Infor Distribution A+ International Currency User Guide

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About this guide

This guide describes workflow, concepts and procedures for installing Infor Distribution A+ International Currency module.

Related documentation

You can find related documentation at Infor Documentation Central (docs.infor.com). We recommend that you check this website periodically for updated documentation.

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Chapter 1 International Currency Overview

In today's expanding global marketplace, an increasing number of distributors are working with vendors in foreign countries and currencies. The International Currency module allows distributors who deal in importing and exporting to perform transactions in currencies other than their company's local currency. International Currency also supports distributors who have affiliate sales and/or distribution facilities in foreign countries by allowing these affiliate warehouses to operate in the local currency of the remote location (which may be different than the currency of the parent company).

Accounts Payable, Accounts Receivable, Electronic Data Interchange, Inventory Accounting, Order Entry, and Purchasing transactions can be processed in an unlimited number of foreign currencies and at multiple exchange rates. International Currency automatically creates general ledger entries for gains/losses caused by changes in exchange rates when transactions are processed, allowing you to accurately track the financial effect of rate fluctuations.

In support of the Euro currency, International Currency also adheres to the internationalization rules required by the European Monetary Union. These rules are applied when calculating exchanges between currencies.

To provide for foreign currency processing, the International Currency module has been fully integrated with the following modules and features:

- Accounts Payable
- Accounts Receivable
- Cross Application
- Electronic Data Interchange
- General Ledger
- General Ledger Interface
- Inventory Accounting
- Order Entry
- Order Entry Rebates
- Purchasing

Note: The Electronic Payments module only processes transactions in the system benchmark currency.

Features of International Currency

The following list highlights the International Currency features designed to support international trade:

- Affiliate facilities located in foreign countries can operate in currencies other than the parent company's currency.
- Vendors' costs can be maintained and accounts payable and purchasing transactions can be processed in an unlimited number of foreign currencies and at multiple exchange rates.
- Items can be defined with different list prices for each country and currency in which they are sold at both the Item Master and the Item Balance levels. This is known as multiple country/currency pricing.
- Customer orders can be entered, invoiced, and paid in any currency, regardless of the local currency or the 2 currencies assigned to the customer.
- Landing costs can be calculated in foreign currencies.
- Currency contracts can be created to support letters of credit and other such agreements with foreign vendors.
- Currency contract notepads can be used to record and track events associated with foreign transactions, such as manifests and shipments received, etc.
- The General Ledger transfer definition can be tailored to track gains/losses and exchange fees resulting from foreign transactions.
- Financial reporting for foreign affiliates can be performed in their respective currencies.
- Foreign currency bank accounts allow you to set up and use accounts containing currencies other than the company's local currency.
- Revaluations of foreign currency values are performed automatically during various procedures, and may also be performed on demand, when desired.
- General ledger entries for gains/losses caused by changes in exchange rates can be generated automatically, allowing you to accurately track the financial effect of rate fluctuations.
- Various reports can be printed in both local and foreign currency values.

Defining Currencies

Before you can process international currency transactions, you must define the currencies (coins, notes, or other tokens in circulation as a means of exchange) you plan to use. Currencies are defined by creating a currency code and setting up currency relationships through Currency/Exchange Codes Maintenance (MENU ICFILE).

Once currencies are defined, you designate a currency for each of the following through International Currency Options Maintenance (MENU ICFILE):

- System's primary benchmark currency, which is used to calculate exchanges between currencies if an override benchmark currency has not been defined for one of the currencies in

the transaction. Override benchmark currencies allow you to use a currency other than the system's primary benchmark currency when converting exchanges for a particular currency.

- Local currency for each company, which is used for the company's financial records.
- Currency codes are then assigned to customers, vendors and transactions as applicable.

Currency Codes

Currency codes, which are made up of one to three letters, numbers, and/or symbols, are used to uniquely identify the currencies throughout Distribution A+. When creating a currency code through Currency/Exchange Codes Maintenance (MENU ICFILE), you must specify the following:

- description of the currency
- currency symbol, such as US$, which appears next to the currency value on screens, reports, and listings
- number of decimal places used to express amounts in the currency
- whether users can override exchange rates for the currency
- how the currency is used in relation to other currencies

If you are using EDI to receive payments from customers, you must assign a currency code to each EDI currency code you will be using. For more information, refer to EDI Currency Codes Maintenance (MENU EIFIL1) in the Electronic Data Interchange manual.

Currency Relationships

A currency relationship defines the method used to calculate exchanges between two currencies. You must define a currency relationship between each defined currency and the following currencies:

- either the system's primary benchmark currency or the currency's override benchmark currency specified in Currency/Exchange Codes Maintenance (MENU ICFILE)
- each currency it will be converted from or to in a transaction

When defining a currency relationship, you specify the following:

- relationship type, which indicates whether to use an exchange rate entered by a user or calculated by the system.
- default exchange rate used to calculate exchange values if an appropriate dated exchange rate does not exist. This is used only for relationships in which the exchange rate is to be entered by a user.
- conversion method, which indicates whether the exchange rate represents the number of local currencies equal to 1 trading currency or the number of trading currencies equal to 1 local currency.

Example: Currency Relationships	
Assume the following values:	
Primary Benchmark Currency:	USD US Dollars
Trading Currency:	JPY Japanese Yen
Default Exchange Rate:	0.2
With the local to trading conversion method	0.2 US Dollars = 1 Japanese Yen
With the trading to local conversion method	0.2 Japanese Yen = 1 US Dollar

You typically define currency relationships while adding a currency code through Currency/Exchange Codes Maintenance (MENU ICFILE). However, you may need to define new relationships for a currency after it has been defined. To do so, use Currency Relationships Maintenance (MENU ICFILE).

Overriding the System's Benchmark Currency

The system's primary benchmark currency is used to calculate exchanges between currencies. However, you may want to use a different currency when converting exchanges for one or more particular currencies. To "override" the system's primary benchmark currency, designate the overriding currency as the override benchmark currency.

Example: Override System Benchmark Currency	
Assume the following:	
System benchmark currency:	US Dollar
Co. 1 Default Currency:	US Dollar
Co. 2 Default Currency:	French Francs
Co. 3 Default Currency:	Canadian Dollars
Since the US Dollar is the system benchmark currency, it is used when calculating exchanges between currencies. However, assume you want to use the Euro to calculate exchanges when you conduct business in French Francs. To implement this currency override, you can specify the Euro as the override benchmark currency for the French Franc using Currency/Exchange Codes Maintenance (MENU ICFILE).	

Designating Override Benchmark Currencies

Defining the Benchmark Currency

Before designating a currency as another currency's override benchmark, you must define the currency through Currency/Exchange Codes Maintenance (MENU ICFILE) and specify that it will be used as an override benchmark currency.

Important: Once a currency is defined, you cannot change its override benchmark specification. Therefore, you should determine your currency requirements prior to defining your currencies in Currency/Exchange Codes Maintenance (MENU ICFILE).

Defining Currency Relationships

After specifying that a currency will be used as an override benchmark currency, you must define a currency relationship between the override benchmark currency and the following currencies:

- The system's primary benchmark currency
- Each currency that uses it as an override benchmark currency

Note: In addition to the customer's or vendor's currency, you can express totals in that currency's benchmark currency on Acknowledgements, Invoices, Demand A/R Statements, and Purchase Orders.

Exchange Rates

Exchange rates express the relative value of two kinds of currency. They are used when calculating exchange values between two currencies.

Date-specific exchange rates can be assigned to an exchange code for a particular currency relationship. Rates can be entered daily, weekly, or monthly in an effort to keep currency conversion rates current with fluctuating bank rates. To assign date-specific exchange rates, use Enter Currency Exchange Rates (MENU ICMAIN).

Default exchange rates are assigned to currency relationships in which exchange rates are to be entered by a user. Default exchange rates are used only if an appropriate dated exchange rate does not exist. You assign default exchange rates when defining currency relationships through Currency/Exchange Codes Maintenance (MENU ICFILE) or Currency Relationships Maintenance (MENU ICFILE).

Exchange Codes

Exchange codes are numbers or letters assigned to the description of an exchange rate's source (e.g., WSJ for Wall Street Journal) or use (e.g., SEL for selling or BUY for buying rates). Creating multiple exchange codes allows you to use more than one exchange rate for a single currency on a given date.

Use Currency/Exchange Codes Maintenance (MENU ICFILE) to define an unlimited number of exchange codes. Once exchange codes are defined you can assign one to each vendor through Vendors Maintenance (MENU POFILE) and two to each customer (one for converting prices and one for determining the local equivalent of order values) through Customer/Ship to Master Maintenance (MENU ARFILE).

You can assign different date-specific exchange rates to each exchange code, in an effort to keep conversion rates current with fluctuating bank rates. To assign dated exchange rates, use Enter Currency Exchange Rates (MENU ICMAIN).

Currency Contracts

Currency Contracts define relationships between you and your vendors, allowing you to identify specific rate, bank, and date data. This feature accommodates transactions with financial institutions as assignees and supports guarantor's letters of credit, currency exchange rate agreements, etc.

Currency contracts can be assigned to purchase orders, accounts payable invoices, and payment transactions. Allocation and usage of the contract will be tracked and open payable and purchase order amounts will be displayed for transactions associated with the contract.

To create currency contracts, refer to Currency Contracts Maintenance (MENU ICFILE).

Contract Note Pad

To aid in tracking events associated with a currency contract, a date-driven currency contract note pad feature is available. The note pad allows you to enter and review dated events relating to the contract; such data might include shipment dates, invoices received, etc. A scrolling list of events displays in descending date order, and events can be positioned at the top of the list based on a specified date. Access to further detail relating to a given event is provided, as well.

Optional event codes also may be defined so that events may be entered quickly on currency contract note pads and/or the receiver note pads offered through Purchasing. These event codes are three character codes assigned to recurring events, such as RCU to indicate shipments received.

Create and maintain event codes through Event Codes Maintenance (MENU ICFILE or MENU POFILE).

Currency Revaluations

To keep local currency equivalents up to date in the appropriate files, International Currency provides for the revaluation of foreign currency values. These revaluations recalculate the local currency equivalent of trading values based on current exchange rates, unless an override or lock date has been provided. An override or lock date affects the exchange rate to be used as either the manually keyed rate, or the rate effective on or immediately prior to the identification of a specific date.

Additionally, general ledger entries in the form of IC journals will be generated automatically when gains or losses occur due to revaluations.

The General Ledger Transfer Definitions allow you to tailor the account selection process to accommodate your financial reporting. International Currency includes a Currency Revaluation Transaction History File (**ICRVH**) for inquiries that is available within the General Ledger Inquiry (MENU GLMAIN) when inquiring on the IC revaluation journal entries or the gain/loss accounts within those journals.

Automatic Revaluations

Automatic revaluations occur when any of the following takes place:

- Print O/E Invoices (refreshes open orders values but generates no gains/losses)
- Print Purchase Orders (refreshes requisition values but generates no gains/losses)
- Post PO Receipts (revalues and generates gains/losses)
- Vendor/Item Maintenance (refreshes costs but generates no gains/losses)
- Vendor Maintenance (refreshes minimum order value but generates no gains/losses)
- Inventory Transaction Post (refreshes values but generates no gains/losses)
- A/P Voucher Post (revalues and generates gains/losses, including pre-payments and pre-receipts)
- Bank Transaction Post (refreshes values but generates no gains/losses)
- Pre-Receipt Validation Invoice Post (revalues and generates gains/losses)
- Post Manual Checks (revalues and generates gains/losses)
- Record Checks (revalues and generates gains/losses)
- Post Check Reversals (revalues and generates gain/losses)
- A/R Invoice Post (refreshes values but generates no gains/losses)
- Cash/Adjustment Post (revalues and generates gains/losses)
- Customer Master Maintenance (refreshes customer credit limit but generates no gains/losses)
- Rebate Posting (revalues and generates gain/losses)
- Reset Customer Open Order Values (refreshes values but generates no gains/losses)

On-Demand Revaluations

The options on MENU ICRVAL enable you to perform on-demand updates of currency values. Options on this menu perform one of two types of updates: they either revalue currency amounts or they refresh them.

Options that revalue currency amounts recalculate the value of a transaction using the current day's exchange rate. If this value is different from the amount originally posted to the general ledger for that transaction, an entry for the adjustment (gain or loss) is generated in an IC type journal for G/L posting.

Example: When invoices are printed, that day's exchange rate is used to determine the value to post to the General Ledger Receivables Account for a foreign invoice. If the exchange rate changes the following week, and you revalue your open receivables, an entry for the difference between the original value posted for the invoice and the value at the new exchange rate will be created in the IC Receivables Journal. That journal entry will then be posted to the general ledger to make the adjustment.

You can use options on MENU ICRVAL to revalue all of the following:

- Receipts Pending Invoicing
- Open Payables
- Foreign Bank Accounts
- Open Receivables

Options that refresh currency amounts do not create any general ledger entries. Instead, these options simply recalculate the local currency equivalent for a transaction based on the value in the trading currency and the current exchange rate.

Example: A foreign currency customer's credit limit is entered in the trading currency but is also stored in the local currency. If the exchange rate changes, refreshing the values in the Customer Master File will recalculate the local equivalent using the current exchange rate.

You can use options on MENU ICRVAL to refresh the values for all of the following:

- Vendor Master Files (includes the Vendor/Item/Price File)
- Customer Master File
- Open Purchase Orders
- Open Orders

Note: Overridden (locked) rates are not affected by either a revalue or a refresh.

Revaluations and Out-of-Balance Transactions

For a company that is defined to update General Ledger or to generate reports without updating General Ledger through Company Name Maintenance (MENU XAFILE), a G/L Transaction Post Report will print to indicate when debits and credits are not equal, should the revaluation process, initiated in any of the following options, result in an out-of-balance transaction:

- Post Bank Acct Trn (MENU APMAIN)
- Post Pre-Receipt Inv Val Group (MENU APMAIN)
- Record Check Numbers (MENU APCHCK)
- Post Manual Checks (MENU APCHCK)
- Post Check Reversals (MENU APCHCK)
- Cash & Adjustment Post (MENU ARMAIN)
- Revalue Receipts Pending Invoicing (MENU ICRVAL)
- Revalue Open Payables (MENU ICRVAL)
- Revalue Foreign Bank Accounts (MENU ICRVAL)
- Revalue Open Receivables (MENU ICRVAL)

For companies that update General Ledger, data for out of balance transactions will be retained, assigned a group ID, and can be corrected through Transaction Entry (MENU GLMAIN). Refer to the G/L Transaction Entry section of the General Ledger User Guide for more information about maintaining out-of-balance transactions.

Gain/Loss Entries

When general ledger gains and losses are caused by exchange rate fluctuations, Distribution A+ will automatically create gain/loss entries during revaluation, payment, and other processes so that you may track the effect of those fluctuations. The purpose of gain/loss entries is to account for the fluctuations that may occur if a time span exists between transactions

Chapter 2 Using International Currency

When using International Currency, you are actually using all the other applications of Distribution A+ and processing those daily and periodic functions that are then inclusive of currency specifications.

The initial setup of this module is completed as part of International Currency but then spreads to the master files of the other application modules that you use. Using International Currency, after set up, can easily be identified to a few tasks:

- Maintaining daily/weekly currency exchange rates
- Revaluation of files based on the updated currency exchange rates

Modules Affected by International Currency

A summarization of the modules affected by International Currency follows.

Note: The instructions listed in this section relate directly to International Currency and assume you are familiar with normal Distribution A+ processing. Refer to the applicable sections and User Guides for further details.

Accounts Payable

Accounts Payable transactions with trading currencies different from the company's local currency will be maintained in the trading currencies; local currency equivalents will be available with a function key or will display in addition to the trading currency values.

Vendor Master Files

Vendor file information, also available through Purchasing, includes the vendor's trading currency, additional address lines and country names for foreign addresses, country codes for phone and FAX numbers, and a default exchange code. The following files are included:

- A/P Vendor Master
- Vendor Master
- Vendor/Item/Price
- Vendor Contracts

When vendors are added or maintained through Vendor Master Maintenance (MENU APFILE or MENU POFILE), additional I/C fields are now required:

On the Vendor Master Maintenance (1) Screen or the A/P Vendor Master Maintenance Screen, in the **Currency** field, key the currency code for the vendor's foreign currency. In the **Exch Code** field, key the exchange code to be used as the default for the vendor's currency.

Foreign Currency Bank Accounts

Foreign currency bank accounts are used to pay foreign currency invoices. Bank accounts are assigned a currency, or, if one has not been assigned, the company's local currency will be used as the default. Revaluation, gain/loss account association, and exchange fee account options also are available for each foreign currency bank account.

Direct transfers of funds from one bank account to another can occur only between accounts containing the same currency. However, if you want to record transfers of funds from a local currency bank account to a foreign currency bank account, proceed as follows:

1 Enter a withdrawal transaction to remove funds from the local currency bank account.

2 Identify a debit G/L account to temporarily hold the funds.

3 Enter a deposit transaction to move the funds from the holding G/L debit account to the foreign currency bank account. Fields are provided where you may enter both the deposit amount (foreign currency amount) and the local amount tendered.

Gain/loss accounts and exchange fees accounts can also be defined for each foreign currency bank account.

Note: When you are performing deposits to a foreign bank account, an **Exchange Fee** field is available so that you can expense a portion of a cost that you incurred for the transaction when exchanging local currency for a foreign currency. The value entered determines the portion of the local tendered amount to expense directly, so that the amount of the exchange fee is not included in the calculation of the exchange rate.

Additionally, when an initial, manually generated deposit is made into a defined trading currency bank account (with bank transaction processing), the rate of the first transaction is determined by system using the identified foreign amount and the identified local equivalent. This first transactions rate then becomes the bank's current rate. As additional deposits are added, at their own determined rate, a new rate for the bank account is calculated by averaging the original deposit with its local equivalent and the new deposit with its local equivalent. Refer to the following example:

Example: Foreign Bank Account Transaction Rate Changes	
Bank of Mexico is a new foreign bank account with no deposits yet.	
Initial manual deposit	1000 Pesos = 100 US Dollars (transaction rate = 10:1) results in a bank rate of 10:1.
Second deposit	1000 Pesos = 110 US Dollars (transaction rate = 9.0:1) results in a bank rate determined as follows: 1000 Pesos = 100 US Dollars plus 2000 Pesos = 210 US Dollars totaling 2000 Pesos = 210 US Dollars calculates: 2000 divided by 210 = new rate of 9.5
Third deposit	1500 Pesos = 175 US Dollars (transaction rate = 8.5:1) results in a bank rate determined as follows: previous: 2000 Pesos = 210 US Dollars plus 1500 Pesos = 175 US Dollars totaling 3500 Pesos = 385 US Dollars calculates: 3500 divided by 385 = new rate of 9.0

Furthermore, when a bank account is manually revalued through Revalue Foreign Bank Accounts (MENU ICRVAL) the current rate for the bank's currency is applied to the bank value. Continuing with the previous example, refer to the following example:

Example: Foreign Bank Account Manual Revaluation
Bank of Mexico (with previous example) deposit transactions. Assume today's rate for Pesos is 8.5:1. The new bank rate would become 8.5:1 and the new local equivalent would be generated as: • 3500 Pesos at new rate of 8.5:1 = 411.76 Dollars

Note: Manual revaluations, when current rates are different than the bank's current rate, will generate gain/loss transactions that will affect the bank account's gain/loss general ledger account defined through the GL Transfer Definition (MENU GLXFER).

When a payment or a manual withdrawal is made from a trading currency bank, the bank's current rate will be used as the rate of payment/withdrawal. No re-averaging of values is performed. Refer to the following:

Example: Foreign Bank Account Payments and Withdrawals

Bank of Mexico with previous deposit transactions totaling 1000 Pesos and having a current rate of 10:1 resulting in $100 US Dollars value.

An open payable for 200 Pesos exists which, at a rate of 12:1, has a $16 US Dollars value. Payment is made from the Bank of Mexico (whose rate is now 10:1). The following will occur:

- The A/P general ledger account will be cleared for the $16 US Dollars with which it was affected.
- The bank's general ledger account will be reduced by $20 US Dollars (since the 200 Pesos to pay the bill is coming out of the bank at a rate of 10:1). The bank inquiry will reflect the reduction of the 200 Pesos / 20 US Dollars, leaving the bank's rate at 10:1.
- The bank's gain/loss account will be affected with the difference, which is $4 US Dollars.

Note: Gain/loss transactions generated due to payments made from a trading currency bank which has a different rate than the A/P itself, affect the bank's gain/loss general ledger account defined through the GL Transfer Definition (MENU GLXFER). Manual withdrawals do not generate gain/loss transactions.

Invoice/Voucher Processing

The following invoice/voucher processing can be performed in the vendor's currency, with local equivalents, exchange code, and exchange rate information available for review:

- Voucher Entry and Maintenance (including pre-paid and pre-receipt processing)
- Receipt/Landing Validation
- Open Payables Maintenance

When a voucher is created, the system will determine the vendor's trading currency and default exchange code and automatically select the exchange rate that is in effect on the date the voucher is created. This rate may be changed by accessing the I/C Currency Information Window through the **F15=IC INFO** function key on the Voucher Header Screen (MENU APMAIN) and pressing **F6=OVRT**. The **Exchange Rate** field opens up so you can key the new rate and then press **F10=CON'T** to continue processing the voucher with the new rate. To process the voucher with an exchange rate lock date, on the Voucher Header Screen (MENU APMAIN) press **F15=IC INFO** to display the I/C Currency Information Window, key the desired date in the Lock Dt field and press **F10=CON'T** to continue processing the voucher with the new lock rate. The exchange rate in effect on that date for the vendor's currency and exchange code will be used for the transaction.

When a voucher is created through the receipt validation or landing cost validation process, the system will use an average exchange rate calculated from the receipt history detail of the entries selected; you may however assign a specific exchange rate to a voucher which will take effect when the voucher is posted to open payables. If the rate is changed to a new rate during this voucher entry process, the variance between the average rate (calculated from the receipt history of the selected items) and the accounts payable invoice's new rate will be posted to general ledger as an A/P gain/loss to offset the difference in the newly created payable.

Pre-Receipt Validation

When International Currency is installed, pre-receipt validation is affected in the following ways to accommodate goods from a foreign vendor:

When Pre-Receipt Inv Validation (MENU APMAIN) is used to match trading currency pre-receipt invoices with receipt and landing cost history transactions (that is, once you have received the goods, validate invoices that were vouchered and paid for prior to goods being received), currency gain/loss transactions will be generated to account for exchange rate fluctuations (if any).

The Pre-Receipt Inv Val Edit List (MENU APMAIN) will print all currency gain/loss transactions that were generated through Pre-Receipt Inv Validation (MENU APMAIN).

When Post Pre-Receipt Inv Val Group (MENU APMAIN) is used for a foreign currency vendor, gain/loss transactions will be generated to account for the difference in value between the pre-paid inventory debit from voucher post and the inventory debit from receipt post. These transactions are placed into a general ledger I/C journal posting group, and the group is submitted for posting.

Revaluation history is generated to provide an audit trail.

Open Payables Maintenance

During Open Payable Maintenance (MENU APMAIN), the exchange code or exchange rate may be changed; however, this change will not take effect until a revaluation of open payables is performed through Revalue Open Payables (MENU ICRVAL) or until a payment is made against the invoice and Record Check Numbers (MENU APCHCK) is run.

