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

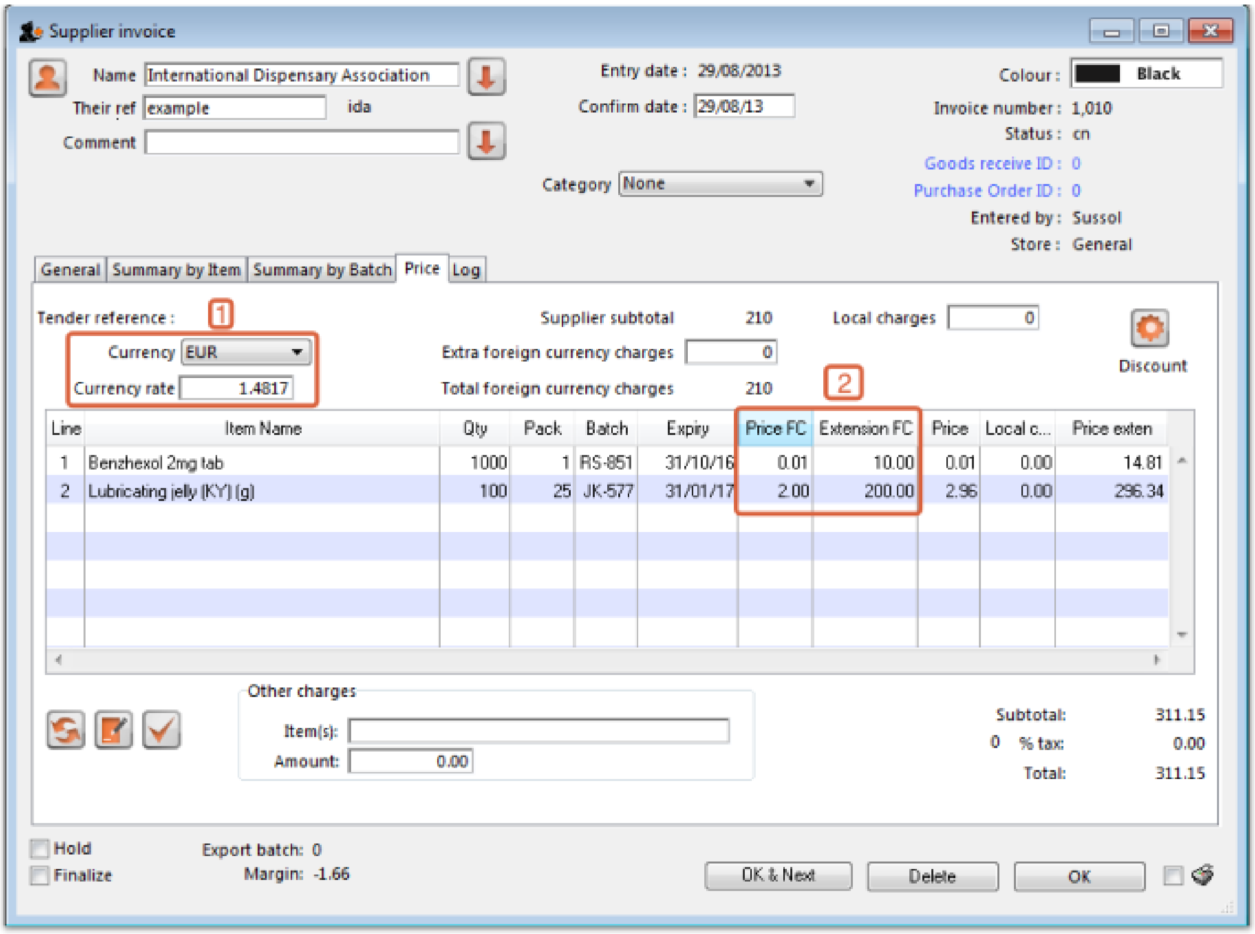
Purchase orders

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:



Name: International Dispensary Association
Their ref: example ida
Comment:
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
Entered by : Sussol
Store : General

Tender reference :
Currency: EUR
Currency rate: 1.4817
Supplier subtotal: 210
Extra foreign currency charges: 0
Total foreign currency charges: 210
Local charges: 0

