13	
										Good	s receive ID :	0	
	+	1									Status :	cn	
N.	ew lin	1	Delete line(s)				History		_	_	Entered by :	Sussol	
				and data to be	_		HISTORY		12	2	Store :	General	
Gen	erai	Summary	by Item Summary by Batch Tra	insport details   Lo	9								
N	Li	Location	Item Name		Quan	Pack Size	Batch	Exp date	Price fc	Price fc e	Sell Price	Price exten	
	1	TAB	Metoclopramide 10mg tab		1000	1	YT407	31/10/16	0.63	-637.00	0.10	-100.01	*
											·		
											_		
													-
			- G	Other charges	Item:						Amount:	(	0.00
-	i		1	2							Subtotal:	-100	0.01
	Cu	rrency SBE	Currency	rate 0.15	7	Foreig	n currency	total -637	.00		0 % tax:	(	0.00
	<u> </u>										Total:	-100	0.01
	old												æ
E Fi	naliz	e	Export batch: 0					OK &	Next	Delete		OK	ý

7. Click **OK** to save the Customer credit.





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