Payment Processing

Payments can be processed in both local and foreign currencies. Payment selection will prompt for a payment currency; key the desired currency code in the **Payment Currency** field on the A/P Payment Group Information Screen (MENU APCHCK). If you select the company's local currency as the payment currency, you may pay both local and foreign currency invoices. If you select a foreign trading currency as the payment currency, however, only those vouchers payable in that foreign currency will be available for payment.

The **Selection Method** field is used to choose the way you will select vouchers for payment by keying the appropriate letter designation on the A/P Payment Group Information Screen (MENU APCHCK). If you select **L** for Vendor List or **R** for Vendor Range and you are making payments in a currency other than the company’s local currency, all vendors will be required to be in the same currency (vendors of different currencies will not be included). Contracts also will not be included.

If you select **V** for Individual Vouchers and you chose the company’s local currency as the payment currency, the **Vendor Currency** field on the Vendor Currency Selection Screen (MENU APCHCK) will default to the company’s local currency code and you may pay any voucher. If desired, at this point you also can change the code in the **Vendor Currency** field to a foreign currency code and pay only those vouchers created in that certain foreign trading currency. Contracts also will not be included with this type of method. If you chose a foreign trading currency as your payment currency

for individual vouchers, the code for that currency will appear in the **Vendor Currency** field on the Vendor Currency Selection Screen (MENU APCHCK) and the field will be protected. You can only pay vouchers that were created in a trading currency that matches the payment currency.

If you choose the **Selection Method** field of **C** for Currency Contracts only those vouchers associated with the contract you select will be included in this group.

When printing checks, all groups selected must be of the same payment currency. The checking account selected also must be of the same currency as the payment group. Local currency equivalents are available for review throughout the payment process.

When checks drawn upon a local currency bank account are printed, payables will be revalued using the rate in effect on the day the checks are printed, and any resulting gains/losses will be posted to A/P payment gain/loss accounts. Revaluation occurs automatically during payment processing, ensuring that the current rate of exchange is used when the check is printed. If you are paying foreign currency invoices in the company's local currency, gain/loss entries reflect any differences between the current rate and the invoice's effective rate. When checks drawn upon a foreign currency bank account are printed, revaluation will be based upon the difference between the open payable rate and the rate for the currency contained in the foreign bank account used for the payment; gains/losses will be posted to the foreign bank account's gain/loss account.

Note: Manual and pre-paid check processing includes all of the same criteria as regular payment processing in order to accommodate foreign currency processing.

Making Payments Through Currency Contracts

To create requisitions/purchase orders that will be payable through a currency contract, select Enter or Change Requisitions (MENU POMAIN). On the Requisition Header Screen (MENU POMAIN) press **F15=IC INFO** to display the I/C Currency Information Window . In the **Contract** field, key the number of the vendor's currency contract that you want to use for this transaction [or press **F4=CNT LST** to display the Currency Contracts List Screen] and press **F10=CON'T** to continue. Approve the requisition, print the PO, and receive the purchase order through the available options on MENU POMAIN or MENU WMMAIN if Warehouse Management is installed.

To create vouchers payable through a currency contract, select Voucher Entry (MENU APMAIN). On the Voucher Header Screen (MENU APMAIN), press **F15=IC INFO** to display the I/C Currency Information Window. In the **Contract** field, key the number of the vendor's currency contract that you want to use for this transaction and press **F10=CON'T** to continue. Post the voucher through Post Vouchers (MENU APMAIN).

Select Payment Selection (MENU APCHCK). On the A/P Payment Group Information Screen (MENU APCHCK), key the contract's currency code in the **Payment Currency** field and key **C** in the **Selection Method** field. In addition to all other required data, key the number for that vendor's currency contract in the **Currency Contract** field on the A/P Payment Currency Contract Selection Screen (MENU APHCHCK). Note that if you select to pay by currency contract, only those vouchers associated with the contract you select may be included in this group. Complete the remaining interim steps as described in the Accounts Payable User Guide.

Select Print Checks (MENU APCHCK). Checks will print if, when the contract was created, **Y** was keyed in the **Print Checks** field on the Currency Contract Maintenance Screen . If the **Print Checks**

field is **N** on that screen, the A/P Payment Transaction Register (MENU APCHCK) will print instead of checks. Refer to the Accounts Payable User Guide for information on that report.

Check Reversal Process

Check reversals support foreign currency checks as well. The check reversal process will reverse the A/P and G/L transactions that were made during the original payment. The open payable or payment history rate of exchange is used for check reversals and any differences between these rates and the original rate used when the check was printed will be posted to general ledger as a gain or loss.

The only exception is the reversal of partial payments. If there has been activity on the remainder of the open invoice since the partial payment was made (e.g., A/P revaluation using a more current rate), the A/P and G/L reversal transactions will take into account the original payment and the status of the current open payable.

Check Reconciliations

Check reconciliations will show checks in the payment currency of the check.

Accounts Payable Inquiries

Accounts Payable inquiry options display foreign currency values, local equivalents, and exchange codes. The following menu options include such information when International Currency is installed:

- Accounts Payable Inquiry (MENU APMAIN)
- Bank Account Inquiry (MENU APMAIN)

Accounts Receivable

Cash Groups

Invoices can be paid in any valid currency, regardless of the customer's currency and alternate currency, the company's local currency, or the currency used when the invoice was created. Cash groups must be defined with only one currency, however, and this currency may not be changed after the group is created. Any rate fluctuations that occur between the time the invoice is created and the time the invoice is paid will result in general ledger gain/loss transactions and A/R customer invoice adjustments.

Customer Master Files

Customer master files include the following information for International Currency:

- currency
- alternate currency
- default pricing exchange code
- default value exchange code
- credit limit amount

When customers are added or maintained through Customer/Ship-to Master Maintenance (MENU ARFILE), additional I/C fields are now required:

- On the Customer (Currency) Maintenance Screen, in the **Currency Code** field, enter the code for the currency typically used by the customer. To allow all users to enter orders for this customer in another currency, enter that currency code in the **Alt Currency Code** field.

  You can limit users to these two currencies or **Allow Order Currency Overrides** based on your selection of **Y** or **N** on the International Currency System Options Screen.

- Enter the desired exchange codes in the **Dflt Prc Exch** and **Dflt Val Exch** fields. If prices defined by currency and country are not found when the orders are placed, the rate associated with the exchange code in the **Dflt Prc Exch** field is used to convert the company's local currency prices into the customer's trading currency. The rate associated with the exchange code in the **Dflt Val Exch** field is used to convert trading currency values back to the local equivalent when the customer's orders are revalued.

For more information on prices defined by currency and country, refer to Multiple Country/Currency Pricing. While the customer's currency and alternate currency provide some flexibility when entering orders, you can provide more flexibility for one or more users through system and user options.

In International Currency Options Maintenance (MENU ICFILE), use the **Allow Order Currency Overrides** system option to allow or prohibit all users from entering orders in a currency that is different from two currencies assigned to the customer. Once you allow order currency overrides at the system level, you can allow or prohibit them at the user level by responding to the same field in Register A+ User IDs (MENU XACFIG).

Note: All transactions involving customers with a currency that is different from the company's local currency are maintained in the customer's currency. Local currency equivalents are either available with a function key or displayed in addition to the customer's currency values.

If you are not using Multiple Country/Currency Pricing , at times you may want to have the price of an item converted to the customer's currency using one rate, and then, once the price has been calculated and brought into order entry, have that new foreign currency price converted to a local currency value using a different rate. To account for this, two different exchange codes may be identified for the customer in the Customer Master File. Refer to the following example for details:

Example: Multiple Exchange Codes

A rate of 100 Yen = 1 dollar exists for exchange code WSJ.

A rate of 125 Yen = 1 dollar exists for exchange code PVJ.

Item A100's price, as defined in the Item Master File, or if warehouse pricing is being used, in the Item Balance File, is $50.00.

Japanese customer 602 has a default pricing exchange code of WSJ and a default value exchange code of PVJ, as defined in the Customer Master File.

When an order is placed by customer 602, the price will be calculated as follows:

- The $50.00 is converted to Yen using the pricing exchange code's rate:
- 1 dollar = 100 Yen
- 50 dollars = 5000 Yen

The 5000 Yen price will show in order entry. When displaying the local currency equivalent of that 5000 Yen, the equivalent is calculated as follows:

- 125 Yen = 1 dollar
- 5000 Yen = 40 dollars

Cash Entry & Cash Application Processing

Customer payments can be processed in both local and foreign currencies. Any valid currency can be used, even if it is a different currency than the local or customer's currency. Cash entry and cash application will prompt you for a payment currency. If you choose to process in a foreign currency, the current rate of that currency and exchange code will be used as a default. However, for a particular cash application transaction, an override rate can be forced. Any variances between the group's rate and the rate of the invoices that are selected are posted as general ledger gain/loss entries.

To provide the most flexibility in applying a customer's payment to outstanding invoices, the selection of a particular currency for the cash application process does not prohibit all of that customer's invoices, regardless of the individual invoice's currency, from being presented for processing. Whether the group has been created with a foreign currency or the local currency, all invoices may be processed. A toggle function key is available for narrowing the presentation of invoices from "all" to just those matching the currency identified when the current group was defined.

If the cash group has been created with a foreign currency, the debit made to the bank account identified on the end group screen (or the cash in bank account) will be made at the local equivalent determined by the group's current rate.

To force an exchange rate during cash application, select Cash & Adjustment Entry/Edit (MENU ARMAIN). On the I/C Cash Entry/Update Screen (MENU ARMAIN), an exchange rate is recalculated simply by changing the trading and local total cash received values.

To apply a trading currency payment to an invoice, select Cash & Adjustment Entry/Edit (MENU ARMAIN). Key the currency of the payments you are recording in this A/R group in the **Currency** field on the Cash Entry/Update Group Selection Screen (MENU ARMAIN). The code you enter in this field will reflect the payment currency for this group and will remain with the group until it is

posted. Key the code that will be used to access the exchange rate for this group in the **Exchange Code** field and press **ENTER**.

On the I/C Cash Entry/Update Screen enter currency value information:

- In the **Trd Total Cash Rcvd** field, key the amount of cash received in the trading currency.
- Optionally, in the **Lcl Total Cash Rcvd** field, key the local currency equivalent amount of cash received. The exchange rate will be calculated by dividing the local amount into the trading amount. To have the system calculate the local equivalent, based on the current exchange rate, leave this field blank. Press **Enter** to display the Payment Information Screen (MENU ARMAIN).

On the Payment Information Screen (MENU ARMAIN), enter payment information.

- In the **Customer No** field, key the number of the customer from whom you received payment.
- Optionally, in the **Trading Check Amt** field, key the amount of the check in the payment currency, and the local equivalent amount of the check received in the **Local Check Amount** field. The exchange rate will be calculated by dividing the local amount into the trading amount. To have the system calculate the local equivalent, based on the current exchange rate, leave the **Local Check Amount** field blank. Key all other required data and end and post the group.

Use the Invoice Limits Screen (MENU ARMAIN) to view invoice totals in multiple currencies. Be sure the **Invoice Limits** field is **Y**, and use the function keys as follows:

- Press the **F2=Inc Curr Tot / F2=Tot Curr Tot / F2=Pay Curr Tot** toggle key to display values in the **Selected Totals** fields in the payment currency, invoice currency, or the company's local currency, if different.
- Press the **F4=All Currency / F4=Pay Currency** function key to select and display in the center of the screen all invoices, regardless of the currency in which they were generated, or only those invoices that were generated in the same currency as that selected as the payment currency for this group.

On the Apply Cash Screen (MENU ARMAIN), use the function keys as follows and once you have displayed invoices as desired, key the appropriate payment code:

- Press the **F6=Inv Currency / F6=All Currency / F6=Pay Currency** function key to display values on the screen in the payment currency, invoice currency, or the company's local currency.
- Press the **F10=All Currency / F10=Pay Currency** function key to display amounts for all of the customer's invoices, regardless of the currency used for them, or to view amounts for only those invoices created in the payment currency.
- Key the appropriate payment code in the **Cd** field to determine how cash will be applied to selected invoices. If applicable, depending on the payment code you select, the Apply Cash Transaction Review Screen will display. Payment transactions being created will be presented for review and, if necessary, changes or additions.

Entering Miscellaneous Cash you can optionally, in the **Trading Check Amt** field, key the amount of the check in the payment currency, and the local equivalent amount of the check received in the **Local Check Amount** field. The exchange rate will be calculated by dividing the local amount into the trading amount. To have the system calculate the local equivalent, based on the current exchange rate, leave the **Local Check Amount** field blank.

Invoice Entry Processes

Invoices created through invoice entry use the current rate for the currency and the exchange code provided when the group is created. You may modify exchange rates which will take effect when the invoice is posted.

To override the exchange rate for an A/R invoice, select Invoice Entry/Edit (MENU ARMAIN). Begin the group with a currency code other that the company's local currency. On the Enter Invoices Screen (MENU ARMAIN), press **F10=RATE INFO** to display the I/C Currency Information Window. Change the **Currency** code, **Exchange** code, **Lock Dt**, or press **F6=OVRT** to override the rate. Enter the new rate in the **Exchange Rate** field and press **F10=CON'T**. If you keyed a **Lock Dt**, the exchange rate in effect on that date for the order's currency and exchange code will be used for the transaction.

Accounts Receivable Inquiries

Accounts Payable inquiry options display foreign currency values, local equivalents, and exchange codes. The following menu options include such information when International Currency is installed:

- Customer A/R Inquiry (MENU ARMAIN)
- Customer Check Number Inquiry (MENU ARMAIN)
- Invoice Number Inquiry (MENU ARMAIN)
- Bank Account Inquiry (MENU ARMAIN)

Cross Applications

Company Name

The type of currency used as the company's local currency is specified in the Company Name Maintenance (MENU XAFILE). You can specify different local currencies for each company.

Currency Information Window

A currency information window may be accessed during transaction processing (such as purchase order processing, invoice processing, order entry, etc.). This window provides easy access to all pertinent data, including currency codes, exchange codes, exchange rates, lock dates, and existing currency contract data.

During order processing, you can override the order's currency, but the currencies allowed depend on the settings of the **Allow Order Currency Overrides** fields in International Currency Options Maintenance (MENU ICFILE) and Register A+ User IDs (MENU XACFIG).

Rate modifications also can be performed in various modules through this window. You can:

- use the rate derived from the vendor's/customer's currency, default exchange code, and today's date
- override the current rate to a fixed rate agreed upon when the transaction is entered
- override the exchange code to obtain the rate from a different source
- for requisitions/purchase orders, use the rate derived from the vendor's currency contract
- lock to a rate on a given date

Printing Totals in the Benchmark Currency

When **Form Type** is **2** in Systems Options Maintenance (MENU XAFILE), you can print totals in the benchmark currency, as well as the customer's or vendor's currency, on the following documents:

- Demand A/R Statements (MENU ARREPT)
- Acknowledgements (MENU OEMAIN)
- Invoices (MENU OEMAIN)
- Purchase Orders (MENU POMAIN)

Reorganization of History Files

Purges for certain Distribution A+ base files selected from Reorganize A+ History Files (MENU XAMAST) cause International Currency related extension data to be deleted according to the same criteria. These files and their International Currency related extension files are as follows:

Base Files

- Purchase Order History
  - PO History Header File (**PHHED**)
  - PO History Detail File (**PHHDT**)
- Purchase Order Receiver History
  - PO Receiver History Header File (**PORHD**)
  - PO Receiver History Detail File (**PORDT**)
- Receipt/Landing Cost History
  - Receipt History File (**RCPT**)
  - Landing Cost History File (**POLHS**)
- Accounts Payable History
  - A/P History Header File (**APHHD**)
  - A/P History Detail File (**APHDT**)
  - A/P Check History File (**APCHK**)
- Accounts Receivable History
  - A/R History Header File (**ARHHD**)

    - A/R History Detail File (**ARHDT**)
- Order History
    - Order History Header File (**HSHED**)
    - Order History Detail File (**HSDET**)
    - Deleted Orders Header File (**DLHED**)
    - Deleted Orders Detail File (**DLDET**)

International Currency Extension Files

- International Currency Purchase Order History Extensions
    - International Currency PO History Header Extension File (**ICRHD**)
    - International Currency PO History Detail Extension File (**ICHDT**)
- International Currency PO Receiver History Extensions
    - International Currency PO Receiver History Header Extension File (**ICRHD**)
    - International Currency PO Receiver History Detail Extension File (**ICRDT**)
- International Currency Receipt/Landing Cost History Extensions
    - International Currency Receipt History Extension File (**ICRCT**)
    - International Currency Landing Cost History Extension File (**ICLHS**)
- International Currency Accounts Payable Extensions
    - International Currency A/P History Header Extension File (**ICAPH**)
    - International Currency A/P History Detail Extension File (**ICAPD**)
    - International Currency A/P Check History Extension File (**ICCHK**)
- International Currency Accounts Receivable Extensions
    - International Currency A/R History Header Extension File (**ICRHHD**)
    - International Currency A/R History Detail Extension File (**ICRHDT**)
- International Currency Order History Extensions
    - International Currency Order History Header Extension File (**ICHSHD**)
    - International Currency Order History Detail Extension File (**ICHSDT**)
    - Deleted Orders Header File (**ICDLHD**)
    - Deleted Orders Detail File (**ICDLDT**)

Additionally, International Currency history files, which are not extension files (such as the Revaluation History File (**ICRVH**)), are purged in the same manner as other Distribution A+ history files.

Electronic Data Interchange

If you are using EDI to receive payments from customers, you must assign a currency code to each EDI currency code you use. When payments are received, an EDI currency code is specified on the Remittance Advice/Payment (820). The EDI currency code must be translated into a currency code

before Distribution A+ can process the payment. To facilitate this process, use EDI Currency Codes Maintenance (MENU EIFIL1) to define EDI currency codes and assign a currency code to each. For more information, refer to that option in the Electronic Data Interchange User Guide.

General Ledger

With International Currency, all General Ledger transaction entries are made in the company's local currency, and gain/loss transactions are posted to general ledger detail. Revaluation detail history (transaction detail and detail for bank accounts) and account summary information is available through General Ledger Inquiry (MENU GLMAIN). Create a gain/loss account and exchange fees account for each foreign currency bank account through G/L Accounts Maintenance (MENU GLFILE) to be assigned through the G/L Transfer Definition (MENU GLXFER).

Additionally, an International Currency Journal is provided through General Ledger Inquiry (MENU GLMAIN) to show all transactions and amounts associated with a selected journal entry.

General Ledger transactions may also be affected by the International Currency revaluation process. Refer to the Currency Revaluations section for more information.

Note: All General Ledger transaction entries are made in the company's local currency.

General Ledger Inquiries

General Ledger inquiry options display foreign currency values, local equivalents, and exchange codes. The following menu options include such information when International Currency is installed:

- General Ledger Inquiry (MENU GLMAIN)

General Ledger Interface

The General Ledger Interface includes gain/loss accounts used for revaluation of currency exchanges. The gain/loss accounts may be maintained for a specific company, for specific currencies used within a company, and optionally for a specific currency and/or source account, if so determined through G/L Transfer Definition (MENU GLXFER).

The gain/loss accounts will be used during applicable automatic or manual revaluations to generate gain/loss transactions. After receipts or vouchers have been posted (and any applicable general ledger transactions generated), any changes in the exchange rates will generate additional gain/loss transactions during revaluation or payment processes. Examples of additional gain/loss accounts include: un-invoiced receipts, un-invoiced landing costs, accounts payable, and A/P payment.

For each bank account created through Bank Account Maintenance (MENU APFIL2), you will need a general ledger account number for the bank account, a gain/loss account, and an exchange fees account.

To specify the transfer options for defining General Ledger International Currency accounts for inventory and accounts payable transactions, select G/L Transfer Definition (MENU GLXFER).

Select **Function T** for Transfer Options and press **ENTER** until you reach the General Ledger I/C Transfer Options Screen. If you want to post to different accounts based on the type of currency used and the source G/L account, key **Y** in the appropriate fields.

Set up G/L accounts to be used when gains/losses are accrued from fluctuations in exchange rates that occur from on-demand revaluations or during payment processing. Select G/L Transfer Definition (MENU GLXFER) and:

- Select **Function D** (IC Inventory accounts), **Function E** (IC Accounts Payable accounts), or **Function F** (IC A/R accounts).
- If you chose to post to different accounts based on the type of currency used for the transactions, enter a currency code in the **Currency Code** field on the I/C Inventory Accounts Maintenance Selection Screen (**Function D**), I/C Accounts Payable Accounts Maintenance Selection Screen (**Function E**), or the I/C Accounts Receivable Accounts Maintenance Selection Screen (**Function F**). Leave this field blank to set up a default account for all currencies that will not have a specific account defined for them.
- If you chose to post to different accounts based on the source G/L account, enter an account number in the **Source Inv Acct** on the I/C Inventory Accounts Maintenance Selection Screen (**Function D**), **Source AP Acct** field on the I/C Accounts Payable Accounts Maintenance Selection Screen (**Function E**), or **Source AR Acct** on the I/C Accounts Receivable Accounts Maintenance Selection Screen (**Function F**). Leave this field blank to set up a default account for all G/L source accounts that will not have a specific gain/loss account defined for them.

Create a gain/loss account and exchange fees account for each foreign currency bank account through G/L Accounts Maintenance (MENU GLFILE) and assign the accounts as follows:

- Select G/L Transfer Definition (MENU GLFILE).
- Select **Function 8**, bank accounts.
- Key the appropriate account numbers in the **Revalue Gain/Loss Account and Exchange Fees Account** fields for each foreign currency bank account on the Bank Account Maintenance Screen (MENU GLXFER, Option 20, **Function 8**).

Inventory Accounting

When specifying item pricing information, you must always begin by defining the item through Item Master Maintenance (MENU IAFILE). This creates a record in the Item Master File (**ITMST**), which stores item prices, service charges, and container charges in the system's primary benchmark currency. On the Item File Maintenance Screen 1 Screen, press **F7=IC Pricing** to enter list prices, surcharges, and container charges for specific countries and currencies.

System Options Maintenance (MENU XAFILE) provides an option to **Allow WH Pricing**. When this value is set to **Y**, for each warehouse defined through Warehouse Numbers Maintenance (MENU IAFILE) you can then choose to **Use Whse Pricing**.

Warehouse Level Pricing

When warehouse pricing has been selected, after defining an item through Item Master Maintenance, you can use the same option or the Item Balance Maintenance Option (MENU IAFILE) to specify item prices for each warehouse that uses warehouse level pricing. This creates a record in the Item Balance File (**ITBAL**), which stores item prices in the local currency of the warehouse's company. Service charges and container charges for these items continue to be stored in the system's primary benchmark currency in the Item Master File (**ITMST**).

On the Balance File Pricing Maintenance Screen, press **`F7=IC Pricing`** to enter list prices, surcharges, and container charges for specific countries and currencies.

Multiple Country/Currency Pricing

After defining an item through Item Master Maintenance (and specifying warehouse prices if using warehouse level pricing), you can use Item Master Maintenance (or Item Balance Maintenance) to specify different prices for the item based on the countries and/or currencies in which it is sold. This creates a record in the International Currency Price List File (**ICPRC**), which stores item prices, service charges, and container charges in the specified currency.

With multiple country/currency pricing, you can define different list prices for an item, based on the countries and currencies in which it is sold. This functionality eliminates the price conversion that otherwise occurs for transactions in a currency that is different from the company's local currency.

Before you can enter multiple country/currency prices, you must define the item through Item Master Maintenance (MENU IAFILE) and through Item Balance Maintenance (MENU IAFILE) if using warehouse level pricing. In addition, you must define each currency through Currency/Exchange Codes Maintenance (MENU ICFILE).