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

Other charges
Item(s):
Amount: 0.00

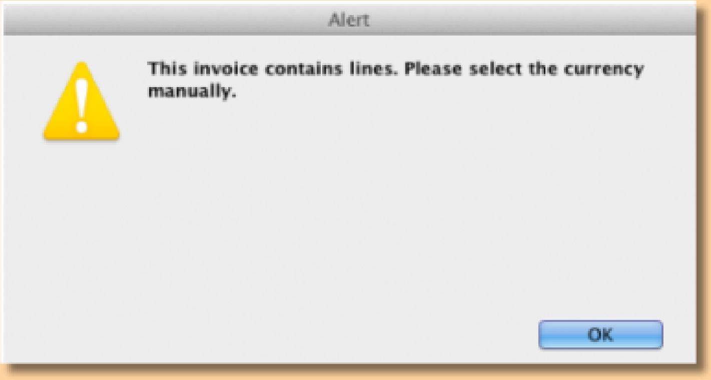
Subtotal: 311.15
0 % tax: 0.00
Total: 311.15

☐ Hold
☐ Finalize
Export batch: 0
Margin: -1.66

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.

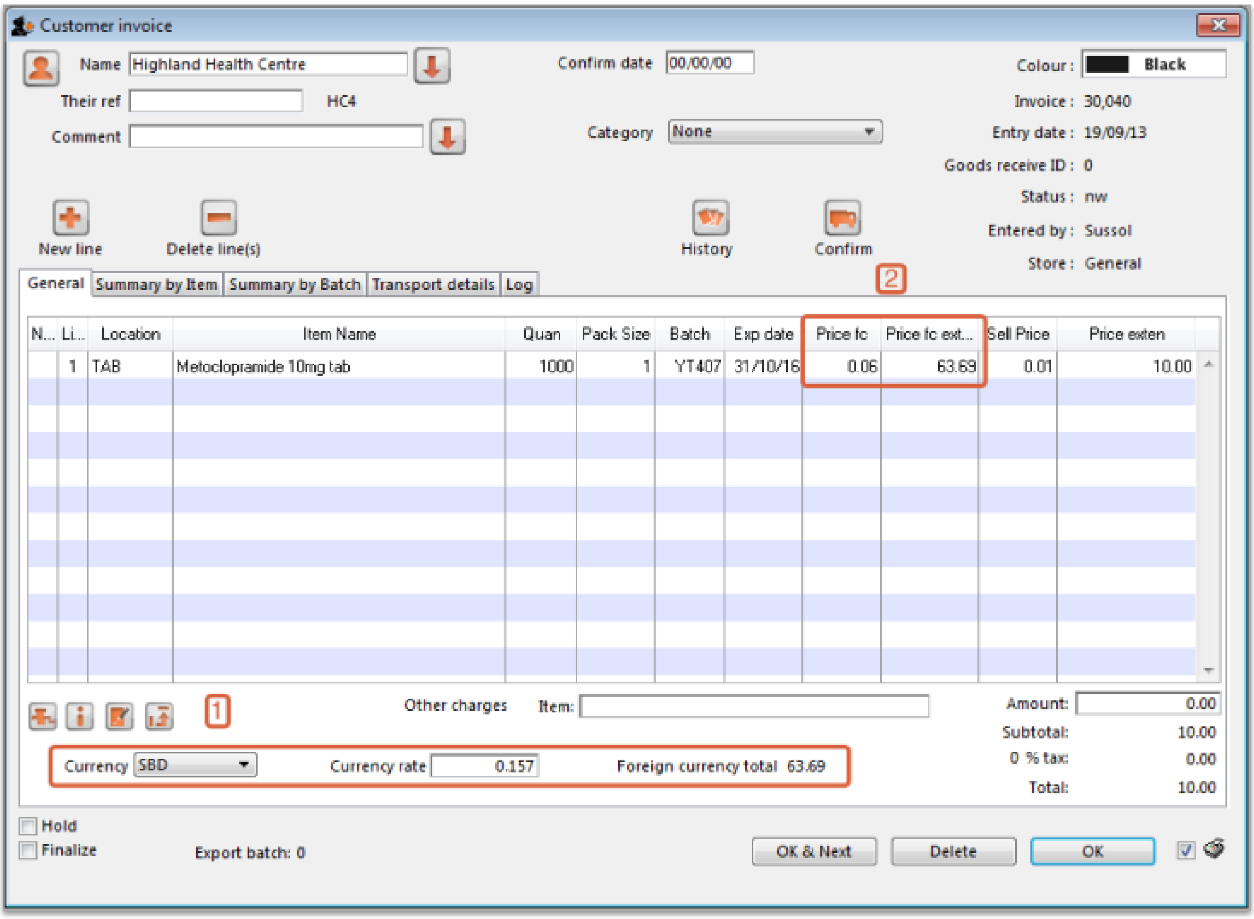


This invoice contains lines. Please select the currency manually.

