

## 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 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 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. - 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):
  - [receive returned goods from a Customer in a foreign currency](#)
  - [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**
2. In the Supplier Invoice window that appears select your supplier and view its details by double-clicking.
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.
6. Once all items are added, again click the **Price** tab and review the item prices as highlighted in box 2 below:

The screenshot shows the 'Supplier invoice' window. At the top, there are fields for 'Name' (International Dispensary Association), 'Entry date' (29/08/2013), 'Colour' (Black), 'Invoice number' (1,010), and 'Status' (cn). Below this, there are fields for 'Their ref' (example), 'ida', 'Comment', 'Category' (None), 'Goods receive ID' (0), 'Purchase Order ID' (0), 'Entered by' (Sussol), and 'Store' (General). The window has tabs: General, Summary by Item, Summary by Batch, Price, and Log. The 'Price' tab is currently selected. In the 'Tender reference' section, the 'Currency' dropdown is set to 'EUR' (highlighted with box 1) and the 'Currency rate' is 1.4817. The 'Supplier subtotal' is 210, 'Local charges' are 0, and 'Total foreign currency charges' is 210 (highlighted with box 2). The main table lists two items: 'Benzhexol 2mg tab' and 'Lubricating jelly (KY) (g)'. The columns include Line, Item Name, Qty, Pack, Batch, Expiry, Price FC, Extension FC, Price, Local c..., and Price exten. The 'Price FC' and 'Extension FC' columns are highlighted with a red box. The table shows the conversion of Euro prices to Australian dollars. At the bottom, there are buttons for 'Hold', 'Finalize', 'Export batch: 0', 'Margin: -1.66', 'OK & Next', 'Delete', 'OK', and a 'Print' icon.



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 box 1 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.

**Customer invoice**

Customer		Invoice		Status	
Name	Highland Health Centre	Confirm date	00/00/00	Colour:	Black
Their ref	HC4			Invoice : 30,040	
Comment		Category	None	Entry date : 19/09/13	
				Goods receive ID : 0	
				Status : nw	
				Entered by : Sussol	
				Store : General	
	New line				History
	Confirm				2

General Summary by Item Summary by Batch Transport details Log

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
					1	Other charges	Item:	Amount: 0.00			
Currency		SBD	Currency rate		0.157	Foreign currency total 63.69			Subtotal: 10.00		
									0 % tax: 0.00		
									Total: 10.00		

Hold  Finalize Export batch: 0

OK & Next Delete OK

 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.

Observe the item's foreign currency values (SBD) in the columns **Price fc** and **Price fc ext** on the Customer Invoice in box 2 below:

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

 • If you change the customer 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.



## 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 box 1 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 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:

Supplier credit

<input type="checkbox"/>	Name: International Dispensary Association	<input type="button" value=""/>	Entry date: 19/09/2013	Colour: <span style="background-color: black; color: white;">Black</span>
Their ref: ida		Confirm date: 00/00/00	Invoice number: 1,011	
Comment:		<input type="button" value=""/>	Status: nw	Goods receive ID: 0
<input type="button" value="+"/>	<input type="button" value="-"/>	Category: None	Purchase Order ID: 0	
New line		Delete line	Entered by: Sussol	
Store: General				
<input type="button" value="General"/> <input type="button" value="Summary by Item"/> <input type="button" value="Summary by Batch"/> <input type="button" value="Log"/>				
L... Lo...	Item Name	Qty	Pack	Batch
1 TAB	Prochlorperazine 5mg tab	5000	1	G7153
				Expiry: 26/03/10
				Cost price fc: 0.01
				Price fc ext...: -84.50
				Cost Price: 0.02
				Price extension: -125.00
<input type="button" value=""/> <input type="button" value=""/> <input type="button" value=""/>				
<b>Other charges</b>				
<input type="button" value=""/> <input type="button" value=""/> <input type="button" value=""/>				
Item(s): <input type="text"/> Amount: <input type="text" value="0.00"/>				
Subtotal: -125.00 0 % tax: 0.00 Total: -125.00				
Currency: <input type="text" value="EUR"/> <input type="button" value=""/> Currency rate: <input type="text" value="1.4817"/> Foreign currency: -84.50				
<input type="checkbox"/> Hold <input type="checkbox"/> Finalize		Export batch: 0 Margin: -200.00	<input type="button" value="OK &amp; Next"/> <input type="button" value="Delete"/> <input type="button" value="OK"/> <input type="checkbox"/>	

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

- 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 box 1 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

Customer Credit

<input type="text"/> Name	Highland Health Centre	<input type="button" value=""/>	Confirm date	19/09/13	Colour:	<input type="color" value="Black"/>					
Their ref	HC4				Invoice:	30,042					
Comment		<input type="button" value=""/>	Category	None	Entry date:	19/09/13					
					Goods receive ID:	0					
					Status:	cn					
					Entered by:	Sussol					
					Store:	General					
<input type="button" value="New line"/>	<input type="button" value="Delete line(s)"/>	<input type="button" value="History"/>			<input type="button" value=""/>	<span style="border: 2px solid red; padding: 2px;">2</span>					
<a href="#">General</a> <a href="#">Summary by Item</a> <a href="#">Summary by Batch</a> <a href="#">Transport details</a> <a href="#">Log</a>											
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
<input type="button" value=""/> <input type="button" value=""/> <input type="button" value=""/> <input type="button" value=""/> <span style="border: 2px solid red; padding: 2px;">1</span> Other charges Item: <input type="text"/> Amount: <input type="text" value="0.00"/> Currency <input type="button" value="SBD"/> Currency rate <input type="text" value="0.157"/> Foreign currency total -637.00 Subtotal: -100.01 0 % tax: 0.00 Total: -100.01											
<input type="checkbox"/> Hold	<input type="checkbox"/> Finalize	Export batch: 0		<input type="button" value="OK &amp; Next"/>	<input type="button" value="Delete"/>	<input type="button" value="OK"/>	<input type="button" value=""/>				

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



- If you change the customer 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.



[Previous: 26.10. Currencies](#) | | [Next: 26.12. Product \(drug\) registration](#)

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