Once multiple country/currency pricing has been activated, follow the steps described in Item Master Maintenance (MENU IAFILE) and/or Item Balance Maintenance (MENU IAFILE) to assign pricing information to items based on the countries and currencies in which they are sold.

Item Transactions

As transactions are processed through Inventory Accounting, those item transactions occur in the currency of the warehouse's company.

Order Entry

Order Currency

Foreign currencies are supported by Order Entry, Order Release, Automatic Backorder Release, Special Orders, and Off-Line Orders.

When you create orders, the customer's primary currency is used as the order's default currency. You may be able to change the order's currency if the order is not created from a master order. When creating orders from a master order, you cannot change the currency of the order being created. The monetary values on all orders are shown in both the order currency and the company's local currency. If the order is to be based on a contract, the order's country and currency must match the contract's country and currency.

To change the order's currency, the International Currency System Options Screen **Allow Order Currency Overrides** must be set to **Y** which provides the ability to override to any valid currency.

For multi-warehouse orders and warehouse transfers, an order's local currency is always determined by the local currency of the company regardless of the warehouse used. For example, assume company 1 (a US Dollars company) generates an order using Japanese Yen. The order is shipped from company 3's warehouse and company 3's currency is Canadian Dollars. Since company 1 generated the order, the local to trading relationship is between the US Dollar and the Japanese Yen.

The warehouse that ships an order to a customer must be a warehouse that uses the same currency as the company for which the order was placed. This will prevent currency conflicts, which occur when you enter an order for a company with a currency different from that of the warehouse that stores the items. If necessary, a warehouse transfer can be performed to obtain the items from the desired warehouses.

Pricing

When multiple country/currency pricing is not being used, prices are converted from the shipping warehouse's local currency price list (for warehouse pricing) or the system's default local currency price list (if you are not using warehouse pricing) to the order's currency using the customer's pricing exchange code. The system then retrieves the currency and default value exchange codes from the Customer Ship-To Master File and uses the rate in effect for that exchange code when the order is created, although overrides on the order may be made. When Pick Lists, Pack Lists, and Acknowledgments are printed for the order, if prices are included, they will printed in the order's trading currency.

When multiple country/currency pricing is being used, the pricing information defined for the specified item, country, currency, and warehouse (if using warehouse level pricing) is retrieved from one of the following files, based on the hierarchy shown:

- Order Entry Contract/Special Pricing File (**CONTR**) maintained through Contract Prices Maintenance (MENU OEPRCE). On the Contract File Maintenance Selection Screen, specify the country and currency for which you are entering contract pricing information
- Order Entry Quantity Discount File (**QTYDS**) maintained through Quantity Discounts Maintenance (MENU OEPRCE). On the Quantity Discount File Maintenance Selection Screen, specify the country and currency for which you are entering discount pricing information.
- International Currency Price List File (**ICPRC**) maintained through Item Master Maintenance (MENU IAFILE) or Item Balance Maintenance (MENU IAFILE).
- Item Balance File (**ITBAL**) if the selected warehouse uses warehouse level pricing. This file is maintained through Item Balance Maintenance (MENU IAFILE).
- Item Master File (**ITMST**) maintained through Item Master Maintenance (MENU IAFILE).

Prices are displayed and extended in both the order's currency and the company's local currency. A regular order (without contracts, price matrix, IC specific prices, etc.) uses the base price, customer master default price list, and along with the pricing and value exchange codes calculates the base and final prices for a foreign customer order. With gross margin (GM) pricing, since the base and final prices are based on the cost of the item and all costs are retained only in the local currency, GM order base and final price calculations are based on the customer master default value exchange and the currency master default exchange codes.

Order Processing

For international orders, the local currency value is calculated using an exchange rate determined through various factors described in the Order Exchange Rates section below.

Invoice, Acknowledgment, Master/Blanket Order, and Return processing are performed in the order's currency; however, orders created from Master/Blanket Orders use the current rate, not the rate at which the master/blanket was originally created. Returns, if created from history, use the current rate with any variances between the original order and the return posting to general ledger as gains/losses.

To override the exchange rate for an order, select Enter, Change & Ship Orders (MENU OEMAIN).

- Access International Currency information by pressing **`F15=IC INFO`** on the Second Order Header Screen of Enter, Change, & Ship Orders (MENU OEMAIN)
- On the I/C Currency Information Window, press **`F6=OV RT`**.
- Enter the new rate in the **Exchange Rate** field and press **`F10=Continue`**.
- To enter an exchange rate lock date for an order, on the I/C Currency Information Window, key the desired date in the **Lock Dt** field and press **`F10=CONTINUE`**. The exchange rate in effect on that date for the order's currency and exchange code will be used for the transaction.

Order Exchange Rates

When an order is created, the system determines the customer's currency and default exchange code and automatically selects the exchange rate in effect on the date the order is created. You can

change this information through the I/C Currency Information Window by changing the currency code (if authorized), changing the exchange code, entering a lock date, or overriding the rate.

You can revalue open orders on demand through Revalue Open Orders (MENU IRCVAL) provided the exchange rate is not locked or manually overridden. This option selects the most current rate for the currency and exchange code, and applies that to the trading currency amount of the order to generate a new local currency equivalent value. Note that general ledger gain/loss transactions will not result from revaluations of open orders.

When the order is invoiced, all amounts and prices are printed in the order's currency.

Exchange Rates

When you create an order, the exchange rate is retrieved based on the default value exchange code specified for the customer in Customer Master/Ship to Maintenance (MENU ARFILE) and the currency relationship between the customer's currency and the currency of the company for which you are entering the order.

If you change the order's currency, the exchange rate is based on the value exchange code specified for the customer and the currency relationship between the new currency and the order's currency.

During order processing, the exchange rate is retrieved according to the following hierarchy:

- Exchange rate assigned through Enter Currency Exchange Rates (MENU ICMAIN) for the current date.
- Exchange rate assigned through Enter Currency Exchange Rates (MENU ICMAIN) for the most recent date.
- Default exchange rate specified in Currency/Exchange Codes Maintenance (MENU ICFILE) or Currency Relationships Maintenance (MENU ICFILE).

The retrieved exchange rate is used as the default value on the order. You can change the default rate by specifying one of the following:

- a different exchange rate. You can override the retrieved exchange rate only if **Override Exchange Rates Allowed** is set to **Y** in Currency/Exchange Codes Maintenance (MENU ICFILE) for the benchmark currencies used for the order's currency and the company's currency.
- a different exchange code, to retrieve the exchange rate from a different source
- a lock date, to retrieve a different dated-exchange rate assigned through Enter Currency Exchange Rates (MENU ICMAIN). The exchange rate that was in use on the lock date is retrieved.

Order Revaluations

There are several ways to revalue open orders whose exchange rate is not locked or manually overridden:

- use Revalue Open Orders (MENU ICRVAL) to manually revalue open orders for one or all companies using the effective date you provide. For example, you can revalue all open orders for company 1 as of the applicable rates dated December 1, this option would select the most applicable rate on or immediately prior to December 1 for the order's currency and exchange code and converts the trading currency amount of the order into a new local currency equivalent value. Note that general ledger gain/loss transactions will not result from revaluations of open orders.
- manually revalue individual open orders during order entry maintenance
- automatically revalue one or selected orders when the applicable invoices are printed

When the order is invoiced, all amounts are printed in the order's currency.

If revaluations bring an order above or below the gross margin indicator, the order is automatically placed on or removed from GM hold.

Order Entry Inquiries

Order Entry inquiry options display foreign currency values, local equivalents, and exchange codes. The following menu options include such information when International Currency is installed:

- Customers A/R Inquiry (MENU OEMAIN)
- Open Orders Inquiry (MENU OEMAIN)
- Customer Order/Shipment Inquiry (MENU OEMAIN)
- Open Orders by Item Inquiry (MENU OEMAIN)
- Shipped Orders by Item Inquiry (MENU OEMAIN)
- Order Snapshot Inquiry (MENU OEMAIN)
- Carrier Order Inquiry (MENU OEMAIN)
- Order Inquiry by P/O or Order (MENU OEMAIN)
- Returns Analysis Inquiry (MENU OEINQY)
- Deleted Orders Inquiry (MENU OEINQY)
- Item Price Inquiry (MENU OEINQY)

Purchasing

PO Processing

For international requisitions/purchase orders, the local currency value is calculated using an exchange rate determined through various factors described in the Purchase Order Exchange Rate Selection section below. Suggested Order Processing and Special Order processing are performed in the same manner.

To enter an exchange rate lock date for requisitions, select Enter or Change Requisitions (MENU POMAIN) to change POs.

- Access International Currency information by pressing **F15=IC INFO** on the Requisition Header Screen
- On the I/C Currency Information Window y the desired date in the **Lock Dt** field and press **F10=CONTINUE**. The exchange rate in effect on that date for the vendor's currency and exchange code will be used for the transaction.

Approval Codes

If you are using approval code authorization, the maximum approval amount defined through Approval Codes Maintenance (MENU POFIL2) will be in the company's local currency. The **Approval Amount** field value will display in the local currency on all Req/PO related screens, regardless of whether you toggle between displaying the other field values in the local or trading currency.

Purchase Order Exchange Rate Selection

When a requisition is created, the system determines the vendor's trading currency and default exchange code and automatically selects the exchange rate in effect on the date the requisition is created. You can change this rate through the I/C Currency Information Window changing the exchange code, entering a lock date, overriding the rate, or using the vendor's currency contract, which specifies an exchange rate.

Before receipts are posted, you can update them to the current exchange rate during PO maintenance performed through Req/PO Inquiry (MENU POMAIN) and during receipts entry performed through Enter or Change PO Receipts (MENU POMAIN) by pressing **F15=IC INFO** (International Currency Info) on the PO Header Screen. If the rate changes again before you post the receipt, when receipts are posted, the system will use the latest rate. The PO will be revalued if the rate has changed, and both local and trading values will be saved in receipt history for use in the A/P receipt validation process. If the rate is locked or manually overridden, the system will not re-select the current rate.

Exchange Rates

Exchange rates are initially retrieved based on the exchange code specified for the vendor in Vendors Maintenance (MENU POFILE) and the currency relationship between the vendor's currency and the currency of the company for which you are entering the requisition.

During purchase order processing, the exchange rate is retrieved according to the following hierarchy:

- Exchange rate assigned through Enter Currency Exchange Rates (MENU ICMAIN) for the current date or the most recent date

- Default exchange rate specified in Currency/Exchange Codes Maintenance (MENU ICFILE) or Currency Relationships Maintenance (MENU ICFILE)

The retrieved exchange rate is used as the default value on the requisition. You can change the default rate by specifying one of the following:

- a different exchange rate. You can override the retrieved exchange rate only if **Override Exchange Rates Allowed** is set to **Y** in Currency/Exchange Codes Maintenance (MENU ICFILE) for the benchmark currencies used for the purchase order's currency and the company's currency.
- a different exchange code, to retrieve the exchange rate from a different source
- a lock date, to retrieve a different dated-exchange rate assigned through Enter Currency Exchange Rates (MENU ICMAIN). The exchange rate that was in use on the lock date is retrieved.
- a contract, to retrieve the exchange rate specified for the contract through Currency Contracts Maintenance(MENU ICFILE)

To override the exchange rate for requisitions, select Enter or Change Requisitions (MENU POMAIN) to change PO's.

- Access International Currency information by pressing **F15=IC INFO** on the Requisition Header Screen.
- On the I/C Currency Information Window , press **F6=OV RT**.
- Enter the new rate in the **Ex Rate** field and press **F10=CON'T**.

Purchase Order Revaluations

International Currency provides the following features to revalue purchase orders. If the order's exchange rate is not locked, manually overridden, or set by a contract with a locked or overridden rate, you can:

- manually revalue all open purchase orders for one or all companies using an effective date you provide (e.g., revalue all open purchase orders for company 01 as of the applicable rates dated December 1); general ledger gain/loss entries will not be generated
- manually revalue individual purchase orders during purchase order maintenance and receipts entry
- automatically revalue received purchase order line items during receipts posting

Landing Costs, Local and Foreign Currency

International Currency tracks landing costs in both local and trading currency values from requisition entry through payment processing. Currency codes and exchange codes can be added to the landing factor definition, and these foreign landing factors then can be assigned through Vendor/Item File Maintenance. Landing cost maintenance and validation will be performed in the landing factor's currency, and local currency equivalents will be available on all screens that display landing costs.

If different types of currencies are used when defining landing factors, however, the landing cost totals will display only in the company's local currency.

When you enter requisitions or PO's through Enter or Change Requisitions (MENU POMAIN), landing costs will be calculated in the currency(ies) you have defined for the landing factors through Landing Factors Maintenance (MENU POFILE) and assigned to the ordered item through Vendor/ Item Information Maintenance (MENU POFILE). Since landing costs apply to line items, all line items on a single Req/PO must have currency landing factors that are of the same currency; for example, if item "A" with landing cost of Canadian Dollars freight is on a PO, you cannot add another item that has a landing cost with Japanese Yen for freight.

Additionally, Requisition/PO Maintenance and Receiver Maintenance that allow for changes to landing costs require adjustments to be made in the currency used for that factor through Landing Factors Maintenance (MENU POFILE). The vendor's currency also will be updated during landing cost validation, with local currency equivalents available for review.

Important

The currency(ies) of the landing factors used for each item included on the Req/PO must be the same. Items with landing costs calculated in currencies different from the ones used for the first item ordered cannot be included in the same Req/PO or receiver.

The total amount of landing costs calculated in more than one currency will display only in the company's local currency. Toggle to display local currency equivalent values and landing cost totals by pressing the specific LOCAL CURRENCY / TRADING CURRENCY function key on the applicable screen.

Changes to landing cost values must be made in the applicable trading currency. You may determine the currency used for each landing cost by the currency symbol that appears next to each cost on all Purchasing and Accounts Payable screens that display landing costs. Key a new landing cost in the applicable currency.

Receipt Processing

Receipt processing provides for the following features when International Currency is installed:

- The currency code and its description displays, where appropriate.
- Trading currency costs may be entered when working with a trading currency vendor.
- Immediate access to current rate information for modification is available when processing receipts by PO (not by receiver).
- Currency information will be available with a function key, which allows you to enter pertinent data, including currency codes, exchange codes, exchange rates, lock dates, and existing currency contract data.
- Landing cost amounts will display in the trading currency, but if they are made up of mixed currencies, the totals will show only when displaying local equivalents.
- Trading and local equivalent amounts may be displayed.
- Calculation of average cost is performed using the average cost of the currency and the local currency receipt cost, once receipts have been posted.

- Posting PO receipts will cause a revaluation.

Note: Exchange rates cannot be overridden for a receiver. You must override exchange rates for each PO in the receiver individually.

Purchasing Inquiries

Purchasing inquiry options display foreign currency values, local equivalents, and exchange codes. The following menu options include such information when International Currency is installed:

- Receiver Inquiry [accessed through Enter or Change Receivers or PO Receipts (MENU POMAIN)]
- Req/PO Inquiry (MENU POMAIN)
- Vendor Order/Shipment Inquiry (MENU POMAIN)
- Open POs by Item Inquiry (MENU POMAIN)
- PO History by Item Inquiry (MENU POMAIN)
- Vendor Item Information Inquiry (MENU POMAIN)
- Landing Cost Inquiry Window (accessed through various applicable menu options)
- Landing Cost Detail Inquiry (accessed through various applicable menu options)

Chapter 3 Entering Currency Exchange Rates

Use this option to maintain dated exchange rates and assign each to an exchange code for a particular currency relationship. The exchange rate in use on the date specified is used when converting between the company's local currency and foreign currencies.

Note: Dated exchange rates can be defined only for currency relationships that have been set up with a relationship type of **E** (indicating that exchange rates will be entered by users).

Rates may be entered daily, weekly, or monthly, minimizing the effort required to keep currency conversion rates up to date. Required information includes the identification of the exchange rate date, local currency, currency codes that specify the type of currencies you are converting from and to, and exchange codes.

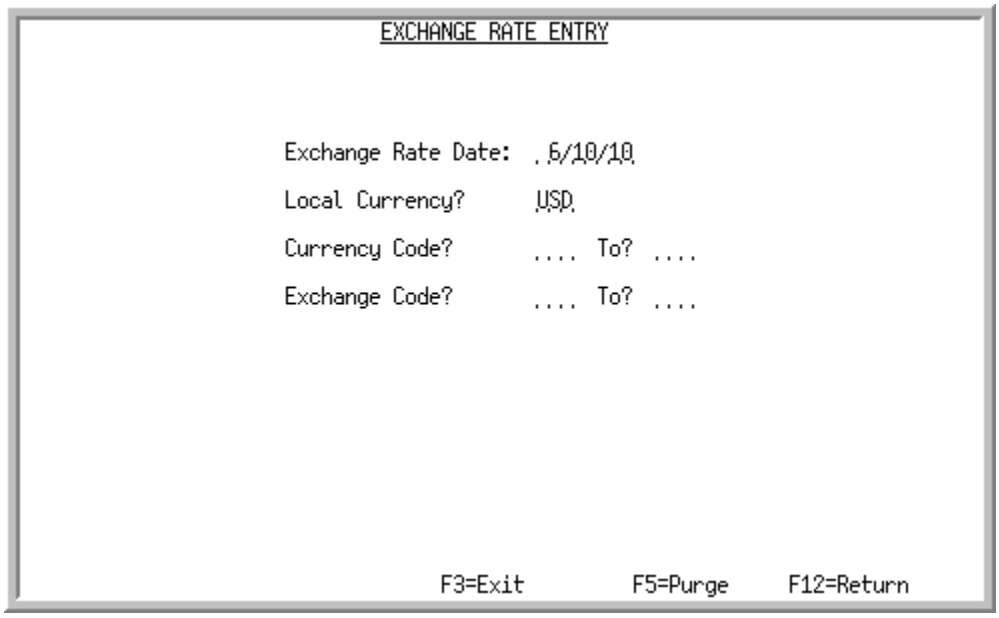
You can also use this option to purge previously assigned exchange rates.

Enter Currency Exchange Rates

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Exchange Rate Entry Selection Screen	Use to select the currency and exchange codes.
Purge Exchange Rates Window	Use to identify purge information for outdated rates.
Exchange Rate Entry Screen	Use to identify the conversion rates between currencies.

Exchange Rate Entry Selection Screen



This screen appears when selecting option **1** - Enter Currency Exchange Rates from MENU ICMAIN or press **F5=RATE ENTRY** on the Currency Relationship Maintenance Selection Screen .

Use this screen to specify the range of currency relationships for which to enter, change, or purge exchange rates. After specifying a date and local (primary) currency, you can limit your selection to relationships specified for one or more secondary currencies (using the **Currency Code** field) and one or more exchange codes.

Refer to the Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

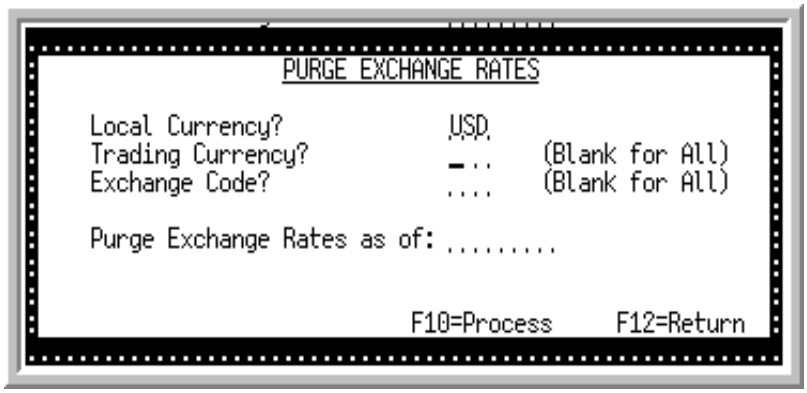
Note: If date-specific rates are not entered in this manner, the currency's default exchange rate defined through Currency Relationships Maintenance (MENU ICFILE) will be used for that currency's transactions.

Exchange Rate Entry Selection Screen Fields and Function Keys

Field/Function Key	Description
Exchange Rate Date	Use this field to specify the effective date of the rate you are entering. Key the desired date or accept the system default. The rate will become effective on this date. **Default Value:** Current IBM i system date **Valid Values:** Key the date using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (N 6,0) Required
Local Currency	Key the currency code of the local (primary) currency for which you are maintaining or purging exchange rates. **Default Value:** The **Primary Currency** on the Currency Relationship Maintenance Selection Screen , if you accessed this screen from that one; or the system's default local currency specified through International Currency System Options Screen. **Valid Values:** A currency code for a currency that is the **Primary Currency** in a currency relationship defined through Currency/Exchange Codes Maintenance (MENU ICFILE) or Currency Relationships Maintenance (MENU ICFILE). (A 3) Required
Currency Code	Key the range of trading (secondary) currencies for which you are maintaining or purging exchange rates. Leave this field blank to maintain or purge exchange rates for all currencies. **Default Value:** The **Secondary Currency** on the Currency Relationship Maintenance Selection Screen appears to the left of **To** if you accessed this screen from the Currency Code File Maintenance Screen. **Valid Values:** A currency code that is the **Secondary Currency** in a currency relationship with the **Local Currency** specified on this screen. (2 @ A 3) Optional

Field/Function Key	Description
Exchange Code	Key the range of exchange codes for which you are maintaining or purging exchange rates. Leave this field blank to maintain or purge exchange rates for all exchange codes. **Valid Values:** Any valid exchange code(s) defined through Currency/ Exchange Codes Maintenance (MENU ICFILE) (2 @ A 3) Optional
F3=Exit	The **F3=EXIT** function key displays only if this screen was accessed from within this menu option. Press **F3=EXIT** to cancel this option and return to the menu.
F5=Purge	Press **F5=PURGE** to purge exchange rates. The Purge Exchange Rates Window appears.
F12=Return	If this screen was accessed from this menu option, press **F12=RETURN** to return to the menu. Otherwise, **F12=RETURN** will return you to the screen from which this screen was accessed, such as the Currency Relationship Maintenance Selection Screen.
Enter	Press **ENTER** to confirm your selections. The Exchange Rate Entry Screen will display.

Purge Exchange Rates Window



This window displays after pressing **F5=PURGE** from the Exchange Rate Entry Selection Screen. Use this window to specify the currency relationships for which to purge exchange rates.

You must specify a date and local (primary) currency for which to purge exchange rates. You can also limit your selection to relationships specified for one or all secondary currencies (using the **Trading Currency** field) and one or all exchange codes.