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
New line
Delete line(s)
History
Confirm
General
Summary by Item
Summary by Batch
Transport details
Log
1
2
OK & Next
Delete
OK

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

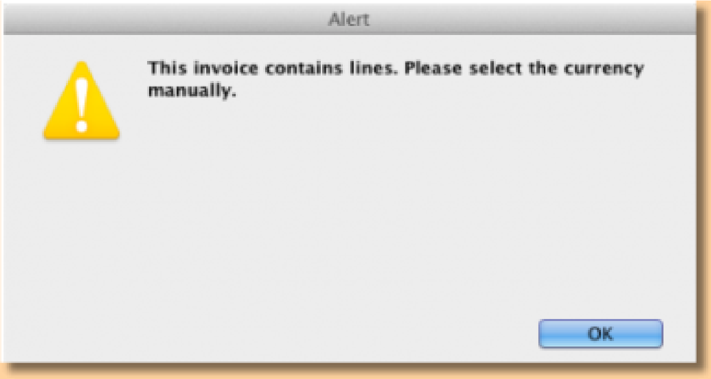
N...	Li...	Location	Item Name	Quan	Pack Size	Batch	Exp date	Price fc	Price fc ext...	Sell Price	Price exten
	1	TAB	Metoclopramide 10mg tab	1000	1	YT407	31/10/16	0.06	63.69	0.01	10.00

Other charges Item:
Amount: 0.00
Subtotal: 10.00
0 % tax: 0.00
Total: 10.00
Currency: SBD
Currency rate: 0.157
Foreign currency total: 63.69
☐ Hold
☐ Finalize
Export batch: 0

- 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.

