# 26.12. 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 can set them up now using **Currencies** and once you have done this, performing 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.
- 2. Check Store mode: Able to issue in foreign currency.
- 3. Click **OK** and return to the mSupply Navigator.

## Set the currency of the Customer or Supplier

- 1. From the **Navigator** choose **Customers** > **Show Customers**.
- 2. Locate the Customer and double-click 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.
- 3. 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):
  - $\circ\,$  receive goods from a Supplier in a foreign currency
  - $\circ\,$  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):
  - receive returned goods from a Customer in a foreign currency
    - $\circ\,$  send/return goods to a Supplier in a foreign currency

# Supplier invoices

As an Austra

As an example for the guide, our store operates with Australian dollars (AUD) as the local currency, and is making Last update: 2021/10/08 other\_stuff:foreign\_currency\_transactions https://docs.msupply.org.nz/other\_stuff:foreign\_currency\_transactions?rev=1633692668 11:31



a purchase from a European supplier which uses the Euro

- (EUR)
- From the Navigator choose Suppliers > New Supplier Invoice
- In the Supplier Invoice window that appears select your supplier and view its details by doubleclicking.
- 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.
- Return to the General tab and 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 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 2 below:

supplier invoice											
Name International Dispensary Association Their ref example ida Comment	1	Entry date : 29/08/2013 Confirm date : 29/08/13 Category None					Colour: Black Invoice number: 1,010 Status: cn Goods receive ID: 0 Purchase Order ID: 0				
General Summary by Item Summary by Batch Price	Log							Store :	General		
Tender reference : 1 Currency EUR Currency rate 1.4817	Extra fore Total fore	Supj ign curr ign curr	plier subt ency cha ency cha	otal rges	210 0 210	Local charge	es 🗌	0	Disco	unt	
Line Item Name	Qty	Pack	Batch	Expiry	Price FC	Extension FC	Price	Local c	Price exten		
Benzhexol 2mg tab     Lubricating jelly (KY) (g)	1000	1 25	RS-851 JK-577	31/10/16 31/01/17	0.01 2.00	10.00 200.00	0.01 2.96	0.00	14.81 296.34	*	
Image: Subtral in the initial initiali initialini initiali initial initial initial initial initial init											
Innanze margini 1.00					OV & NEX		eiele		UK		

The columns headed 'Price FC' and 'Extension FC' in <u>box 2</u> 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. • Click **OK** to save the Supplier invoice and introduce the items to stock.

#### **Customer invoices**

- Ensure Foreign Currencies are active as per the instructions at the top of this page.
- From the Navigator choose **Customers > New Customer Invoice**.
- 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.
- Now click the **New Line** button to add a new item line.
- In the window that appears type the details of the item you are issuing and hit button **OK**. Repeat as needed.



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

- Box 1 shows the customer's currency, SBD, the Currency Rate, which shows the value of 1 Solomon Island dollar in the supplier's currency, Australian dollars, and the invoice value in the customer's currency.
- Note the item's foreign currency values (SBD) in the columns *Price fc* and *Price fc ext* on the Customer Invoice in <u>box 2</u> below:

🏚 Ci	usto	mer invoice	:									X
2	1	Name High	land Health Centre	Co	nfirm date	00/00/00	)			Colour:	Black	
_	The	ir ref	HC4							Invoice :	30,040	
	Com	ment	<b>↓</b>		Category	None		*	)	Entry date :	19/09/13	
									Good	ds receive ID :	0	
	-	1				-	1			Status :	nw	
N	ew li	J De	Delete line(s)			Histor	 v	Confirm		Entered by :	Sussol	
Ger	neral	Summary I	by Item Summary by Batch Transport details	Log			,		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	*
										·		
												-
-			Other charge	s Item:						Amount:	0	0.00
										Subtotal:	10	0.00
	Cu	rrency SBD	Currency rate	.157	Foreig	gn curren	cy total 63	.69		0 % tax:	0	0.00
								_		Total:	10	0.00
Fi	Hold Finalize Export batch: 0 OK & Next Delete OK Ø											

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





Note that this message also appears on a Customer Credit and Supplier Credit.

### **Supplier credit**

- Ensure Foreign currencies are active as per the instructions at the top of this page.
- From the Navigator click drop down menu Supplier> New Supplier Credit.
- 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.
- 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.
- As this is a credit note, the value is shown as a negative amount

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

- 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.
- 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:

Le Supplier credit									×		
Name International Dispensary Association Their ref ida Comment New line Delete line General Summary by Item Summary by Batch Log	Entry date : 19/09/2013 Confirm date : 00/00/00 Category None						Colour : Black Invoice number : 1,011 Status : nw 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	~		
<					_			+	- 1		
Subtotal:         -125.00           Item(s):         0 % tax:         0.00           Amount:         0.00         Total:         -125.00           Currency EUR         Currency rate         1.4817         Foreign currency -84.50											
□ Hold     Export batch: 0       □ Finalize     Margin: -200.00       □ K & Next     Delete       ○ K & Next     OK											

• Click **OK** to save the Supplier credit.

#### **Customer credit**

- Ensure Foreign currencies are active as per the instructions at the top of this page.
- From the Navigator click drop down menu Customer> New credit...
- 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.
- Now click button **New Line** to add a new item line.
- In the window that appears type the details of the item you are crediting and hit button **OK**.



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).

• Boxes 1 and 2 show details exactly the same as explained in the previous two examples

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te Customer Credit										x
Name Highland Health Cer	ntre 👢	Cor	nfirm date	19/09/13				Colour :	Black	
Their ref	HC4							Invoice :	30,042	
Comment			Category	None		•		Entry date :	19/09/13	
							Good	s receive ID :	0	
				_				Status :	cn	
				1				Entered by :	Sussol	
New line Delete line(s)				History		- (2	2	Store :	General	
General Summary by Item Summa	ry by Batch Transport details	log								_
N., Li., Location	Item Name	Quan	Pack Size	Batch	Exp date	Price fc	Price fc e	Gell Price	Price exten	
1 TAB Metoclopramide	a 10mg tab	1000	1	YT407	31/10/16	0.63	-637.00	0.10	-100.01	*
								,		
										Ŧ
	1 Other charges	Item: [						Amount:	0	.00
	<u> </u>					_		Subtotal:	-100	.01
Currency SBD 🔻	Currency rate 0.3	157	Foreig	n currency	total -637	.00		0 % tax:	0.	.00
								Total:	-100	.01
Hold					OK 8	Neut	Delete			6
Export batch					UKA	NEXL	Delete		UK	~

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

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