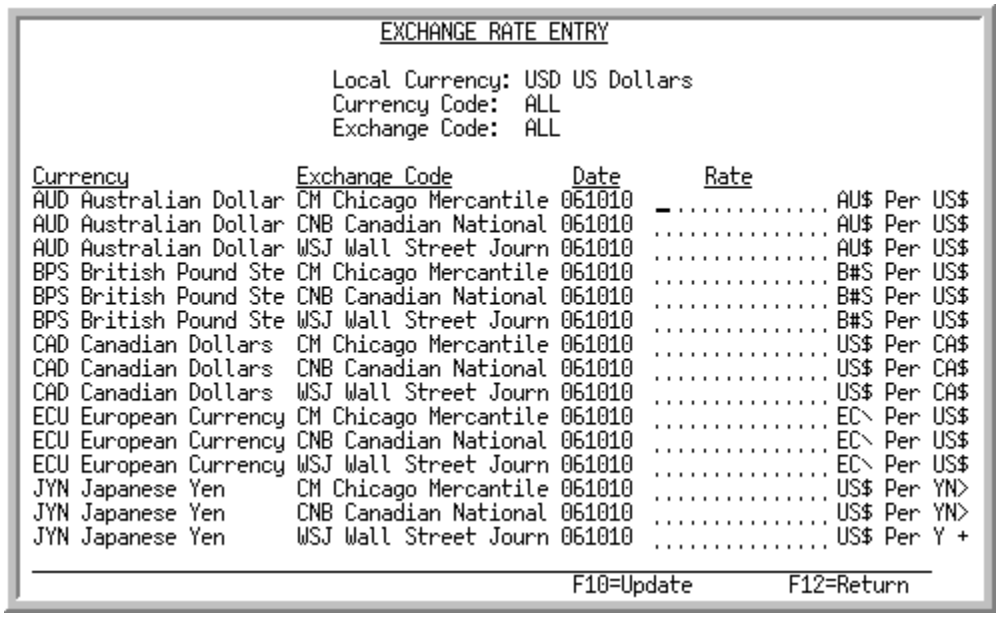
Note: You can also purge exchange rates through Reorganize A+ History Files (MENU XAMAST).

Purge Exchange Rates Window Fields and Function Keys

Field/Function Key	Description
Local Currency	Use this field to key the code for the company's local currency. **Default Value:** The default local currency **Valid Values:** A valid local currency for which a currency relationship has been defined (A 3) Required
Trading Currency	Use this field to specify the trading currency(ies) for which rates will be deleted. Key the code for the trading currency for which all rates will be deleted or leave the field blank for all foreign currencies. Leave this field blank to delete exchange rates for all trading currencies. **Valid Values:** Any valid currency defined through Currency/Exchange Codes Maintenance (MENU ICFILE); the **Trading Currency** cannot be the same currency as the **Local Currency** (A 3) Optional

Field/Function Key	Description
Exchange Code	Use this field to specify the exchange code for which rates will be deleted. Key the code assigned to the source of the exchange rate(s). All rates originating from the selected exchange code will be deleted for the selected currency(ies). Leave this field blank to delete exchange rates for all exchange codes applicable to the selected currency(ies). If you left the **Currency** blank also, all rates for all currencies and exchange codes will be purged. **Valid Values:** Any valid exchange code defined through Currency/Exchange Codes Maintenance (MENU ICFILE) for the trading currency selected (A 3,0) Optional
Purge Exchange Rates as of	Use this field to select the date for which exchange rates will be deleted; this is the date that the exchange rate was effective, not entered. Exchange rates effective on or before this date (for the trading currencies, if any, selected in the **Trading Currency** field and the exchange codes, if any, selected in the **Exchange Code** field) will be purged. If the **Trading Currency** and **Exchange Code** fields were left blank, exchange rates for all trading currencies effective prior to or on the specified date will be purged. **Note**: The default rate will NOT be purged. All other rates matching the selection criteria will be purged and CANNOT be retrieved. To access the default rate, use Currency Relationships Maintenance (MENU ICFILE). **Valid Values:** Key the date using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (N 6,0) Required
F10=Process	Press **F10=PROCESS** to delete exchange rates for the selected trading currencies and/or exchange codes. The Exchange Rate Entry Selection Screen will display and the designated rates will be deleted.
F12=Return	Press **F12=RETURN** to cancel this operation and return to the Exchange Rate Entry Selection Screen.
Enter	Press **ENTER** to confirm your selection(s). Press **F10=PROCESS** to process the purge.

Exchange Rate Entry Screen



This screen appears after pressing **ENTER** on the Exchange Rate Entry Selection Screen. The screen shows the local (primary) currency, trading (secondary) currency, exchange code, date, and conversion method for each currency relationship. Use this screen to specify an exchange rate for each relationship.

If all relationships between the specified currencies have a relationship type of **C** (calculated), no data appears on this screen.

Exchange Rate Entry Screen Fields and Function Keys

Field/Function Key	Description
Rate	Key an exchange rate for each combination of currency, exchange code, date, and conversion method. When each of these combinations is used during transaction processing, the corresponding rate is also used as the default value of the **Exchange Rate** field on the I/C Currency Information Window. (N 13,6) Required
F10=Update	Press **F10=UPDATE** to confirm and store the entered rate(s) for each trading currency. The Exchange Rate Entry Selection Screen will display and the number of exchange rates added and/or changed will be displayed.
F12=Return	Press **F12=RETURN** to cancel this operation and return to the Exchange Rate Entry Selection Screen.
Enter	Press **ENTER** to confirm and edit your selections.

Chapter 4 Inquiring on Exchange Rates

This option allows you to view, add, change, and delete dated exchange rates. Dated exchange rates can be defined only for currency relationships that have been set up with a relationship type of **E** (indicating that exchange rates will be entered by users).

You can also define dated exchange rates through Enter Currency Exchange Rates (MENU ICMAIN).

Exchange Rate Inquiry

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Exchange Rate Inquiry Selection Screen	Use to select the currency codes and exchange codes.
Exchange Rate Inquiry Maintenance Screen	Use review, add, and change the exchange rate information for the selected currency codes and exchange codes.

Exchange Rate Inquiry Selection Screen

This screen appears when selecting option **10** - Exchange Rate Inquiry from MENU ICMAIN.

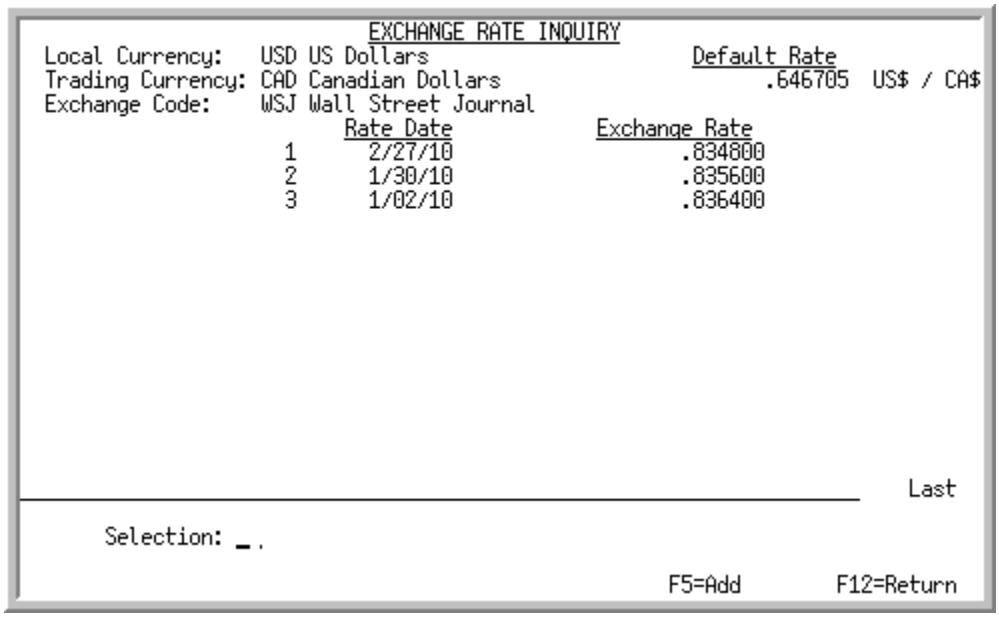
Use this screen to specify the company's local currency, trading currency, and exchange code for which you wish to review, change, add, or delete exchange rates.

Exchange Rate Inquiry Selection Screen Fields and Function Keys

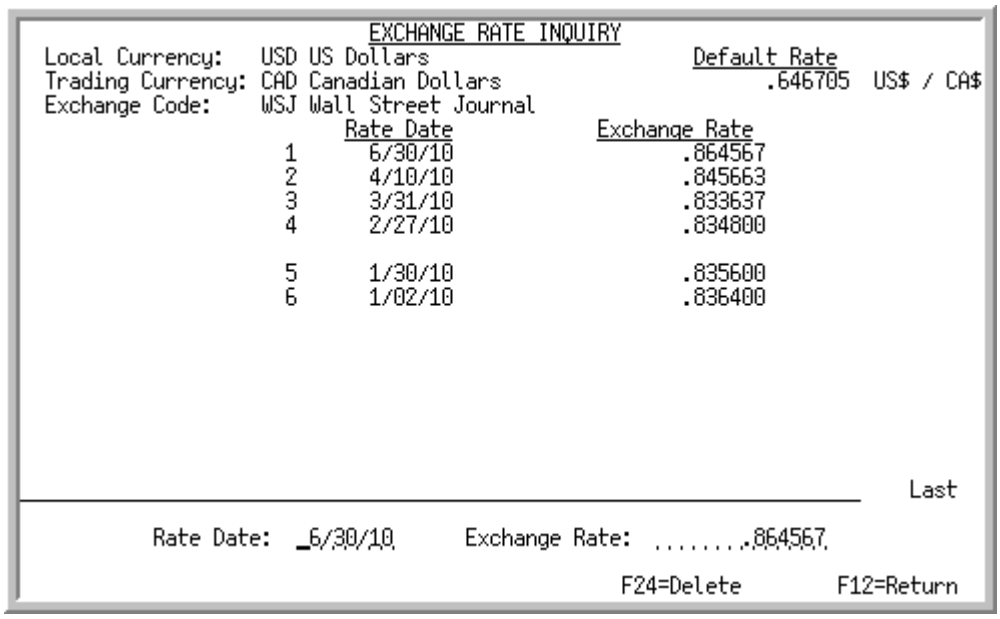
Field/Function Key	Description
Local Currency	Use this field to specify the desired local currency. Key the code for the desired local currency or accept the default value. **Default Value:** The default local currency code assigned through International Currency Options Maintenance (MENU ICFILE) **Valid Values:** Any valid currency defined through Currency/Exchange Codes Maintenance for which a currency relationship has been defined. (A 3) Required

Field/Function Key	Description
Trading Currency	Use this field to enter the trading currency for which rates will be reviewed, changed, added, or deleted. Key the desired trading currency code. The inquiry will display rates for this trading currency only. **Valid Values:** Any valid currency code defined through Currency/ Exchange Codes Maintenance (MENU ICFILE) for which a currency relationship has been defined; cannot be the same currency as the **Local Currency** (A 3) Required
Exchange Code	Key the exchange code to be used to access rate information. You may review, change, add, or delete rates associated with the exchange code specified in this field. **Valid Values:** Any valid exchange code defined through Currency/ Exchange Codes Maintenance (MENU ICFILE) (A 3) Required
F3=Exit	Press **F3=EXIT** to cancel this inquiry and return to MENU ICMAIN.
Enter	Press **ENTER** to confirm your selections. The Exchange Rate Inquiry Maintenance Screen will display.

Exchange Rate Inquiry Maintenance Screen



Exchange Rate Inquiry Maintenance Detail Screen



The Exchange Rate Inquiry Maintenance Screen displays after pressing **ENTER** on the Exchange Rate Inquiry Selection Screen. The Exchange Rate Inquiry Maintenance Detail Screen displays when you key a **Reference Number** in the **Selection** field and press **ENTER** or you press **F5=ADD**.

Use this screen to:

- review the local currency's exchange rates for the selected trading currency and exchange code (rates are displayed in date descending order, based on the rate date);
- change a selected exchange rate for a specific date;
- add a new exchange rate for a selected rate date;
- delete a selected exchange rate.

Note:

- This is a roll screen. **More...** appears at the bottom of a roll screen to indicate that more data is available for viewing. Last appears at the bottom of the last screen of data. To scroll through information on roll screens press:
- ***PAGE DOWN** or **SHIFT-ROLL FWD** to display the next screen
- ***PAGE UP** or **SHIFT-ROLL BACK** to display the previous screen.

Exchange Rate Inquiry Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Default Rate	This field displays the **Default Exchange Rate** specified through Currency/Exchange Codes Maintenance (MENU ICFILE) or Currency Relationships Maintenance (MENU ICFILE). The conversion method (e.g., US$ per CA$) appears to the right of the default exchange rate. Display
(Reference Number)	This number is used to reference the corresponding rate date and exchange rate displayed for the selected local currency, trading currency, and exchange code relationship. There are 12 rows available on each screen, with more available with the **PAGE UP / PAGE DOWN** function keys. Key this number in the **Selection** field on the lower portion of this screen to select a rate to change or delete. Display
Rate Date	The date the corresponding rate will be in effect. Rates are displayed in date descending order, based on the rate date. There are 12 rows available on each screen, with more available with the **PAGE UP / PAGE DOWN** function keys. Display

Field/Function Key	Description
Exchange Rate	The exchange rate in effect as of the corresponding rate date. You may change this rate with the use of the **Selection** field; new rates may be added with the use of the **F5=ADD** function key. There are 12 rows available on each screen, with more available with the **PAGE UP / PAGE DOWN** function keys. Display
Selection	Use this field to select an exchange rate to change or delete. Key the **Reference Number** of the rate you wish to change or delete and press **ENTER**. (N 2,0) Required
Rate Date	This field only displays after you select a line to be changed or you press **F5=ADD**. The date of the exchange rate that you selected for change or deletion. You may change this date to a new effective date for the rate. Key the date of the exchange rate to be added. This is the date on which the new rate is effective. **Valid Values:** Key the date using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (N 6,0) Required
Exchange Rate	This field only displays after you select a line to be changed, or you press **F5=ADD**. The value of the exchange rate that you selected for change or deletion. You may change this rate to a new value for the effective date shown in the preceding **Rate Date** field. Key the exchange rate to be added/changed. **Default Value:** This field will display zeros when displayed from **F5=ADD**. (N 13,6) Required
F5=Add	Press **F5=ADD** to add a new exchange rate for a specific trading currency and exchange code. The lower portion of this screen will change to reflect the addition of the **Rate Date** and **Exchange Rate** input fields in place of the **Selection** field.

Field/Function Key	Description
F12=Return	Press **F12=RETURN** to cancel this inquiry and return to the Exchange Rate Inquiry Selection Screen. If you do not want to make any changes or delete the rate at this time, press **F12=RETURN** to return the screen to its original display. The **Selection** field will reappear and the **Rate Date** and **Exchange Rate** fields will disappear. If you has pressed **F5=ADD** to add new rates, press **F12=RETURN** to return to the screen to its original display without adding a new rate.
F24=Delete	**F24=DELETE** only displays after you select a line to be changed. Press **F24=DELETE** to delete the selected exchange rate. A confirmation message will display. Press **F24=DELETE** again to confirm the deletion. The screen will return to its original display, and the exchange rate will be deleted.
Enter	Press **ENTER** after selecting a rate to change or delete by keying the **Reference Number** of that rate in the **Selection** field on this screen. The lower portion of this screen will display the **Rate Date** and **Exchange Rate** instead of the Selection field. Press **ENTER** to confirm your change(s). The screen will return to its original display. The Selection field will reappear, the **Rate Date** and **Exchange Rate** fields will disappear, and your change(s) will be reflected on the top portion of this screen for the selected rate. Press **ENTER** to confirm your selections and to add the new rate. The screen will return to its original display. The **Selection** field will reappear and the **Rate Date** and **Exchange Rate** fields will disappear. The added rate will then be displayed on the top portion of this screen (you may have to PGDN to review the added rate if **More...** is displayed and the added rate's date falls after the dates displayed).

Chapter 5 Inquiring on Currency Contracts

Use this option to maintain and conduct inquiries into contracts created through Currency Contracts Maintenance (MENU ICFILE). Information pertinent to the currency contract you select will be displayed. This information includes vendor and currency information, allocation and usage of the contract, and whether or not checks payable to the contract's vendor or assignee will print during payment processing.

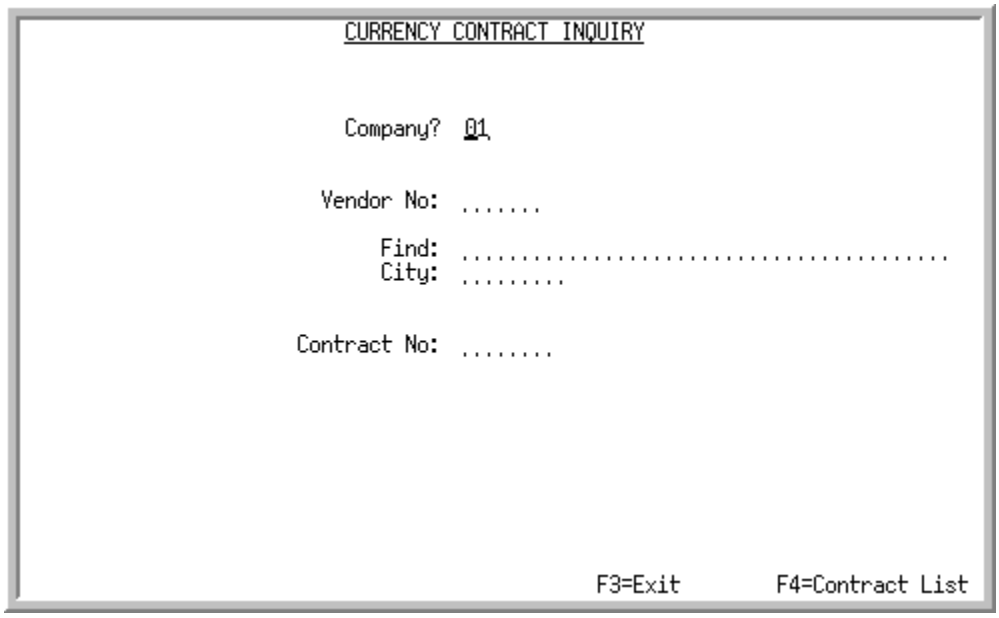
Additionally, to aid in tracking events associated with a currency contract, a date-driven Currency Contract Note Pad Screen feature is available through this option. With the use of a note pad (a collection of information), you may enter, change, or delete dated events relating to the contract.

Currency Contact Inquiry

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Currency Contract Inquiry Selection Screen	Use to select the vendor and contract number to be inquired upon.
Currency Contract Inquiry Screen	Use to review the list of currency contracts created for this vendor.
Currency Contract Note Pad Screen	Use to add, change, or delete event data for a contract.
Currency Contract Events Screen	Use to add, change, and/or delete comments/notes for this event.

Currency Contract Inquiry Selection Screen



This screen displays after selecting option **11** - Currency Contact Inquiry from MENU ICMAIN. Use this screen to select the company, vendor, and contract number for which you wish to review related contract information. From this screen you also may access the contract's note pad and review, enter, change, or delete note pad data.

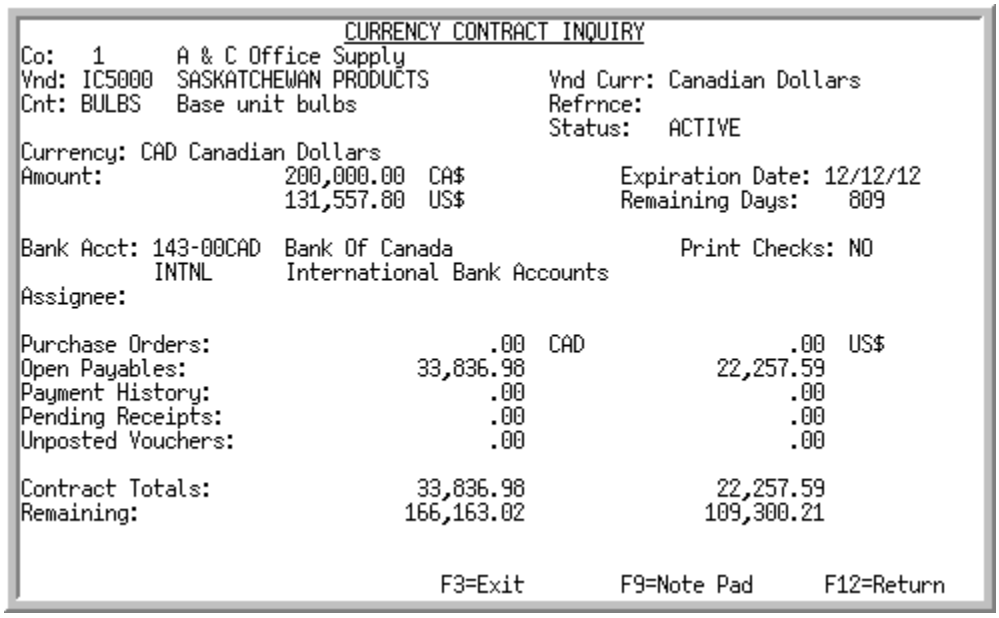
Currency Contact Inquiry Selection Screen Fields and Function Keys

Field/Function Key	Description
Company	Use this field to specify the company associated with the currency contract you want to review or for which you wish to enter, change, or delete events. Key the company number associated with the currency contracts to be inquired upon. **Default Value:** The default company defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the default company defined through System Options Maintenance (MENU XAFILE). **Valid Values:** Any valid company number defined through Company Name Maintenance (MENU XAFILE) for which a contract has been defined which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (N 2,0) Required

Field/Function Key	Description
Vendor No	Use this field to specify the vendor associated with the currency contract you want to review or for which you wish to enter, change, or delete events. Key the desired vendor's number. If you do not know a vendor number, use the vendor search by keying search words (or beginning characters) in the **Find** and **City** fields. **Valid Values:** Any existing vendor specified in Vendors Maintenance (MENU POFILE/MENU APFILE) for which a contract has been created (A 6) Required
Find	Use this field to activate the Vendor Search feature when you do not know the vendor's number. Key the vendor's name or up to 10 characters (the first 10) of one or more words in the vendor's name and press **ENTER** to display the Vendor Search Screen. To limit the vendor search by city (i.e., search for the specified vendor name within a particular city), key a city in the **City** field as well. For more information on using search criteria, refer to the Cross Applications User Guide. For information on the Vendor Search Screen, refer to the Accounts Payable or Purchasing User Guides. (A 40) Optional
City	When using the **Find** field to search for a vendor, you can limit the search to a particular city by keying a partial or complete city name in this field. If you enter characters in this field, the Vendor Search Screen displays only vendors that meet the criteria specified here and in the **Find** field. For more information on using search criteria, refer to the Cross Applications User Guide. For information on the Vendor Search Screen, refer to the Accounts Payable or Purchasing User Guides. (A 20) Optional

Field/Function Key	Description
Contract No	Use this field to specify the number of the currency contract defined for the selected vendor and company for which you want to review related contract information or for which you wish to enter, change, or delete events. Key the currency contract number. Press **F4=CONTRACT LIST** if you do not recall the contract number and wish to access a list of existing contracts for the vendor and company you keyed in the **Vendor No** and **Company** fields. The Currency Contracts List Screen, as presented and explained in Currency Contracts Maintenance (MENU ICFILE), will display. After selecting a contract from that screen and pressing **ENTER,** the selected contract number will display in this field. **Valid Values**: Any valid contract number defined for the indicated vendor and company through Currency Contracts Maintenance (MENU ICFILE) (A 7) Required
F3=Exit	Press **F3=EXIT** to cancel this inquiry and return to MENU ICMAIN.
F4=Contract List	After keying a vendor and company, press **F4=CONTRACT LIST** for a list of existing currency contracts defined for that vendor and company. The Currency Contracts List Screen will display.
Enter	Press **ENTER** to confirm your selections. The Currency Contract Inquiry Screen will display.

Currency Contract Inquiry Screen



This screen displays after pressing **ENTER** from the Currency Contract Inquiry Selection Screen . Use this screen to review information pertaining to the currency contract you selected. You may also use this screen to gain access into the currency contract's note pad, where you may enter, change, or delete dated events relating to the contract. To access the note pad, use the **F9=Note PAD** function key.

