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 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)

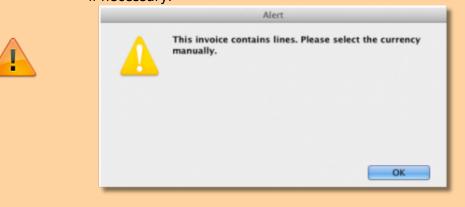
- 1. From the Navigator choose Suppliers > New Supplier Invoice
- 2. In the Supplier Invoice window that appears select your supplier and view its details by doubleclicking.
- 3. Click the **Price** tab and change the currency (as highlighted in box **1** below) to the currency in which the supplier 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.
- 6. 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		Entry date : 29/08/2013						Colour: Black				
Their ref example ida	_		Confirm	date : 29/08	3/13		Invoic	e number :	1,010			
Comment								Status :				
		Cate		ne				receive ID :				
		Care	goly [iii					Order ID : ntered by :	-			
							E		General			
General Summary by Item Summary by Batch Price	e Log							210101	ocinciai			
Tender reference :					210	Local charg	es	0				
Currency rate 1.4817		-			0 210	2			Disco	unt		
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	~		
 Lubricating jelly (KY) (g) 	100	25	JK-577	31/01/17	2.00	200.00	2.96	0.00	296.34			
										-		
<	1 1								Þ			
Other charges												
Line Item Name Qty Pack Batch 1 Benzhexol 2mg tab 1000 1 RS-851 2 Lubricating jelly (KY) (g) 100 25 JK-577						Subtotal		11.15				
Their ref example ida Confirm Comment Image: Comment Image: Category (Image: Category (0 % tax		0.00		
								Total	: 3	11.15		
					OK & Nex		elete		ОК			

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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ie Ci) •		land Health Centre	Co	nfirm date	00/00/00)			Colour :		<u>×</u>
(ir ref	HC4		Category	None		•	/	Invoice : Entry date : Is receive ID :	19/09/13	
	+ ew lin		Delete line(s) by Item Summary by Batch Transport details	Log		Histor	y v	Confirm	2	Status : Entered by :	nw	
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	YT 407	31/10/16	0.06	63.69	0.01	10.00	*
÷.			1 Other charges	Item:						Amount:	0	0.00
		1 🖪 🖬								Subtotal:	10	0.00
[Cu	rrency SBD	 Currency rate 	.157	Foreig	gn curren	cy total 63	.69		0 % tax: Total:	-	0.00
E H	old naliz	e	Export batch: 0				OK	& Next	Delete] 🏈

- 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



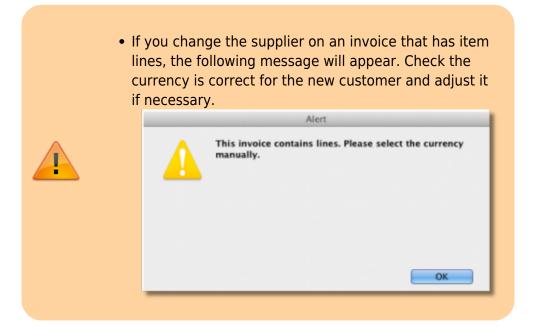
In our example, the supplier, International Dispensary, uses Euros (EUR), while we use Australian dollars (AUD).

- 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 <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 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:

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Supplier credit Name International Dispensary Association Their ref ida Comment Comment New line Delete line General Summary by Item Summary by Batch Log	1	Ca	-	date : 19/09 date : 00/00		Go	ods receive hase Order Entered I	er: 1,011 us: nw D: 0
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: Currency EUR Currency rate	0.00	817		n currency			Subto 0 % To	

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



Customer credit



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

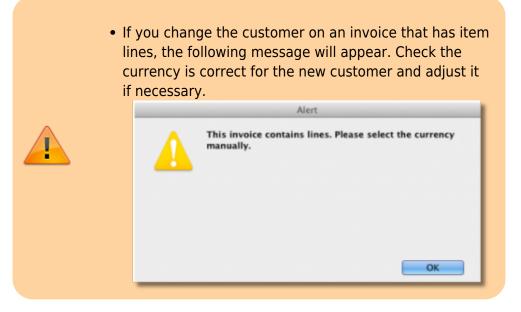


which uses Solomon Islands dollars (SBD).

- 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

	tomer Ci		nd Health Cent	74		Con	nfirm date	19/09/13	-			Colour	Black	
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Co	mment [Category	None		*		Entry date		
											Good	s receive ID	0	
G												Status	cn	
_	lew line Delete line(s)							•••		_		Entered by	Sussol	
				by Batch T	ransport details	Log		History		2		Store	General	
N L	i Loca	ation		Item Name		Quan	Pack Size	Batch	Exp date	Price fc	Price fc e	Sell Price	Price exten	
	1 TAB	1	Metoclopramide 1	Omg tab		1000	1	YT407	31/10/16	0.63	-637.00	0.10	-100.01	1
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	•			1	Other charges	Item:						Amount:		0
ł.	i 🖪 🖬 🚺 Other charges											Subtotal:	-10)0
	Currency SBD Currency rate 0.15						Foreig	n currency	total -637.		0 % tax:		0	
												Total:	-10	0
Hole Fina			Export batch:	0					OK &	Next	Delete		ОК	3

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



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

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