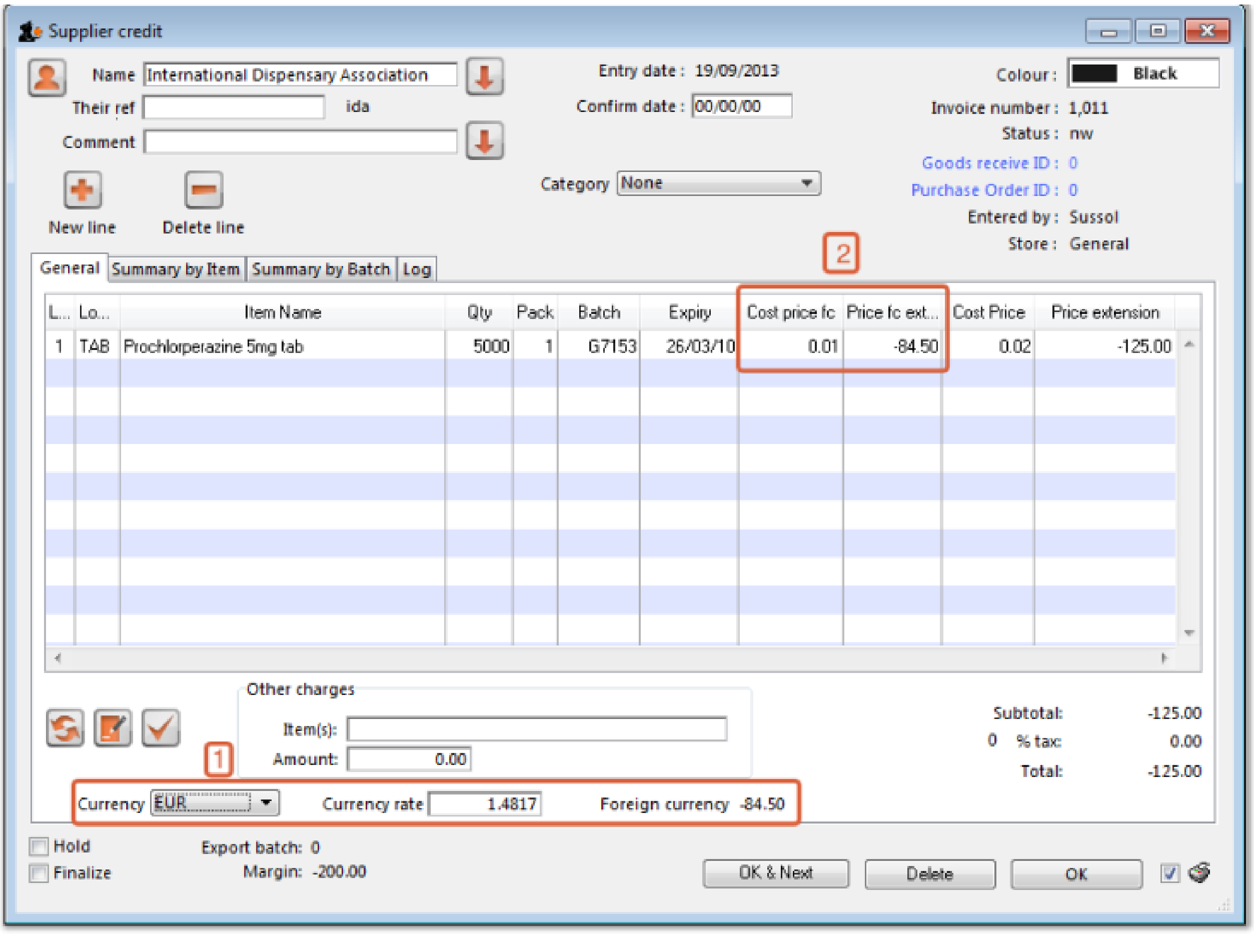


This invoice contains lines. Please select the currency manually.

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:



Name: International Dispensary Association
Their ref: ida
Comment:
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

Other charges
Item(s):
Amount: 0.00

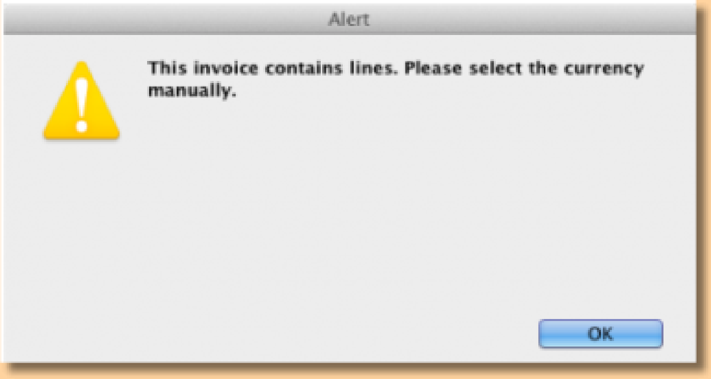
Subtotal: -125.00
0 % tax: 0.00
Total: -125.00

Currency EUR
Currency rate 1.4817
Foreign currency -84.50

☐ Hold
☐ Finalize
Export batch: 0
Margin: -200.00

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.