All fields on this screen are display only.

Currency Contract Inquiry Screen Fields and Function Keys

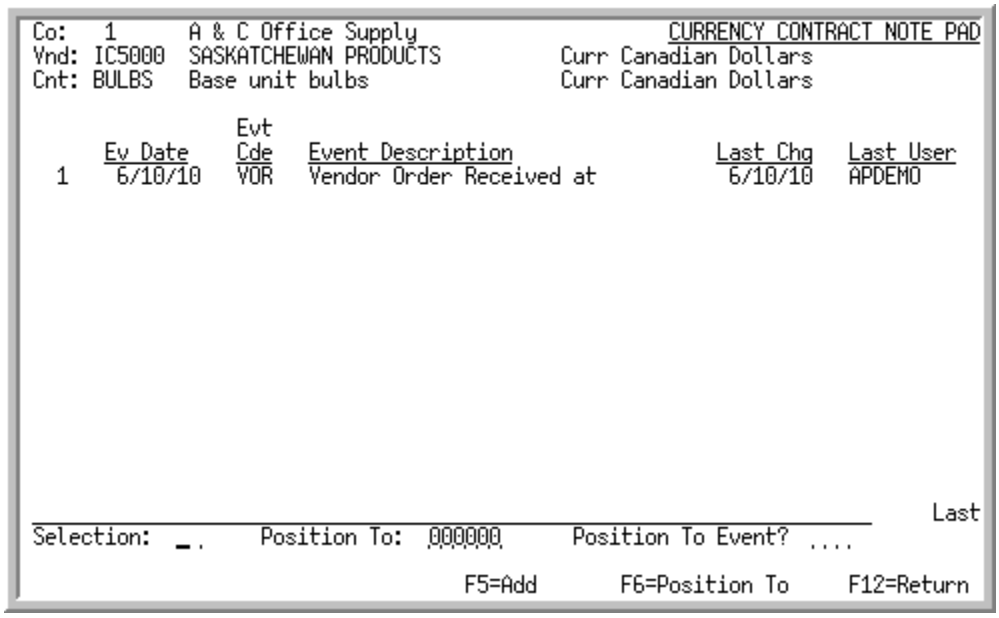
Field/Function Key	Description
Co	The company number selected on the Currency Contract Inquiry Selection Screen appears with the company name.
Vnd	The vendor number with the vendor name you selected on the Currency Contract Inquiry Selection Screen.
Cnt	The contract number and the contract description you selected on the Currency Contract Inquiry Selection Screen or through the use of the Currency Contracts List Screen.
Vnd Curr	The currency defined as the default currency for the selected vendor in the Vendor Master File.
Refrnce	The reference number, if any, that has been assigned to the contract through Currency Contracts Maintenance (MENU ICFILE). This number may be used to identify this contract.

Field/Function Key	Description
Status	The status of the contract: either **NEW** or **ACTIVE**. A contract with a status of **NEW** has not yet been used and may be deleted. A contract with a status of **ACTIVE** has been used; that is, it has been linked to a transaction through Enter or Change Requisitions (MENU POMAIN). Active contracts cannot be deleted.
Currency	The code for the currency associated with this contract as defined through Currency Contracts Maintenance (MENU ICFILE). The currency's description also displays in this field.
Amount	The monetary amount of the contracts value as defined through Currency Contracts Maintenance (MENU ICFILE) that may be applied to this vendor's contract, if any. The **Currency Edit Symbol** (e.g., F, $, etc.) defined for the currency also displays, as well as the local equivalent if the currency specified is not the local currency. **Note**: If an amount has not been defined for the contract, ***** No Limit ***** will display in this field, and the **Remaining/Excess** field on the lower portion of this screen will not display.
Expiration Date	The contract's expiration date as defined through Currency Contracts Maintenance (MENU ICFILE), if any. **Note**: If no expiration date was entered for the contract through Currency Contracts Maintenance (MENU ICFILE), ***** No Expiration ***** will display in place of this field, and the **Days Remaining/Days Expired** field will not display.
Days Remaining/Days Expire	The number of days remaining before the date the contract expires, as calculated from today's system date, or the number of days the contract has been expired, as applicable. **Note**: If the contract has expired (see **Expiration Date** field above), the message **Contract Past Expiration Date** will display on the bottom of this screen. If no expiration date was entered for the contract, this field does not display.
Bank Acct	The bank account number, description, ID, and bank name associated with this contract as defined through Currency Contracts Maintenance (MENU ICFILE), if any. This is the account that will be used for transactions linked to this vendor's contract.
Print Checks	Indicates whether or not checks will be printed for payments associated with this contract, as determined through Currency Contracts Maintenance (MENU ICFILE).
Assignee	The vendor's assignee, if one has been designated through Currency Contracts Maintenance (MENU ICFILE), to whom checks will be written.

Field/Function Key	Description
Purchase Orders	The total monetary amount of purchase orders for the selected contract. If the currency defined for the contract is different from the company's local currency, two columns will display: one column will display local values and one will display trading currency values. The applicable currency symbols will display to the right of each of the two columns.
Open Payables	The total monetary amount of open payables for the selected contract. If the currency defined for the contract is different from the company's local currency, two columns will display: one column will display local values and one will display trading currency values. The applicable currency symbols will display to the right of each of the two columns.
Payment History	The total monetary amount of payments in history for the selected contract. If the currency defined for the contract is different from the company's local currency, two columns will display: one column will display local values and one will display trading currency values. The applicable currency symbols will display to the right of each of the two columns.
Pending Receipts	The total dollar amount of receipts pending invoicing for the selected contract. If the currency defined for the contract is different from the company's local currency, two columns will display: one column will display local values and one will display trading currency values. The applicable currency symbols will display to the right of each of the two columns.
Unposted Vouchers	The total amount of unposted vouchers for the selected contract. If the currency defined for the contract is different from the company's local currency, two columns will display: one column will display local values and one will display trading currency values. The applicable currency symbols will display to the right of each of the two columns.
Contract Totals	The total amount of ALL previously listed values (i.e., purchase orders, open payables, payment history, pending receipts, and unposted vouchers). If the currency defined for the contract is different from the company's local currency, two columns will display: one column will display local values and one will display trading currency values. The applicable currency symbols will display to the right of each of the two columns.

Field/Function Key	Description
Remaining/Excess	This field displays as **Remaining** if the contract amounts (as displayed in the **Amount** field) are “greater” than the contract totals (as displayed in the **Contract Totals** field). The remaining value (the amount remaining on the contract), is derived from calculating the difference between the amounts shown in the **Amount** field and the totals shown in the **Contract Totals** field. This field displays as **Excess** if the contract amounts (as displayed in the **Amount** field) are “less” than the contract totals (as displayed in the **Contract Totals** field). The excess value (the dollar amount that exceeds the contract’s limit) is derived from calculating the difference between the amounts shown in the **Amount** field and the totals shown in the **Contract Totals** field. A negative sign displays after the dollar amount indicating that the amount remaining on the contract is less than zero. A message also displays on the bottom of this screen informing you that an excess amount exists on the currency contract. **Note**: This field displays only if a limited amount was defined for this currency contract. Otherwise, this field will not display and ***** NO LIMIT ***** will be shown in the **Amount** field on this screen. If the currency defined for the contract is different from the company’s local currency, two columns will display: one column will display local values and one will display trading currency values. The applicable currency symbols will display to the right of each of the two columns.
F3=Exit	Press **F3=EXIT** to complete your inquiry and return to MENU ICMAIN.
F9=Note Pad	Press **F9=Note PAD** to access the Currency Contract Note Pad Screen, where you may review and maintain dated events associated with this currency contract.
F12=Return	Press **F12=RETURN** to return to the Currency Contract Inquiry Selection Screen.

Currency Contract Note Pad Screen



This screen displays after pressing **F9=Note PAD** from the Currency Contract Inquiry Screen . A scrolling list of existing events are displayed in descending date order. Use this screen to review previously entered events relating to the selected currency contract. You also have the ability to:

- position an event (using the **Position To** or **Position To Event** field and **F6=Position To** function key) at the top of the list based on a specified date or event code;
- access and maintain further detail [on the Currency Contract Events Screen] relating to a given event with the use of the **Selection** field.
- add a new event [on the Currency Contract Events Screen] by pressing **F5=ADD**.

Note:

- This is a roll screen. **More...** appears at the bottom of a roll screen to indicate that more data is available for viewing. Last appears at the bottom of the last screen of data. To scroll through information on roll screens press:
- ***PAGE DOWN** or **SHIFT-ROLL FWD** or **F7=PAGE DOWN** to display the next screen
- ***PAGE UP** or **SHIFT-ROLL BACK** or **F8=PAGE UP** to display the previous screen.

Currency Contract Note Pad Screen Fields and Function Keys

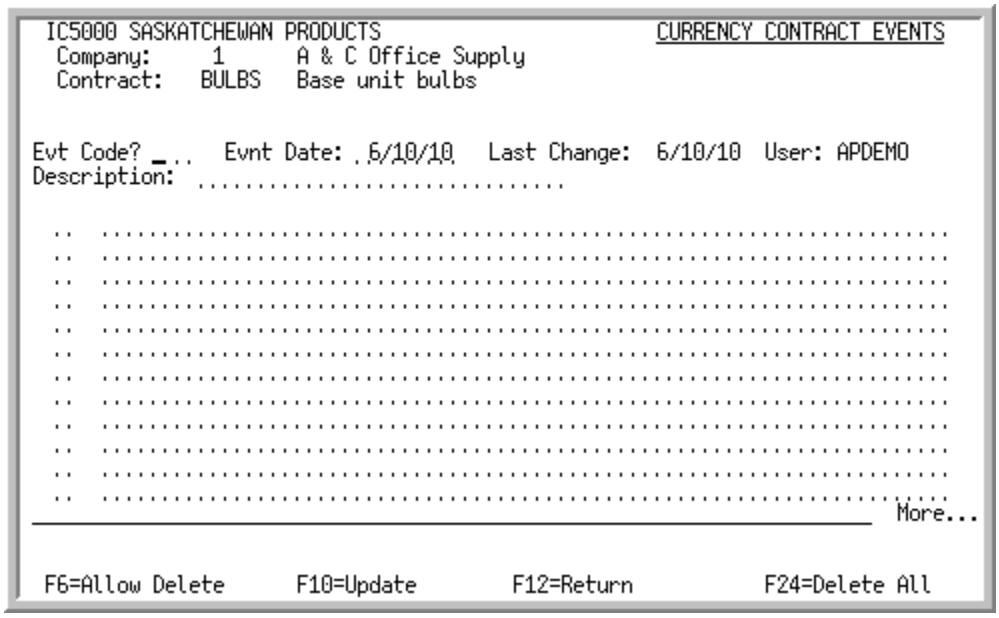
Field/Function Key	Description
Co	The company number you selected on the Currency Contract Inquiry Selection Screen displays with the company name. Display

Field/Function Key	Description
Vnd / Curr	The vendor number and vendor name you selected on the Currency Contract Inquiry Selection Screen. The currency code and it's description defined as the default currency for the selected vendor in the Vendor Master File is displayed to the right of this field. Display
Cnt / Curr	The contract number and description you selected on the Currency Contract Inquiry Selection Screen or through the use of the Currency Contracts List Screen. The currency code and it's description associated with this contract as defined through Currency Contracts Maintenance (MENU ICFILE) is displayed to the right of this field. Display
Reference Number	This number is used to reference the corresponding event. Key this number in the **Selection** field on the lower portion of this screen to display this event in detail and press **ENTER**. Display
Ev Date	The event date identified when adding or maintaining notes on the Currency Contract Events Screen. Display
Evt Cd	The code created for the recurring event, if any; this field will be blank if a defined event code was not identified on the Currency Contract Events Screen. Event codes are created through Event Codes Maintenance (MENU ICFILE)/ (MENU POFILE). Refer to the Purchasing User Guide for more information. Display
Event Description	The summarized (short) description of the event entered on the Currency Contract Events Screen. This field will be blank if an event code was not identified or if a short description of the event code was not entered on the Currency Contract Events Screen. Display
Last Chg	The date on which the event was last changed on the Currency Contract Events Screen; the system will use the current system date at the time of the change. Display
Last User	The ID of the user who originally entered the event or who last changed the event. Display

Field/Function Key	Description
Selection	Use this field to select an event you wish to display in detail. Key the corresponding **Reference Number** associated with the event and press **ENTER**. Leave this field blank to add an event or to reposition a displayed event to the top of the list. To reposition an event, refer to the **Position To** and **Position To Event** fields, as well as the **F6=POSITION TO** function key. To add an event, press the **F5=ADD** function key. (N 2,0) Optional
Position To	Use this field to reposition an event on this screen to the top of the list according to its date. Note that the **Selection** field must be blank. Key the event date of the applicable event to be repositioned and press **F6=POSITION TO**. All events with the same or later dates will display on this screen, following the notes created on the date that you selected. Leave this field blank if you do not want to reposition the screen's data by date. **Valid Values:** Key the date using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (N 6,0) Optional
Position To Event	Use this field to reposition an event on this screen to the top of the list according to its event code. Note that the **Selection** field must be blank. Key the event code or a partial event code of the applicable event to be repositioned and press **F6=POSITION TO**. All events with the same event codes will display chronologically on this screen. Leave this field blank if you do not want to reposition the screen's data by event code. (A 3) Optional
F5=Add	Press **F5=ADD** to add events to this contract's note pad; the Selection field must be blank. The Currency Contract Events Screen will display.
F6=Position To	The **F6=POSITION TO** function key is used in conjunction with the **Position To** or **Position To Event** fields to reposition a specific event to the top of the list by date or event code. After keying the desired event date or event code in the **Position To** or **Position To Event** field, press **F6=POSITION TO**. The list will scroll to the first event with the selected date or event code.

Field/Function Key	Description
F7=Page Down / F8=Page Up	**More...** appears at the bottom of a roll screen to indicate that more data is available for viewing. Last appears at the bottom of the last screen of data. On some roll screens, **F7=PAGE DOWN** and **F8=PAGE UP** are available for use but do not display. Use the **F7=PAGE DOWN** to display the next screen of information on a roll screen. The **PAGE DOWN** or **SHIFT-ROLL FWD** function keys perform the same task. Use the **F8=PAGE UP** to display the previous screen of information on a roll screen. The **PAGE UP** or **SHIFT-ROLL BACK** function keys perform the same task.
F12=Return	Press **F12=RETURN** to complete your review of the note pad and return to the Currency Contract Inquiry Screen.
Enter	After entering a reference number in the **Selection** field of an existing event that you want to display in detail, press **ENTER**. The Currency Contract Events Screen will display, where you may review or maintain events on the contract's note pad.

Currency Contract Events Screen



This screen displays after pressing **F5=ADD** from the Currency Contract Note Pad Screen , or after selecting an existing event from that screen with the use of the **Selection** field. Use this screen to add, change, or delete notes/comments or entire events to/from the note pad.

Note:

- This is a roll screen. **More...** appears at the bottom of a roll screen to indicate that more data is available for viewing. Last appears at the bottom of the last screen of data. To scroll through information on roll screens press:
- ***PAGE DOWN** or **SHIFT-ROLL FWD** to display the next screen
- ***PAGE UP** or **SHIFT-ROLL BACK** to display the previous screen.

Currency Contract Events Screen Fields and Function Keys

Field/Function Key	Description
(Vendor)	The vendor number and vendor name of the vendor as selected on the Currency Contract Inquiry Selection Screen. Display
Company	The number and name of the company as selected on the Currency Contract Inquiry Selection Screen. Display

Field/Function Key	Description
Contract	The number and description of the contract as selected on the Currency Contract Inquiry Selection Screen or through the use of the Currency Contracts List Screen (MENU ICFILE). Display
Reference	The reference number, if any, that has been assigned to the contract through Currency Contracts Maintenance (MENU ICFILE). This number may be used to identify this contract. Display
Evt Cde	Use this field to enter the code for the event you plan to add to the note pad, if in the Add mode. If you selected an existing event, you may change the event code in this field, if desired. Key the appropriate code. Any events keyed on this screen will be saved and stored based on this code. **Default Value:** If you selected an existing note on the Currency Contract Note Pad Screen, this is the code for the event, if any; if you pressed **F5=ADD**, this field is blank. **Valid Values:** Any event code created through Event Codes Maintenance (MENU ICFILE)/(MENU POFILE). Refer to the Purchasing User Guide for more information. (A 3) Optional
Evnt Date	If you selected an existing event on the Currency Contract Note Pad Screen, this field displays the date associated with the event, if any. Otherwise, if you are in the Add mode, it displays the IBM i current system date. Accept the default or key the appropriate date. **Default Value:** The current system date, or a previously entered date **Valid Values:** Key the date using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (N 6,0) Required
Last Change	This field displays the date upon which the last modification was made to this note pad. This date is automatically assigned by the system at the time of the change using the current system date. Display
User	This field displays the ID of the user who last performed the modification to the note pad or the ID of the user who is currently adding an event. Display

Field/Function Key	Description
Description	Use this field to enter a summarized (short) description of the event you are adding or maintaining, or to change an existing description. This description will appear on the Currency Contract Note Pad Screen in the **Event Description** field. **Default Value:** The description of the event code keyed in the **Evnt Cde** field on this screen, if any; or, this is the description created for the event you selected on the Currency Contract Note Pad Screen , if any. (A 30) Optional
(Line Delete)	You only can access these fields by pressing **F6=ALLOW DELETE**. These fields are used to delete specific notes/comments for an event. **Note**: If you delete all notes/comments associated with an event, you will delete the event itself. To delete one or more notes/comments, press **F6=ALLOW DELETE**. The cursor will be positioned in this field on the first line. Place the cursor in the field(s) corresponding to the note(s)/comment(s) you wish to delete and key a **D** in each of those fields. Press either **ENTER** to delete the designated note(s)/ comment(s) and remain on this screen (the cursor will be positioned on the first line in the **Notes/Comments** field), or **F10=UPDATE** to delete the note(s) and return to the Currency Contract Note Pad Screen. **Important**: Do not use the **F24=DELETE ALL** function key to delete individual notes/comments. **F24=DELETE ALL** is used to delete the entire note/comment, not individual lines. **Valid Values:** D or blank (A 1) Optional
(Notes/Comments)	Use these fields to key notes/comments associated with the event that transpired. The screen displays 12 lines at one time; additional lines are available with the **PAGE UP / PAGE DOWN** function keys. (A 70) Required

Field/Function Key	Description
F6=Allow Delete / Edit Text	Press **F6=ALLOW DELETE / F6=EDIT TEXT** to delete a specific note/comment displayed on this screen; press **F6=ALLOW DELETE / F6=EDIT TEXT** again to return this screen to its original edit mode without deleting any notes/comments. In the "allow delete" mode, after pressing **F6=ALLOW DELETE**, the cursor will be positioned in the **Line Delete** field on the first line. Place the cursor in the field(s) corresponding to the note(s)/comment(s) you wish to delete and key a **D** in each of those fields. Press either **ENTER** to delete the note(s) and remain on this screen (the cursor will be positioned on the first line in the **Notes/ Comments** field), or **F10=UPDATE** to delete the note(s) and return to the Currency Contract Note Pad Screen. To delete ALL notes/comments displayed on this screen and thereby delete the event itself, press **F24=DELETE ALL**.
F10=Update	Press **F10=UPDATE** to confirm the additions/modifications you have made to the note pad and return to the Currency Contract Note Pad Screen. The event date, event code, event description, date of last change, and last user will be updated accordingly on the Currency Contract Note Pad Screen.
F12=Return	Press **F12=RETURN** to complete your review of currency contract events and return to the Currency Contract Note Pad Screen without updating this screen
F24=Delete All	Press **F24=DELETE ALL** to delete the entire event. You will be prompted to press **F24=DELETE ALL** again to confirm your deletion(s). The Currency Contract Note Pad Screen will display. **Important:** Do not use this key to delete individual notes/comments. Use **F6=ALLOW DELETE** to delete one or more notes/comments associated with an event without deleting the entire event from the note pad.

Chapter 6 Reporting on Currency Contract Edits

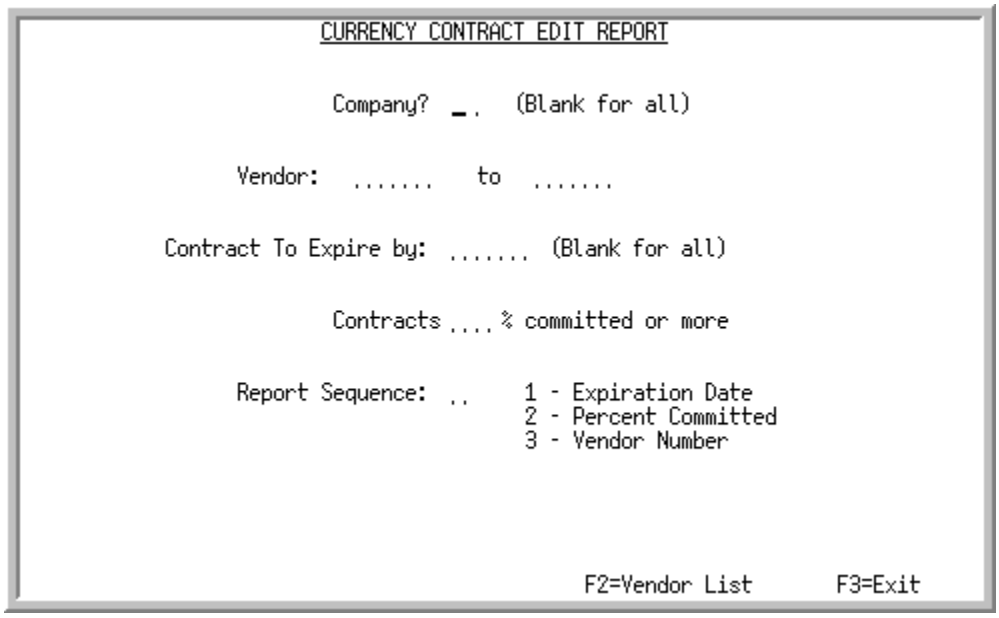
This option is used to print the Currency Contract Edit Report containing information relating to the contracts created and maintained through Currency Contracts Maintenance (MENU ICFILE). You may select to print a list of all contracts, only those associated with a specific company and/or specific vendor(s), contracts that expire on or before a certain date, or contracts that are approaching their limits. Additionally, the report may be sequenced by expiration date, percent committed, or vendor number.

Currency Contract Edit Report

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Currency Contract Edit Report Screen	Use to select the criteria to be used for the Currency Contract Edit Report.
Currency Contract Vendor List Screen	Use to search for and select specific vendors to be included on the Currency Contract Edit Report.
Currency Contract Edit Report	Use to review the Currency Contract Edit Report.

Currency Contract Edit Report Screen



This screen displays after selecting option **12** - Currency Contract Edit Report from MENU ICMAIN. Use this screen to select the criteria for which currency contracts will print on the report. All contracts matching the criteria keyed will print.

