# Spotlight - Multi-currency

## Preparation for Spotlight

Preparation if using demo data attached

1. Import Demo Data
2. Login with
       Standard ID:    sample@hansaworld.com
       Password:      Sample99

Preparation if creating your own demo data

1. Import Demo Data
2. Login with
       Standard ID:    sample@hansaworld.com
       Password:      Sample99
3. Change default Module for Login:
Module>>System>>Settings>>Access Groups>>Admin>>Change Line 1 to 'Sales Ledger' and 'Full'
4. Setup a Customer with a different Currency then your normal trading customer

Register>>Contacts>>Pricing Tab>>Currency Field>>Enter a different currency then your normal trading currency

SCRIPT:

Standard ERP provides users the ability to Invoice as well as report in Multiple currencies.

When I create a new invoice,

ACTION: Select Register>>Select Invoices>>Create>>Create New >>Invoice

the currency field will default to my companies main trading currency.

ACTION: Show cursor on 'Currency' field

I can now select an item,

ACTION: Past Special in 'Item' field and select the first Item (10101)

and see that the price displayed on the invoice is the price I have listed as the Base Price on my item card.

ACTION: Show cursor on 'Unit Price field

With this specific customer however, I would like to invoice in a different currency.

Once I select my customer,

ACTION: Past Special in Customer field and select the Customer you have setup with a different currency (002)

you will see that the currency field

ACTION: Show cursor on 'Currency' field

as well as the Unit Price, has changed,

ACTION: Show cursor on 'Unit Price' field

and I can Ok and Save my Invoice.

ACTION: Select 'OK' and select 'Save'

Standard ERP has now recorded both the amount owed in the specified currency, as well as the amount owed

in the local trading currency.

> ACTION: Show cursor on 'Base' field

I can now run the Sales Ledger Report, to see all amounts owed using a specific currency.

> ACTION: Navigation centre, select 'Reports', select 'Sales Ledger', in the 'Currency' field enter the currency you invoiced your customer in (USD)

I therefor select the 'Currency' Radio button.

> ACTION: Select 'Currency' radio button under Amount, select 'Run'
> ACTION: Show cursor on the Currency listed (USD), show cursor on the amount.

However, I would also like to see the amount that is owed with our local trading currency. When I run the report again,

> ACTION: Select 'Operations', select 'Reopen Report Specification'

I change the radio button to 'Base Currency 1'

> ACTION: Select 'Base Currency 1' radio button under Amount

which will show me the amount to be paid to our companies bank account.

> ACTION: Show cursor on the Currency listed (GBP), show cursor on the amount.

As you can see Standard ERP allows users to invoice their customers in different currencies, to display amounts owed in both local and alternative currencies, and provides detailed reports throughout this process.