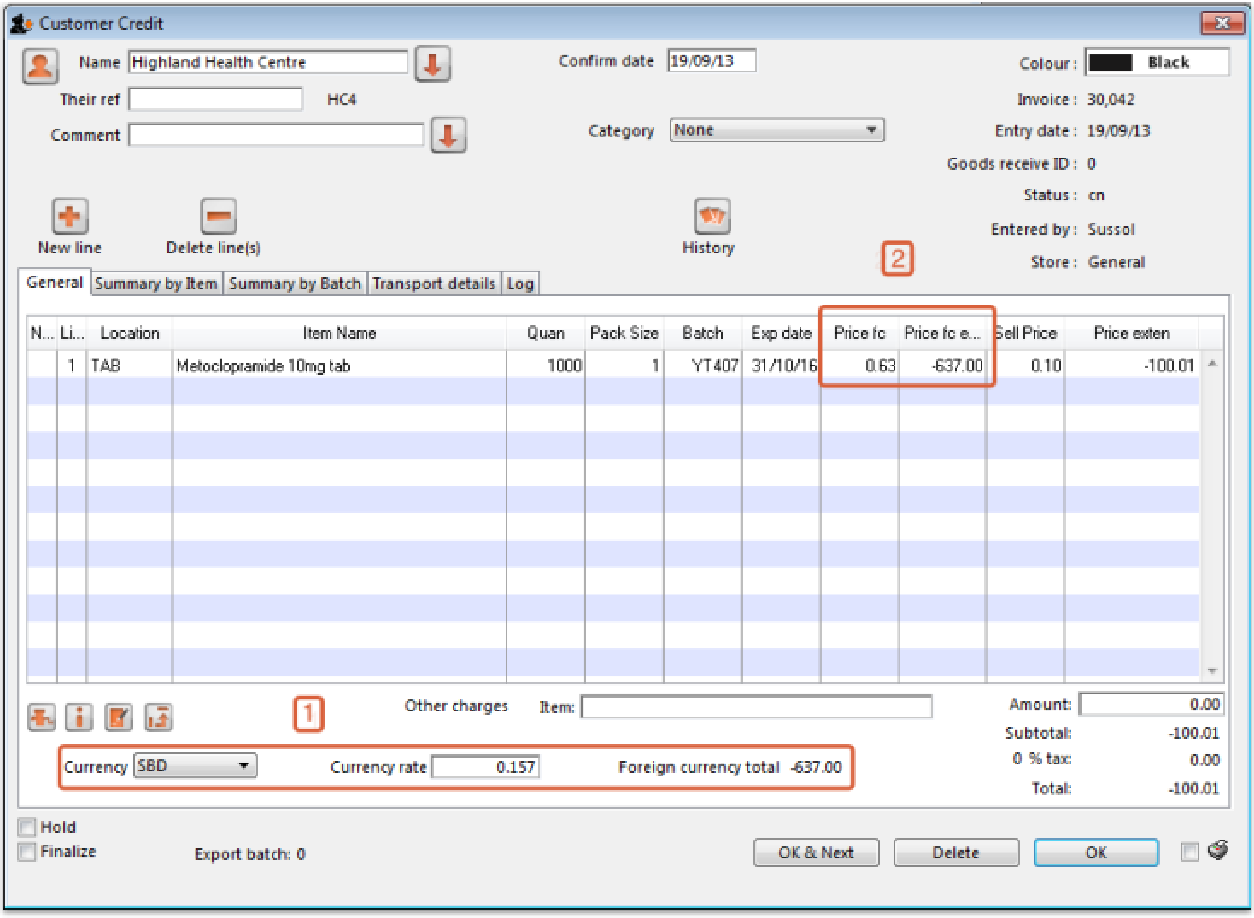


This invoice contains lines. Please select the currency manually.

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 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 crediting and hit button **OK**.
6. Boxes **1** and **2** show details exactly the same as explained in the previous two examples



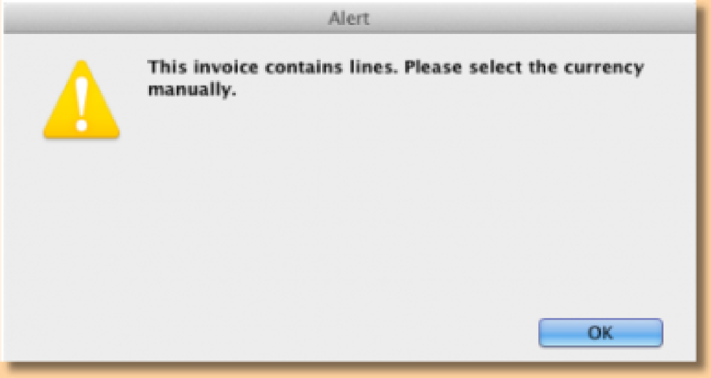
Name Highland Health Centre
Their ref HC4
Comment
Confirm date 19/09/13
Category None
Colour : Black
Invoice : 30,042
Entry date : 19/09/13
Goods receive ID : 0
Status : cn
Entered by : Sussol
Store : General

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

Other charges Item:
Currency SBD
Currency rate 0.157
Foreign currency total -637.00
Amount: 0.00
Subtotal: -100.01
0 % tax: 0.00
Total: -100.01
☐ Hold
☐ Finalize
Export batch: 0

7. 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.



This invoice contains lines. Please select the currency manually.

*Previous: **26.10. Currencies** | | Next: **26.12. Product (drug) registration***

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