Refer to the Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

Currency Contract Edit Report Screen Fields and Function Keys

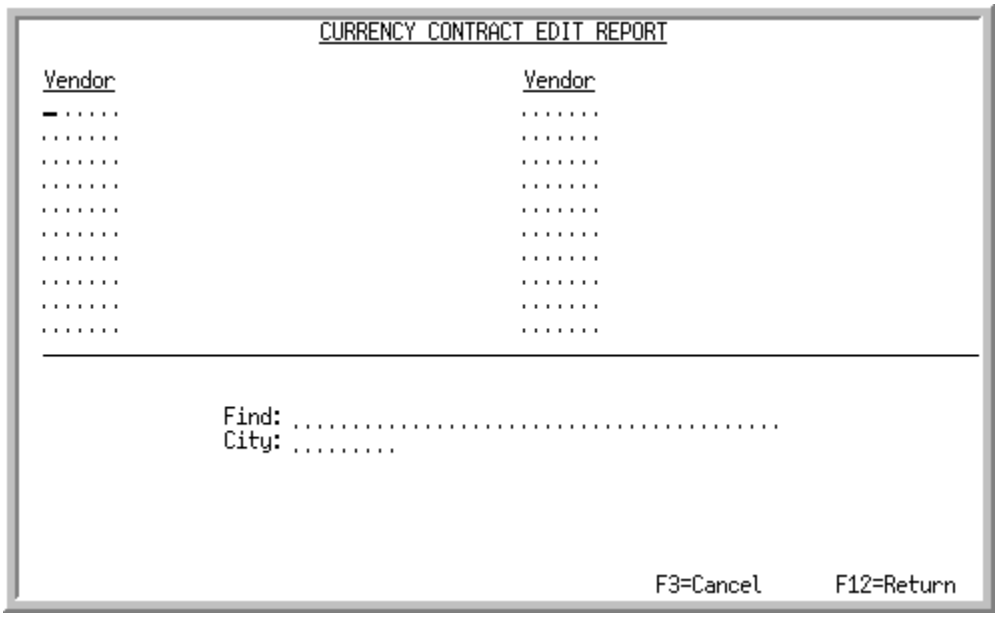
Field/Function Key	Description
Company	Use this field to select a specific company for which currency contracts will print. Key the desired company number. All currency contracts for this company matching the other criteria keyed on this screen will print. Leave this field blank to print currency contracts relating to all companies. **Valid Values:** Any valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY) for which a contract exists. (N 2,0) Optional

Field/Function Key	Description
Vendor	Use this field to specify the vendor or range of vendors whose currency contracts will print. Key the desired vendor or range of vendors. All contracts for this vendor or for vendors within the range keyed will be included on the report. Leave this field blank to print contracts for all vendors. The system will enter 9999 in the second of these two fields (that is, after "to.") Leave this field blank and press **F2=VENDOR LIST** to enter a list of up to twenty vendors for which applicable currency contracts will print. **Valid Values:** Any valid vendor number defined in the Vendor Master File for which a contract exists **Valid Values:** Cannot be used if a vendor list will be defined on the Currency Contract Vendor List Screen (2 @ A 6) Optional
Contract To Expire by	Use this field to limit the currency contracts to only those contracts whose expiration dates fall on or before the date you enter in this field. Leave this field blank if you do not want to limit the report to contracts with certain expiration dates. Key the desired date. **Valid Values:** Key the date using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (N 6,0) Optional

Field/Function Key	Description
Contracts (% committed or more)	Use this field to limit the currency contracts to only those that have a certain percentage of their value committed. Key the desired percentage. Currency contracts whose values are committed by this percentage, or more than this percentage will print. Contracts without value limits will not print on this report if you enter a percentage in this field. **Example**: If a contract has $1,000.00 allocated and the dollar value of the contract is $2,000.00, then the percent committed of this contract is 50%. This contract would be selected for print (depending also on other selection criteria) if the value you enter in this field is 50 or less than 50. If the value entered in this field is 51, this contract would NOT be selected since its percent committed (that is, 50) is not the same or greater than the value entered (that is, 51). Leave this field blank if you do not want to limit the report to contracts with a certain percentage of their values committed. Contracts without value limits will print on this report if you leave this field blank. (N 3,0) Optional
Report Sequence	This field determines the sequence in which the report will print. Key **1** to sequence the report by expiration date. Expired contracts will print first; contracts with expiration dates will be sequenced from those closest to the current date to those with the most distant expiration dates. Contracts without expiration dates will print last and will be sequenced by contract number. Key **2** to sequence the report by percent committed. Contracts will be sequenced from those with the largest percentage of their values committed to those with the least percentage committed. If no percentage is entered in the **Contracts (% committed or more)** field, contracts without value limits will print last and will be sequenced by contract number. If a percentage is entered in the **Contracts (% committed or more)** field, contracts without value limits will not print on the report. Key **3** to sequence the report by vendor number, starting with the lowest vendor number. (N 1,0) Required
F2=Vendor List	Press **`F2=VENDOR LIST`** instead of entering a range of vendors in the **Vendor** field to select up to twenty vendors whose contracts will print on the report. The Currency Contract Vendor List Screen will display.
F3=Exit	Press **`F3=EXIT`** to cancel this option and return to MENU ICMAIN.

Field/Function Key	Description
Enter	Press **ENTER** to confirm your selections. The Report Options Screen will display. For more information, refer to the Cross Applications User Guide.

Currency Contract Vendor List Screen



This screen is accessed by pressing **F2=VENDOR LIST** from the Currency Contract Edit Report Screen. This screen may be used as an alternative to entering a vendor or range of vendors in the **Vendor** field on the Currency Contract Edit Report Screen. Use this screen to select a list of up to twenty vendors for which contracts will print.

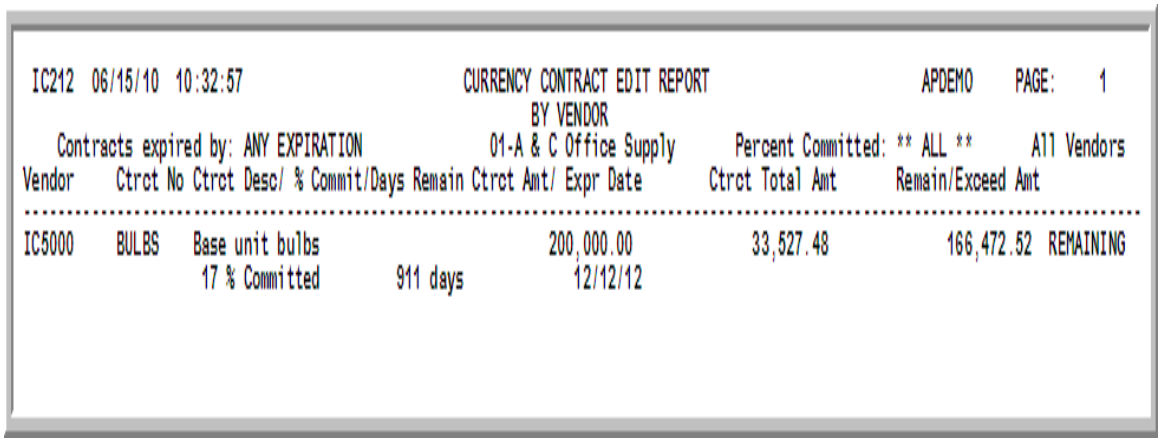
Note: In order to select a list of vendors, the **Vendor** field on the Currency Contract Edit Report Screen must be blank.

Currency Contract Vendor List Screen Fields and Function Keys

Field/Function Key	Description
Vendor	Use this field to select individual vendors whose currency contracts will print on the report. Key the list of vendor numbers and press **ENTER**. The vendor name will appear to the right of each number keyed. Only contracts for the vendors selected on this screen (matching the other criteria entered) will print on the report. If you do not know a vendor number, use the vendor search by keying search words (or beginning characters) in the **Find** and **City** fields. **Valid Values:** Any existing vendor specified in Vendors Maintenance (MENU POFILE/MENU APFILE) for which a contract exists (20 @ A 6) Required

Field/Function Key	Description
Find	Use this field to activate the Vendor Search feature when you do not know the vendor's number. Key the vendor's name or up to 10 characters (the first 10) of one or more words in the vendor's name and press **ENTER** to display the Vendor Search Screen. To limit the vendor search by city (i.e., search for the specified vendor name within a particular city), key a city in the **City** field as well. For more information on using search criteria, refer to the Cross Applications User Guide. For information on the Vendor Search Screen, refer to the Accounts Payable or Purchasing User Guides. (A 40) Optional
City	When using the **Find** field to search for a vendor, you can limit the search to a particular city by keying a partial or complete city name in this field. If you enter characters in this field, the Vendor Search Screen displays only vendors that meet the criteria specified here and in the **Find** field. For more information on using search criteria, refer to the Cross Applications User Guide. For information on the Vendor Search Screen, refer to the Accounts Payable or Purchasing User Guides. (A 20) Optional
F3=Cancel	Press **F3=CANCEL** to cancel this operation and return to MENU ICMAIN.
F12=Return	Press **F12=RETURN** to return to the Currency Contract Edit Report Screen without updating this screen.
Enter	Press **ENTER** to confirm your selections which displays the vendor name to the right of the vendor number. Press **ENTER** again to return to the Currency Contract Edit Report Screen.

Currency Contract Edit Report



```
IC212  06/15/10  10:32:57                  CURRENCY CONTRACT EDIT REPORT                    APDEMO    PAGE:    1
                                                    BY VENDOR
   Contracts expired by: ANY EXPIRATION          01-A & C Office Supply     Percent Committed: ** ALL **     All Vendors
Vendor    Ctrct No Ctrct Desc/ % Commit/Days Remain Ctrct Amt/ Expr Date      Ctrct Total Amt      Remain/Exceed Amt
------------------------------------------------------------------------------------------------------------------------
IC5000    BULBS    Base unit bulbs                    200,000.00           33,527.48          166,472.52  REMAINING
                    17 % Committed       911 days        12/12/12
```

This report prints following your selections on the Report Options Screen, which displays after pressing **ENTER** on the Currency Contract Edit Report Screen. A list of currency contract(s) matching the selection criteria you entered on that screen are printed. The sequence in which they are printed is determined by your response in the **Report Sequence** field on the Currency Contract Edit Report Screen.

Currency Contract Edit Report

Report/Listing Fields	Description
Headings	Program names appear on the upper left corner of the report followed by run date and time, report title, workstation ID, User ID, and page number. Summary of the selection criteria prints in the center of the headings area followed by the individual field headings. The company number and name are also printed.
Vendor	The vendor associated with the currency contract.
Ctrct No	The number assigned to the contract either manually or automatically.
Ctrct Desc	The description of the contract.
% Commit	If the contract has a limited value, this field displays the percentage of the contract's value that has been used. If more than 100% of the contract 's value has been used, **Over-Committed** will print.
Days Remain	If the contract has an expiration date, this field displays the number of days remaining before the contract expires.
Ctrct Amt	The monetary amount of the contract, if any. Otherwise, **NO LIMIT** will print.

Report/Listing Fields	Description
Expr Date	The date the contract expires, if any. Otherwise, **NO EXPIRATION** will print.
Ctrct Total Amt	The total monetary amount that has been committed.
Remain/Exceed Amt	The monetary amount of the contract's value that is still remaining, or the amount by which the contract has exceeded its value.

Chapter 7 Maintaining International Currency Options

Use this option to specify your system and company options and to determine whether International Currency is activated for use.

System options consist of the following specifics:

- a default local currency
- a primary benchmark currency
- a default exchange code
- whether to allow users to specify more than one item price, based on the countries and currencies in which the item is sold
- whether to allow users to override an order's currency with any currency during the order entry process

Company options consist of the following specifics for each company:

- the local currency to be used for the company's financial records
- a default exchange code
- whether to use multiple country/currency for item discount pricing
- whether to use multiple country/currency for contract pricing

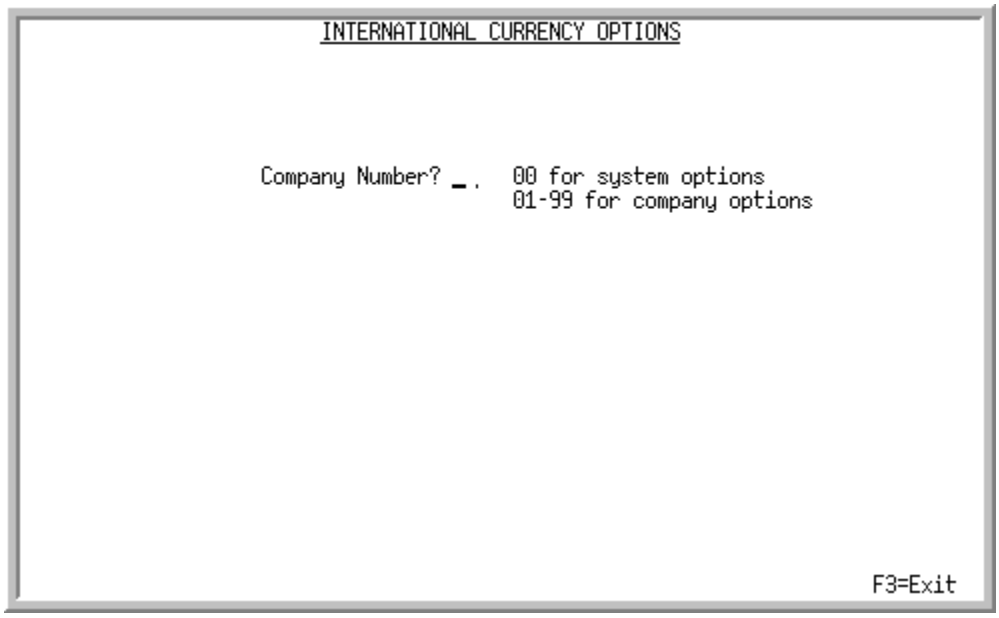
International Currency Options Maintenance

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
International Currency Options Selection Screen	Use to select to maintain either system or company options.
International Currency System Options Screen	Use to enter criteria for the International Currency system set-up options.

Title	Purpose
International Currency Company Options Screen	Use to enter criteria for the International Currency company set-up options.

International Currency Options Selection Screen



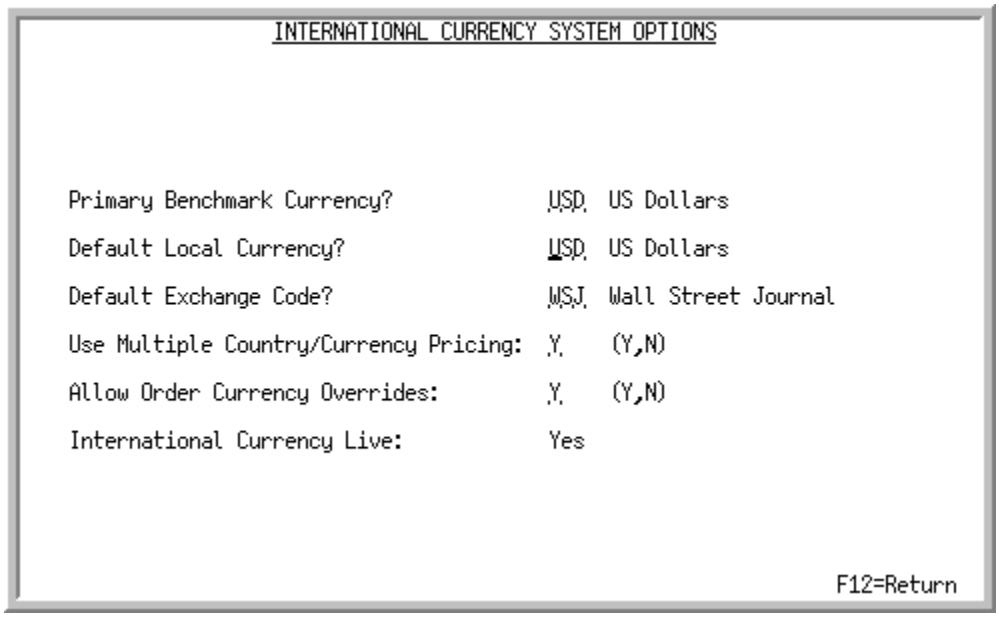
This screen appears after selecting option **1** - International Currency Options Maintenance from MENU ICFILE. Use this screen to indicate whether you are specifying system or company options.

International Currency Options Selection Screen Fields and Function Keys

Field/Function Key	Description
Company Number	This field appears only if the **Multi Company** field is set to **Y** through System Options Maintenance (MENU XAFILE). Use this field to indicate whether you are specifying system or company options. Key **00** or leave this field blank to specify system options. Key the valid company number for which you are specifying company options. **Valid Values:** Any valid company number that has been created through Company Name Maintenance (MENU XAFILE) that you have authority to through Authority Profile Maintenance (MENU XASCTY). (N 2,0) Required/Optional
F3=Exit	Press **F3=EXIT** to cancel this function and return to MENU ICFILE.

Field/Function Key	Description
Enter	Press **ENTER** to confirm your selection. If you keyed **00** or left the **Company Number** field blank, the International Currency System Options Screen appears. If you keyed a **Company Number**, the International Currency Company Options Screen appears.

International Currency System Options Screen



This screen appears after pressing **ENTER** on the International Currency Options Selection Screen if you chose to specify system options.

Use this screen to define your International Currency environment and to determine if International Currency has been activated.

International Currency System Options Screen Fields and Function Keys

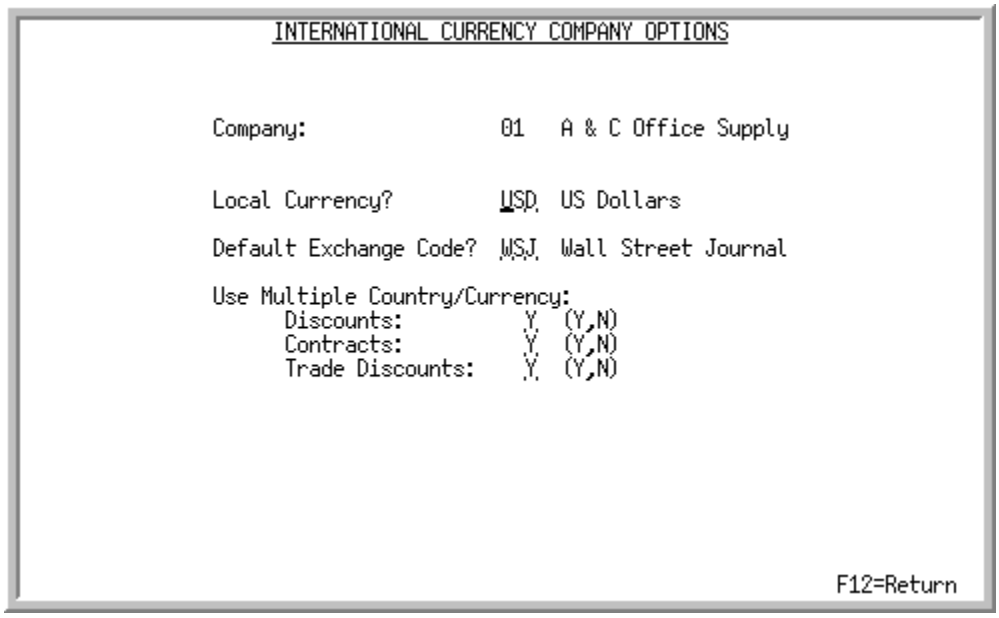
Field/Function Key	Description
Primary Benchmark Currency	Key the currency code for the currency typically used to calculate exchanges between other currencies. When an exchange is calculated between two other currencies, it is done through this currency unless an override benchmark currency has been specified through the Currency/Exchange Code Maintenance Selection Benchmark Screen. **Important:** You CANNOT change the Primary Benchmark Currency once it has been saved. **Valid Values:** a currency code defined through Currency/Exchange Codes Maintenance (MENU ICFILE). (A 3) Required

Field/Function Key	Description
Default Local Currency	Use this field to specify the currency that most of your companies use for financial records. You can specify a different currency for one or more companies by changing the **Local Currency** company option on the International Currency Company Options Screen. Key a currency code. **Valid Values:** a currency code defined through Currency/Exchange Codes Maintenance (MENU ICFILE). (A 3) Required
Default Exchange Code	Key the exchange code typically used on sales orders and purchase orders. Exchange codes allow you to use more than one exchange rate for a single currency on a given date. **Important:** To maintain the integrity of International Currency conversions, DO NOT change this value once it has been saved. To specify a different default exchange code for a particular company, customer, or vendor, use the following fields: • **Default Exchange Code** field on the International Currency Company Options Screen • **Dflt Prc Exch** and **Dflt Val Exch** fields on the Customer (Currency) Maintenance Screen in Customer/Ship to Master Maintenance (MENU ARFILE) • **Exch Code** field on Vendor Master Maintenance Screen in Vendors Maintenance (MENU POFILE) **Valid Values:** an exchange code defined through Exchange Code Maintenance (MENU ICFILE). (A 3) Required
Use Multiple Country/ Currency Pricing	Use this field to specify whether to allow the use of more than one item price, based on the countries and/or currencies in which the item is sold. With multiple country/currency pricing, you can define different list prices for an item, based on the countries and currencies in which it is sold. This functionality eliminates the price conversion that otherwise occurs for transactions in a currency that is different from the company's local currency. If you allow the use the multiple country/currency pricing at the system level, you can allow or prohibit its use for item discounts and customer contracts at the company level. Key **Y** to allow the use of multiple country/currency pricing. Key **N** to prevent the use of multiple country/currency pricing. Prices will be converted into local and trading currencies using exchange rates. (A 1) Required

Field/Function Key	Description
Allow Order Currency Overrides	Use this field to specify whether to allow users to override an order's currency with any currency or only the 2 currencies specified for the customer through Customer Master Maintenance (MENU ARFILE). Key **Y** to allow users to override an order's currency with any currency during the order entry process. To limit particular users to only those currencies specified for the customer, enter **Y** in this field and **N** at the **Allow Order Currency Override** field on the Register A+ Users Maintenance Screen (MENU XACFIG). Key **N** to allow users to override an order's currency with only the two currencies specified for the customer through Customer Master Maintenance. (A 1) Required
International Currency Live	This field indicates whether International Currency is "live," that is, activated for use through the Activate International Currency Screen. **YES**, indicates that International Currency has been activated. **NO** indicates that International Currency has been installed on your system, but has not been activated. **Important:** Once International Currency is installed, you can set up vendor, pricing, customer, and transfer definitions, but you cannot perform International Currency functions until International Currency is activated through Activate International Currency Screen. At that time, the status becomes "live," and YES appears in this field. Display
F2=Add Currency Code	**F2=ADD CURRENCY CODE** appears when you press **ENTER** if the code in the **Default Local Currency** field or the **Primary Benchmark Currency** field has not been defined through Currency/Exchange Codes Maintenance (MENU ICFILE). Press **F2=ADD CURRENCY CODE** to add the currency code. The Currency/ Exchange Code Maintenance Selection Screen appears.
F5=Add Exchange Code	**F5=Add Exchange Code** appears when you press **Enter** if the code in the **Default Exchange Code** field has not been defined through Currency/ Exchange Codes Maintenance (MENU ICFILE). Press **F5=ADD EXCHANGE CODE** to add the exchange code. The Exchange Code File Maintenance Screen appears.
F12=Return	Press **F12=RETURN** to cancel your changes and return to the International Currency Options Selection Screen.

Field/Function Key	Description
Enter	Press **ENTER** once to refresh the screen values. If the currency code in the **Default Currency Code** field or the **Primary Benchmark Currency** field has not been defined, the **F2=ADD CURRENCY CODE** appears, allowing you to add the currency code. If the exchange code in the **Default Exchange Code** field has not been defined, the **F5=ADD EXCHANGE CODE** appears, allowing you to add the exchange code. Press **ENTER** a second time to save your changes and return to the International Currency Options Selection Screen.

