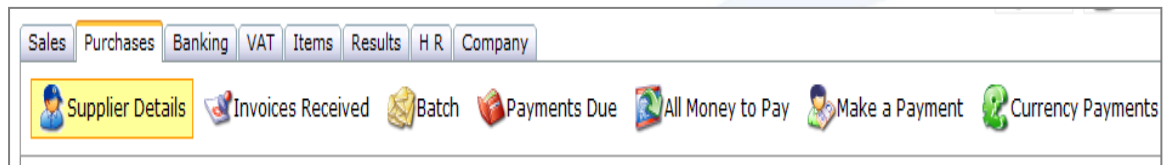


Using Multi-Currency in Purchases

Setting a currency default for suppliers

This option is only available if you have the Multi-currency module enabled. It allows you to set a default currency for a supplier. You can override the default currency for individual invoices when entering a new invoice if you require.

To get there, press the [Purchases](#) tab then the [Supplier details](#) button.



Select the supplier you wish to use in the [Search](#) box.

Search:

Code	Name
ACE001	Ace Accountants

Address		Default Nominal (GL) Code
155 Park View	Sheffield	
Postcode/Zip		VAT/Tax Number
SH9 1TY	U.K.	
Country	Phone	Default VAT/Tax Code
0114 9807615	0114 9807615	Terms
Fax	0114 9807616	Currency
Email	Jennifer@hotmail.com	Foreign Pay
Contact	Jennifer Pitt	Remit/SWIFT
Salutation	Jenny	
Their ref	3021	

In the drop down [Currency](#) box select the symbol of the currency you wish to use from the drop down box.

Code		Name	
ACE001		Ace Accountants	
Address		Default Nominal (GL) Code	Bank Sort Code
155 Park View	Sheffield	ACC01	
Postcode/Zip		VAT/Tax Number	Bank Account No.
SH9 1TY	U.K.		
Country	Phone	Default VAT/Tax Code	On Hold
0114 9807615	0114 9807616	11	Not on hold
Fax	0114 9807616	Terms	<input type="checkbox"/> EOM
Email	Jennifer@hotmail.com	Currency	
Contact	Jennifer Pitt	Foreign Pay	
Salutation	Jenny	Remit/SWIFT	
Their ref	3021		

- \$:- U S Dollar
- €:- Euro
- £:- Sterling
- 0:-
- SWE:- Swedish Kroner
- New:- Create new account

Enter the SWIFT code in the **Foreign pay remit/ SWIFT** box.

Search: ENG001 < > Purchase Invoices

Code: ENG001 Name: Engage Insurance

Address: 378-385 Liverpool Road, St Helens

Default Nominal (GL) Code: INS01 Bank Sort Code:

VAT/Tax Number: 76874123 Bank Account No.:

Default VAT/Tax Code: I1 On Hold:

Postcode/Zip: WA11 0TR Terms: 90 EOM

Country: UK Currency: \$

Phone: 0845 234895 **Foreign Pay Remit/SWIFT**

Fax: 0845 234896

Email: callightman@engage.com

Contact: Cal Lightman

Salutation: Cal

Their ref:

3017

Selecting a currency for a individual invoice

The currency will default to the currency selected in the supplier details page. However you can choose to overwrite the currency for individual invoices.

To get there, press the **Purchases** tab then the **Invoices received** button.

Sales **Purchases** Banking VAT Items Results H R Company

Supplier Details **Invoices Received** Batch Payments Due All Money to Pay Make a Payment Currency Payments Reports

Select the desired supplier then press the **New invoice** button.

Search: ENG001 < > Engage Insurance Find: Invoice Their ref Year end: 31/12/2010 < >

Page size 50

Date	Our inv no	Their ref	Source	Debit	Credit	Balance	Status
16/02/2010	6		PI		1,880.00	-1,880.00	Paid
01/03/2010	20100301/		PP	1,880.00		0.00	Allocated
28/04/2010	30		PI		1,645.00	-1,645.00	Outstanding
25/05/2010	20100525/		PP	645.00		-1,000.00	Outstanding
28/05/2010	20100528/		PP	1,000.00		0.00	Outstanding

Select the currency in the **Currency code** drop down box. The **Exchange rate** will automatically be calculated.

Account	ENG001	Supplier	Engage Insurance	
Our number		Deliver to		Currency code
Period/Year end				Exchange rate
Delivery date				On hold
Invoice date		Their ref		Debit note
Settle date				Paid
<input type="button" value="New line"/>				