International Currency Company Options Screen



This screen appears after pressing **ENTER** on the International Currency Options Selection Screen if you chose to specify company options.

Use this screen to specify the following options for the selected company:

- local currency to be used for the company's financial records
- default exchange code
- whether to use multiple country/currency pricing for item discount pricing
- whether to use multiple country/currency pricing for contract pricing
- whether to use multiple country/currency pricing for trade discounts

International Currency Company Options Screen Fields and Function Keys

Field/Function Key	Description
Company	This field displays the number and description of the company you selected in the **Company Number** field on the International Currency Options Selection Screen. Display

Field/Function Key	Description
Local Currency	Use this field to specify the currency to be used for the company's financial records. Key a currency code. If the code has not been defined through Currency Code File Maintenance Screen, when you press **ENTER**, **F2=ADD CURRENCY CODE** appears, allowing you to define the currency code. **Important:** You cannot change this value once transactions have been processed. This ensures the integrity of future calculations and conversions. **Valid Values:** a currency code defined through Currency/Exchange Codes Maintenance (MENU ICFILE). (A 3) Required
Default Exchange Code	Key the exchange code typically assigned to this company's sales orders and purchase orders. This exchange code is the default value for the **Dflt Prc Exch** field and the **Dflt Val Exch** field in Customer/Master Maintenance (MENU ARFILE). **Important:** To maintain the integrity of International Currency conversions, DO NOT change this value once it has been saved. **Valid Values:** an exchange code defined through Currency/Exchange Codes Maintenance (MENU ICFILE). (A 3) Required
Use Multiple Country/ Currency Pricing	These fields appear only if **Use Multiple Country/Currency Pricing** is set to **Y** on the International Currency System Options Screen. Use these fields to tailor your multiple country/currency pricing options for each company. For each displayed pricing function, specify whether to allow or prohibit the use of multiple country/currency pricing. To allow multiple country/currency pricing for item discounts, key **Y** in the **Discounts** field; otherwise, key **N**. To allow multiple country/currency pricing for Order Entry contract pricing, key **Y** in the **Contracts** field; otherwise, key **N**. The **Trade Dsc** field is reserved for future use. (3 @ A 1) Required/Display
F2=Add Currency Code	**F2=ADD CURRENCY CODE** appears when you press **ENTER** if the code in the **Local Currency** field has not been defined through Currency/Exchange Codes Maintenance (MENU ICFILE). Press **F2=ADD CURRENCY CODE** to add the currency code. The Currency/ Exchange Code Maintenance Selection Screen appears.

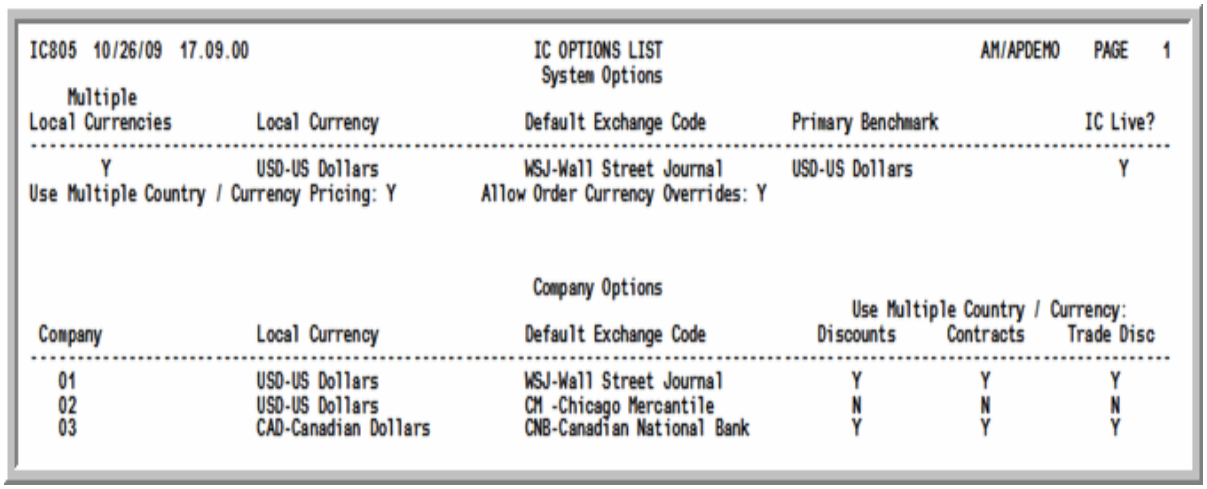
Field/Function Key	Description
F5=Add Exchange Code	**F5=Add Exchange Code** appears when you press **Enter** if the code in the **Default Exchange Code** field has not been defined through Currency/ Exchange Codes Maintenance (MENU ICFILE). Press **F5=ADD EXCHANGE CODE** to add the exchange code. The Currency Code File Maintenance Screen appears.
F12=Return	Press **F12=RETURN** to cancel this operation and return to the International Currency Options Selection Screen.
Enter	Press **ENTER** once to refresh the screen values. If the currency code in the **Local Currency** field has not been defined, the **F2=ADD CURRENCY CODE** appears, allowing you to add the currency code. If the exchange code in the **Default Exchange Code** field has not been defined, the **F5=ADD EXCHANGE CODE** appears, allowing you to add the exchange code. Press **ENTER** a second time to save your changes and return to the International Currency Options Selection Screen.

International Currency Options Listing

The reports in this option and a brief description are listed in the following table. A complete description of each report is contained in this section.

Title	Purpose
International Currency Options Listing	Use to review the International Currency Options Listing.

International Currency Options Listing



IC805 10/26/09 17.09.00 — IC OPTIONS LIST — AM/APDEMO PAGE 1

System Options

Multiple Local Currencies	Local Currency	Default Exchange Code	Primary Benchmark	IC Live?
Y	USD-US Dollars	WSJ-Wall Street Journal	USD-US Dollars	Y

Use Multiple Country / Currency Pricing: Y
Allow Order Currency Overrides: Y

Company Options

Company	Local Currency	Default Exchange Code	Use Multiple Country / Currency: Discounts	Contracts	Trade Disc
01	USD-US Dollars	WSJ-Wall Street Journal	Y	Y	Y
02	USD-US Dollars	CM -Chicago Mercantile	N	N	N
03	CAD-Canadian Dollars	CNB-Canadian National Bank	Y	Y	Y

This listing shows the system and company options defined through International Currency Options Maintenance (MENU ICFILE). The listing will print one page for the System Options and an additional page for each company that has been defined. All the options and the selected values will print.

To print this listing, select International Currency Options Listing from MENU ICFILE. The Report Options Screen appears. Refer to the Cross Applications User Guide for details about this screen.

Chapter 8 Maintaining Currency/Exchange Codes

Use this option to add or maintain currency codes and exchange codes, and to define currency relationships.

Important: For each currency you plan to use, you must define a currency code through this option and define a currency relationship either through this option or through Currency Relationships Maintenance (MENU ICFILE).

Currency codes are characters (letters, numbers and/or symbols) that uniquely identify currencies used in your transactions. When defining a currency code, you must specify the following information:

- Whether the currency will be used to override the system benchmark currency when calculating exchanges between particular currencies
- Currency description
- Currency edit symbol that appears next to currency values on screens, reports and listings
- Number of decimal positions (0 or 2) used to express currency values
- Whether users can override exchange rates for this currency
- Whether to allow the definition of a relationship in which the default exchange rate represents the number of local currencies equal to 1 trading currency
- Whether to express totals in this currency's benchmark currency, in addition to this currency (when this currency is the customer's or vendor's currency), on Acknowledgements, Invoices, Demand A/ R Statements, and Purchase Orders. This option applies only if **Form Type** is 2 in System Options Maintenance (MENU XAFILE).

Exchange codes are characters (letters, numbers and/or symbols) assigned to descriptions of an exchange rate's source (e.g., WSJ to describe the Wall Street Journal) or use (e.g., Sell or Buy for selling and buying rates).

Currency relationships define the way exchanges are calculated between two currencies.

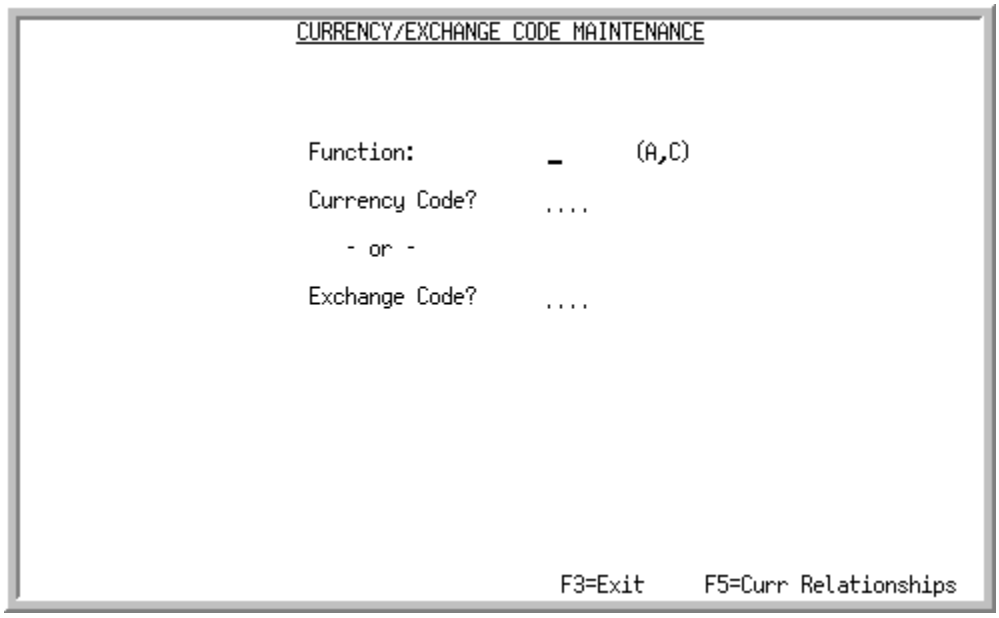
Note: If you are using EDI to receive payments from customers, you must assign a currency code to each EDI currency code you use. For more information, refer to EDI Currency Codes Maintenance (MENU EIFIL1) in the Electronic Data Interchange User Guide.

Currency/Exchange Codes Maintenance

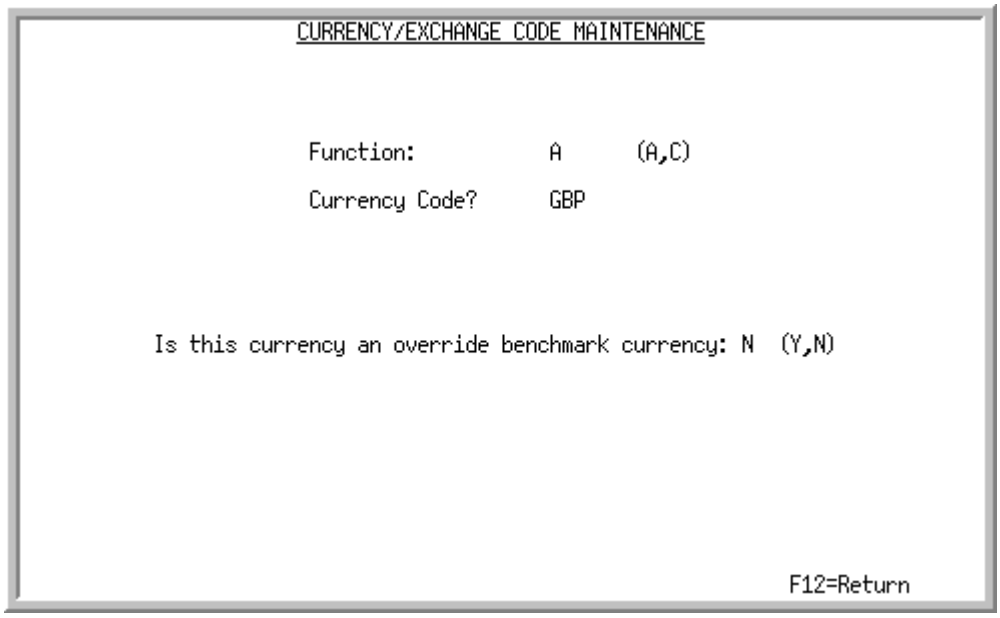
The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Currency/Exchange Code Maintenance Selection Screen	Use to select either the currency code or the exchange code to be maintained.
Currency Code File Maintenance Screen	Use to define currency codes.
Create Currency Relationships Screen 1	Use this screen to define currency relationships between the currency you are adding or changing.
Create Currency Relationships Screen 2	Use to specify the relationship type, conversion method, and default rate for each currency relationship you are defining.
Exchange Code File Maintenance Screen	Use to define exchange codes.

Currency/Exchange Code Maintenance Selection Screen



Currency/Exchange Code Maintenance Selection Benchmark Screen



The Currency/Exchange Code Maintenance Selection Screen displays after selecting option **2** - Currency/Exchange Codes Maintenance from MENU ICFILE. The Currency/Exchange Code Maintenance Selection Benchmark Screen displays after selecting to add a new currency code on the Currency/Exchange Code Maintenance Selection Screen and pressing **ENTER**.

Use this screen to:

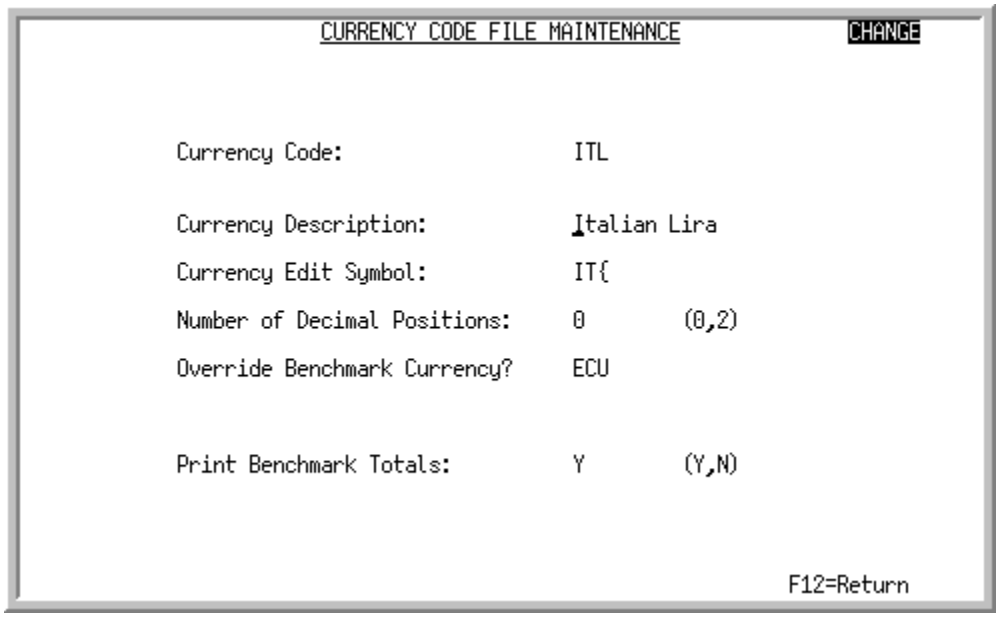
- specify the currency code you are adding or maintaining
- specify the exchange code you are adding or maintaining
- access Currency Relationships Maintenance (MENU ICFILE) by pressing **F5=Curr Relationships**

Currency/Exchange Code Maintenance Selection Screen Fields and Function Keys

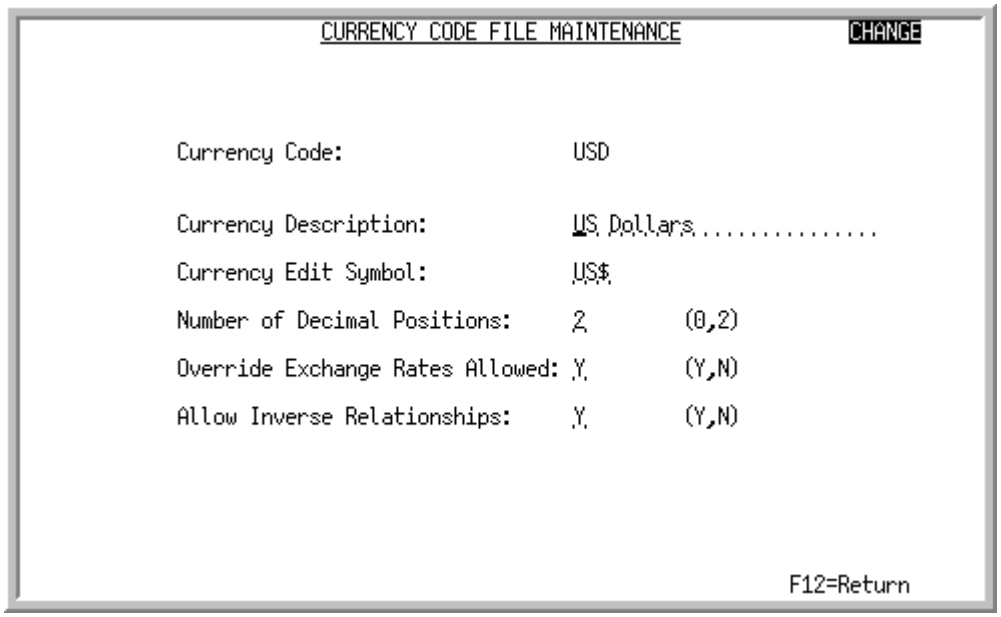
Field/Function Key	Description
Function	Use this field to specify the function you want to perform. You may either add a new currency or exchange code or change an existing one. Key **A** to add a new currency or exchange code. Key **C** to change a previously defined currency or exchange code. (A 1) Required
Currency Code	Key the currency code you are adding or changing. If you are adding or changing an exchange code, leave this field blank. **Valid Values:** a currency code defined through this option. (A 3) Optional
Exchange Code	Key the exchange code you are adding or changing. You can maintain separate exchange rates for each exchange code that has been defined. If you are adding or changing a currency code, leave this field blank. **Valid Values:** an exchange code defined through this option. (A 3) Optional

Field/Function Key	Description
Is this currency an override benchmark currency	This field appears when you press **ENTER** if you are adding a currency code. Key **Y** if the currency in the **Currency Code** field will be used to override the system benchmark currency when calculating exchanges between particular currencies. If you key **Y**, you must define a relationship between this currency and the primary benchmark currency. Key **N** if this currency will not be used to override the system benchmark currency. **Important:** After you respond to this prompt and press **ENTER**, you cannot change the currency's override benchmark specification (that is, whether it will be used as an override benchmark currency). (A1) Required
F3=Exit	Press **F3=EXIT** to cancel this operation and return to MENU ICFILE.
F5=Curr Relationships	Press **F5=CURR RELATIONSHIPS** to add or maintain currency relationships. The Currency Relationship Maintenance Selection Screen appears.
Enter	Press **Enter** to confirm your selections. If you are changing a currency code, the Currency Code File Maintenance Screen appears. If you are adding a currency code, the following prompt appears: **Is this currency an override benchmark currency** After you respond to this prompt, the Currency Code File Maintenance Screen appears. If you are adding or changing an exchange code, the Exchange Code File Maintenance Screen appears.

Currency Code File Maintenance Screen



Currency Code File Maintenance Screen for Benchmark Currency Codes



This screen displays when after pressing **ENTER** on the Currency/Exchange Code Maintenance Selection Screen if you are adding or changing a currency code, (that is, the **Exchange Code** field on that screen was left blank).

Use this screen to define the characteristics of the currency.

Important: Once you specify an **Override Benchmark Currency** for the currency being maintained, you cannot change it. Therefore, if you are not sure about which currency to use as the override benchmark currency, leave the field blank and key the information at a later date.

Currency Code File Maintenance Screen Fields and Function Keys

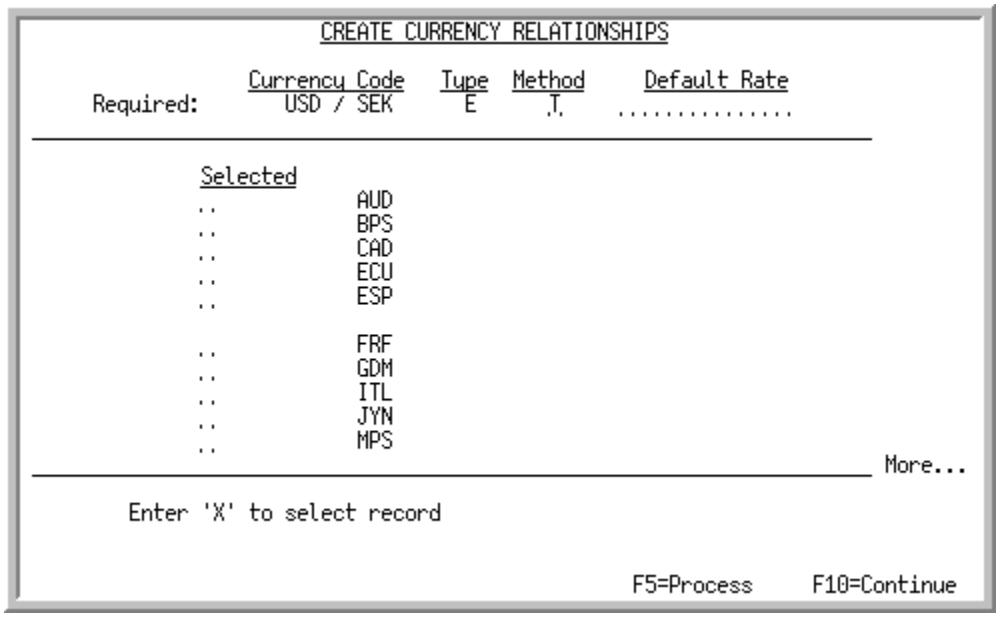
Field/Function Key	Description
Currency Code	This field displays the currency code you selected in the **Currency Code** field on the Currency/Exchange Code Maintenance Selection Screen. Display
Currency Description	Use this field to key a description of the currency or alter a previously defined currency description. Key the description of the currency that will display throughout the system. (A 25) Required
Currency Edit Symbol	Use this field to key a symbol of the currency or alter a previously defined currency edit symbol. Key a symbol of one to three characters to be representative of this currency (e.g., $ for U.S. dollars, L for lire, F for francs, etc.). (A 3) Required
Number of Decimal Positions	This field represents the number of decimal places used for expressing amounts in the currency. Use this field to enter the number of decimal places for the currency you are defining or to change the number of decimal places previously entered for an existing currency. Key **0** if this currency does not use decimal places (e.g., Italian lire or Mexican pesos). Decimal amounts will not be allowed (except for costs), and calculations for such currency amounts will be rounded to zero decimals. Key **2** if this currency uses two decimal places to express amounts (e.g., U.S. dollars). (N 1,0) Required

Field/Function Key	Description
Override Exchange Rates Allowed	This field appears only if the currency in the **Currency Code** field is designated as one of the following: • an override benchmark currency, specified on the Currency/Exchange Code Maintenance Selection Screen • the system's primary benchmark currency, specified through International Currency System Options Screen Key **Y** to allow users to override the exchange rate for this currency and any currency that uses this currency as its benchmark currency. Key **N** to prevent users from overriding the exchange rate for this currency and any currency that uses this currency as its benchmark currency. (A 1) Required
Allow Inverse Relationships	This field appears only if the currency in the **Currency Code** field is designated as one of the following: • an override benchmark currency, specified on the Currency/Exchange Code Maintenance Selection Screen • the system's primary benchmark currency, specified through International Currency System Options Screen Typically, when defining currency relationships for benchmark currencies, you specify a conversion method of **T** to indicate that the **Default Exchange Rate** represents the number of secondary currencies equal to one (1) primary currency. Since the benchmark currency must always be defined as the primary currency in a relationship, when you select the **T** conversion method, you are specifying the number of secondary currencies equal to one (1) benchmark currency. Use this field to allow or prohibit the definition of a relationship with a conversion method of **L**, in which the **Default Exchange Rate** represents the number of primary currencies equal to one (1) secondary currency. Key **Y** to allow currency relationships for this currency to be defined with a conversion method of **L**. Key **N** to restrict currency relationships to a conversion method of **T**. (A 1) Required

Field/Function Key	Description
Override Benchmark Currency	This field appears when the currency in the **Currency Code** field is not designated as one of the following: • an override benchmark currency, specified on the Currency/Exchange Code Maintenance Selection Screen • the system's primary benchmark currency, specified through International Currency System Options Screen Key the currency code for the currency to be used in place of the system's primary benchmark currency when conversions are made between the currency in the **Currency Code** field and any other currency. Leave this field blank to use the system's primary benchmark currency for conversions. **Valid Values:** A currency code designated as an override benchmark currency on the Currency/Exchange Code Maintenance Selection Screen. (A 3) Optional
Print Benchmark Totals	This field appears when the currency in the **Currency Code** field is not designated as one of the following: • an override benchmark currency, specified on the Currency/Exchange Code Maintenance Selection Screen • the system's primary benchmark currency, specified through International Currency System Options Screen This field applies only if **Form Type** is **2** in System Options Maintenance (MENU XAFILE). Use this field to specify whether to express totals in this currency's benchmark currency, in addition to this currency (when this currency is the order currency), on Acknowledgements, Invoices, Demand A/R Statements, and Purchase Orders. Key **Y** to express totals in this currency's benchmark currency, in addition to this currency. Key **N** to express totals in this currency only. (A 1) Required
F12=Return	Press **F12=RETURN** to cancel this operation and return to the Currency/ Exchange Code Maintenance Selection Screen.

Field/Function Key	Description
Enter	Press **ENTER** to save your entries. If you entered an **Override Benchmark Currency** for a currency that previously did not have one specified, the Redefine Currency Relationships message appears. Otherwise, Create Currency Relationships Screen 1 appears. The Redefine Currency Relationships message informs you that, due to the override benchmark currency, you must redefine relationships and revalue all transactions for this currency. Key **Y** to save your entries and redefine relationships for this currency. Create Currency Relationships Screen 1 appears. To revalue transactions for this currency, use each of the revaluation options on MENU ICRVAL. Be sure to revalue all transactions. Key **N** to return to the Currency Code File Maintenance Screen without saving your entries.

Create Currency Relationships Screen 1



This screen appears when you do one of the following:

- Press **ENTER** on the Currency Code File Maintenance Screen if you are adding a currency code.
- Key **Y** in response to the Redefine Currency Relationships message that appears when you enter an **Override Benchmark Currency** for a currency that previously did not have one specified on the Currency Code File Maintenance Screen.

Use this screen to define currency relationships between the 2 currencies in the **Currency Code** field you are adding or changing and each of the following:

- Its override benchmark currency, if you specified one on the previous screen; otherwise, the system's primary benchmark currency
- Each currency it will be converted from or to in a transaction

Use the 4 fields at the top of the screen to define the "required" currency relationship between the currency you are adding or changing and its override benchmark currency, if one is defined, or the system's primary benchmark currency.

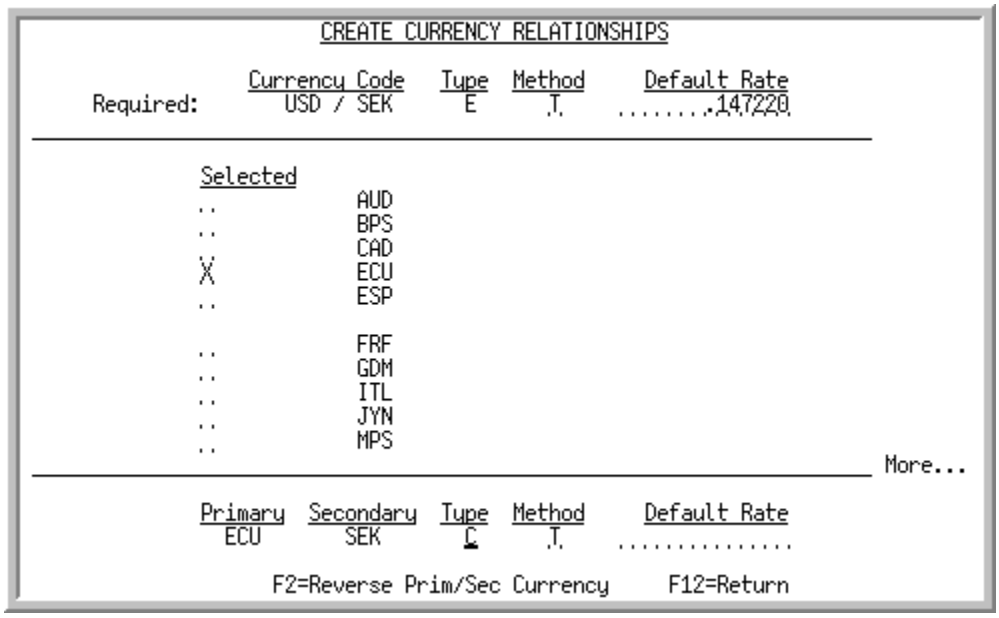
Use the **Selected** field to choose the other currencies with which to define relationships.

Create Currency Relationships Screen 1 Fields and Function Keys

Field/Function Key	Description
Currency Code	This field displays 2 currency codes. The code on the right is the currency code you are adding or changing. It is considered the "primary" currency in this relationship. The currency code on the left, referred to as the "secondary" currency, represents one of the following currencies: • the system's primary benchmark currency if an override benchmark currency has not been assigned to the currency being adding or changed • the override benchmark currency assigned to the currency being added or changed Display
Type	This field indicates the relationship type, which signifies whether to use an exchange rate entered by a user or calculated by the system. Exchange rates are entered by users through Enter Currency Exchange Rates (MENU ICMAIN). If you use entered exchange rates, you must also specify a **Default Rate** on this screen. The default rate is used if a dated exchange rate has not been defined for the date on which the transaction is taking place. Dated exchange rates are defined through Enter Currency Exchange Rates (MENU ICMAIN). **E** indicates that this currency relationship will use an entered exchange rate. **C** indicates that the exchange rate will be calculated by the system. Display
Method	Use this field to specify the conversion method. Key **L** to use the local to trading conversion method, in which the exchange rate represents the number of primary (local) currencies equal to one (1) secondary currency. Key **T** to use the trading to local conversion method, in which the exchange rate represents the number of secondary (trading) currencies equal to one (1) primary currency. **Default Value:** T **Valid Values: T** if **Allow Inverse Relationships** is set to **N** on the Currency Code File Maintenance Screen for the benchmark currency with which you are defining the relationship. (A 1) Required/Display

Field/Function Key	Description
Default Rate	Key the exchange rate to be used to convert between the primary currency and the secondary currency if an applicable dated exchange rate has not been defined through Enter Currency Exchange Rates (MENU ICMAIN). **Valid Values: 0** (or blank) if **Type** is **C** (N 13,6) Optional
Selected	Key **X** next to each currency for which you are creating or deleting a relationship. Then press **F5=PROCESS** to process each relationship. (A 1) Optional
F5=Process	After keying **X** in the **Selected** field for all currencies for which you are creating or deleting a relationship, press **F5=PROCESS** to process each relationship. Create Currency Relationships Screen 2 appears with the first marked currency displayed in the **Secondary Currency** field.
F10=Continue	When you are finished defining currency relationships, press **F10=CONTINUE** to save your entries and return to the Currency/Exchange Code Maintenance Selection Screen.

Create Currency Relationships Screen 2



This screen appears after pressing **F5=PROCESS** on the Create Currency Relationships Screen 1.

Use the fields at the bottom of this screen to specify the relationship type, conversion method, and default rate for each currency relationship you are defining. Once a relationship has been defined, a **Y** appears under the **Selected** column and the values you entered appear under each of the other field headings.

Create Currency Relationships Screen 2 Fields and Function Keys

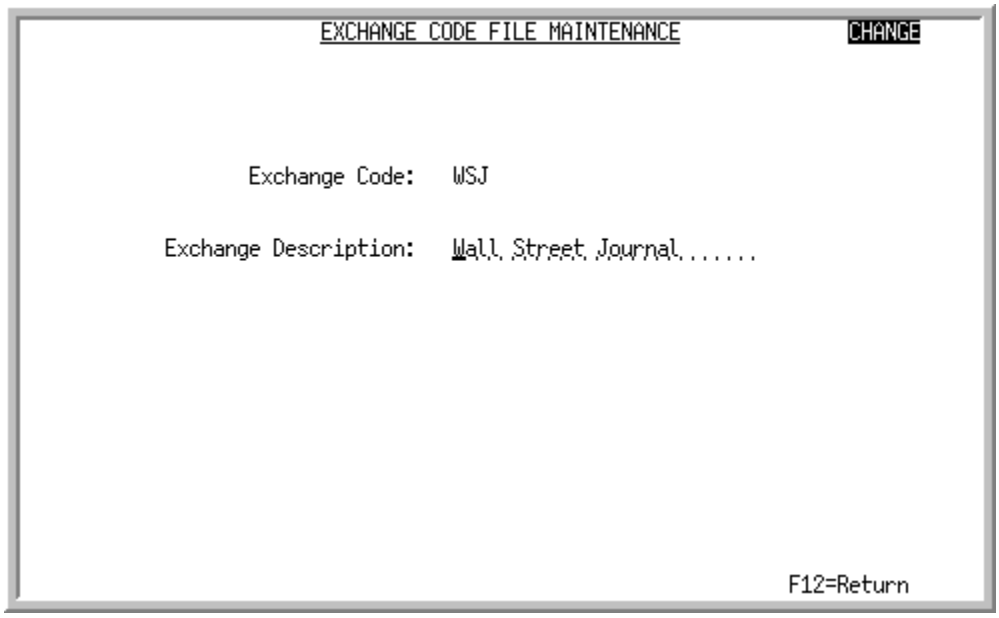
Field/Function Key	Description
Primary Currency	This field displays the currency code for the primary currency in this relationship. If you are defining a relationship between an override benchmark currency and the system's primary benchmark currency specified through system options in International Currency Options Maintenance (MENU ICFILE), the currency code for the system's primary benchmark currency appears here. If you are defining a relationship between an override benchmark currency and a currency that uses it as an override benchmark currency, the currency code for the override benchmark currency specified on the Currency/ Exchange Code Maintenance Selection Screen appears here. Display

Field/Function Key	Description
Secondary Currency	This field displays the currency code for the secondary currency in this relationship. If you are defining a relationship between an override benchmark currency and the system's primary benchmark currency specified through system options in International Currency Options Maintenance (MENU ICFILE), the currency code for the override benchmark currency appears here. If you are defining a relationship between an override benchmark currency and a currency that uses it as an override benchmark currency, the currency code for the currency that uses the override benchmark currency appears here. The override benchmark currency is specified on the Currency Code File Maintenance Screen. Display
Type	Use this field to specify the relationship type, which indicates whether to use an exchange rate entered by a user or calculated by the system. Exchange rates are entered by users through Enter Currency Exchange Rates (MENU ICMAIN). If you use entered exchange rates, you must also specify a default rate on this screen. The default rate is used when an appropriate dated exchange rate is not available. Key **E** to use an entered exchange rate for this relationship. Key **C** if the exchange rate will be calculated by the system. When **C** appears, the **Default Rate** field must be **0**. **Valid Values: C** if either of the following situations are true: • the Primary Currency or Secondary Currency has an override benchmark currency specified for it on the Currency Code File Maintenance Screen. • Override Exchange Rates Allowed is set to **N** on the Currency Code File Maintenance Screen for the benchmark currency with which you are defining the relationship. **E** if either of the following situations are true: • the **Primary Currency** or **Secondary Currency** is specified as the system's primary benchmark currency in International Currency Options Maintenance (MENU ICFILE). • if the **Primary Currency** or **Secondary Currency** is specified as an override benchmark currency. (A 1) Required

Field/Function Key	Description
Method	Use this field to specify the conversion method. Key **L** to use the local to trading conversion method, in which the exchange rate represents the number of primary (local) currencies equal to one (1) secondary currency. Key **T** to use the trading to local conversion method, in which the exchange rate represents the number of secondary (trading) currencies equal to one (1) primary currency. **Default Value:** T **Valid Values: T** if **Allow Inverse Relationships** is set to **N** on the Currency Code File Maintenance Screen for the benchmark currency with which you are defining the relationship. (A 1) Required/Display
Default Rate	Key the exchange rate to be used to convert between the primary currency and the secondary currency if an applicable dated exchange rate has not been defined through Enter Currency Exchange Rates (MENU ICMAIN). **Valid Values: 0** (or blank) if **Type** is **C** (N 13,6) Optional
F2=Reverse Prim/Sec Currency	The **F2=REVERSE PRIM/SEC CURRENCY** function key can be used only if **Allow Inverse Relationships** is set to **Y** on the Currency Code File Maintenance Screen. Press **F2=REVERSE PRIM/SEC CURRENCY** to switch the currency in the **Primary** field with the currency in the **Secondary** field. This provides a convenient way to create an inverse relationship, in which the **Default Rate** indicates the number of primary currencies to each secondary currency.
F12=Return	Press **F12=RETURN** to return to the previous screen without saving your changes.
F24=Delete	The **F24=DELETE** function key appears only if you are changing a currency relationship [that is, you keyed **C** in the **Function** field on the Currency/ Exchange Code Maintenance Selection Screen]. Press **F24=DELETE** to delete the currency relationship for the currencies specified in the **Primary** and **Secondary** fields.

Field/Function Key	Description
Enter	Press **ENTER** to save your entries for the selected relationship. After each relationship is entered, the values appear in the middle of the screen under the appropriate field headings. If other currencies are marked for selection, they appear individually at the bottom of the screen as you save your entries for the previous relationship. When the last relationship is entered, Create Currency Relationships Screen 1 appears.

Exchange Code File Maintenance Screen



This screen displays after pressing **ENTER** on the Currency/Exchange Code Maintenance Selection Screen if you are adding or changing an exchange code (you keyed a code in the **Exchange Code** field on that screen and left the **Currency Code** field blank). Use this screen to enter a description for the exchange code being added/changed.

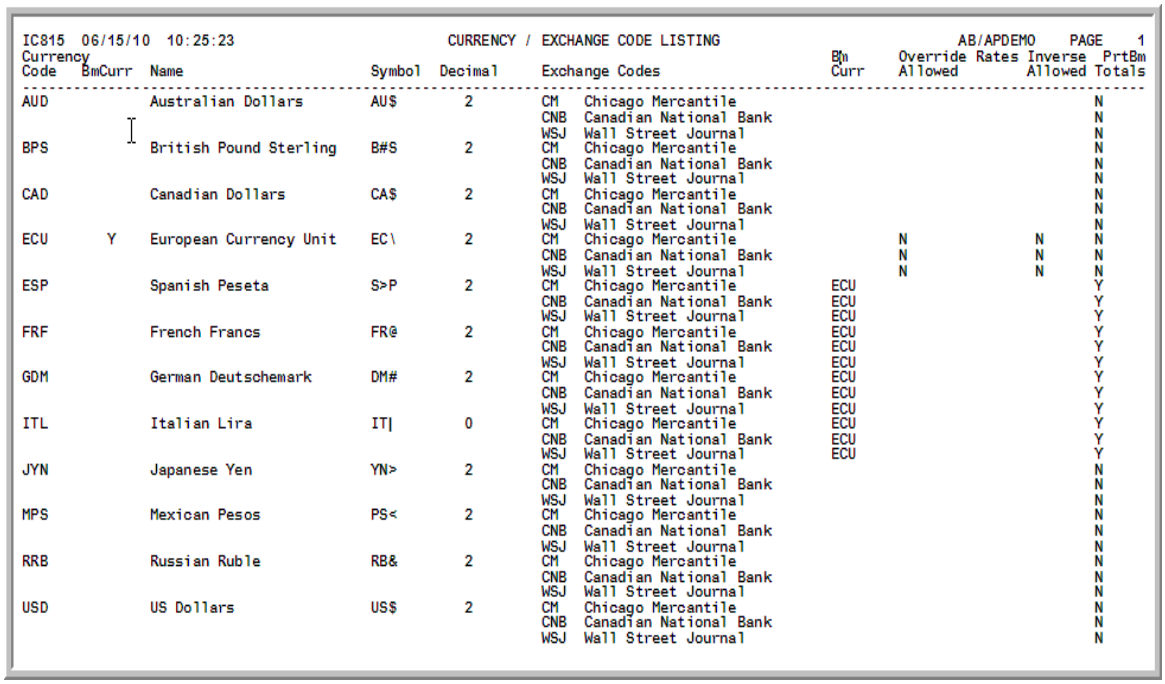
Exchange Code File Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Exchange Code	This field displays the exchange code you entered on the Currency/Exchange Code Maintenance Selection Screen. Display
Exchange Description	Use this field to enter a description of the exchange code you are adding or to alter the description of an existing exchange code. Key a new description or accept the existing description if one is displayed. (A 25) Required
F12=Return	Press **F12=RETURN** to cancel this operation and return to the Currency/ Exchange Code Maintenance Selection Screen.
Enter	Press **ENTER** to confirm your selection and return to the Currency/Exchange Code Maintenance Selection Screen.

Currency/Exchange Codes Listing

The reports in this option and a brief description are listed in the following table. A complete description of each report is contained in this section.

Currency/Exchange Code Listing



IC815 06/15/10 10:25:23 CURRENCY / EXCHANGE CODE LISTING AB/APDEMO PAGE 1

Currency Code	BmCurr	Name	Symbol	Decimal	Exchange Codes		Bm Curr	Override Rates Allowed	Inverse Allowed	PrtBm Totals
AUD		Australian Dollars	AU$	2	CM	Chicago Mercantile				N
					CNB	Canadian National Bank				N
					WSJ	Wall Street Journal				N
BPS		British Pound Sterling	B#S	2	CM	Chicago Mercantile				N
					CNB	Canadian National Bank				N
					WSJ	Wall Street Journal				N
CAD		Canadian Dollars	CA$	2	CM	Chicago Mercantile				N
					CNB	Canadian National Bank				N
					WSJ	Wall Street Journal				N
ECU	Y	European Currency Unit	EC\	2	CM	Chicago Mercantile		N	N	N
					CNB	Canadian National Bank		N	N	N
					WSJ	Wall Street Journal		N	N	N
ESP		Spanish Peseta	S>P	2	CM	Chicago Mercantile	ECU			Y
					CNB	Canadian National Bank	ECU			Y
					WSJ	Wall Street Journal	ECU			Y
FRF		French Francs	FR@	2	CM	Chicago Mercantile	ECU			Y
					CNB	Canadian National Bank	ECU			Y
					WSJ	Wall Street Journal	ECU			Y
GDM		German Deutschemark	DM#	2	CM	Chicago Mercantile	ECU			Y
					CNB	Canadian National Bank	ECU			Y
					WSJ	Wall Street Journal	ECU			Y
ITL		Italian Lira	IT|	0	CM	Chicago Mercantile	ECU			Y
					CNB	Canadian National Bank	ECU			Y
					WSJ	Wall Street Journal	ECU			Y
JYN		Japanese Yen	YN>	2	CM	Chicago Mercantile				N
					CNB	Canadian National Bank				N
					WSJ	Wall Street Journal				N
MPS		Mexican Pesos	PS<	2	CM	Chicago Mercantile				N
					CNB	Canadian National Bank				N
					WSJ	Wall Street Journal				N
RRB		Russian Ruble	RB&	2	CM	Chicago Mercantile				N
					CNB	Canadian National Bank				N
					WSJ	Wall Street Journal				N
USD		US Dollars	US$	2	CM	Chicago Mercantile				N
					CNB	Canadian National Bank				N
					WSJ	Wall Street Journal				N

This listing prints after pressing **ENTER** on the Report Options Screen, which displays after selecting option **12** - Currency/Exchange Codes Listing from MENU ICFILE. Refer to the Cross Applications User Guide for details about this screen).

This Currency/Exchange Codes Listing shows the information specified for each currency code and exchange code defined through Currency/Exchange Codes Maintenance (MENU ICFILE). For more information, refer to those screens.

Chapter 9 Maintaining Currency Relationships

Typically, while you are adding a currency code through Currency Relationships Maintenance (MENU ICFILE), you also create a currency relationship between the new currency and each currency that it will be converted from or to during transaction processing. The currency relationship defines the following:

- whether the exchange rate will be entered by a user or calculated by the system
- conversion method to be used when calculating the exchange
- default exchange rate to be used if an appropriate date-specific exchange rate has not been defined through Enter Currency Exchange Rates (MENU ICMAIN)

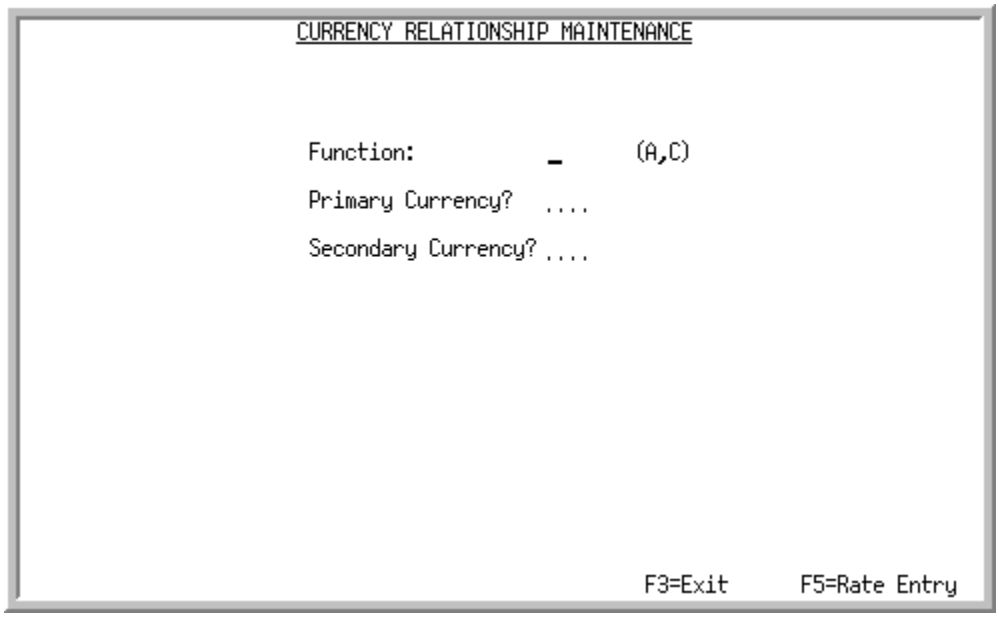
Use this option to change currency relationships or define relationships that were not setup when the currency was defined.

Currency Relationships Maintenance

The screens in this option and a brief description are listed in the following table. A complete description of each screen is contained in this section.

Title	Purpose
Currency Relationship Maintenance Selection Screen	Use to specify the currencies for the relationship to be maintained.
Currency Relationship Maintenance Screen	Use to specify the relationship type, conversion method, and default exchange rate for this currency relationship.

Currency Relationship Maintenance Selection Screen



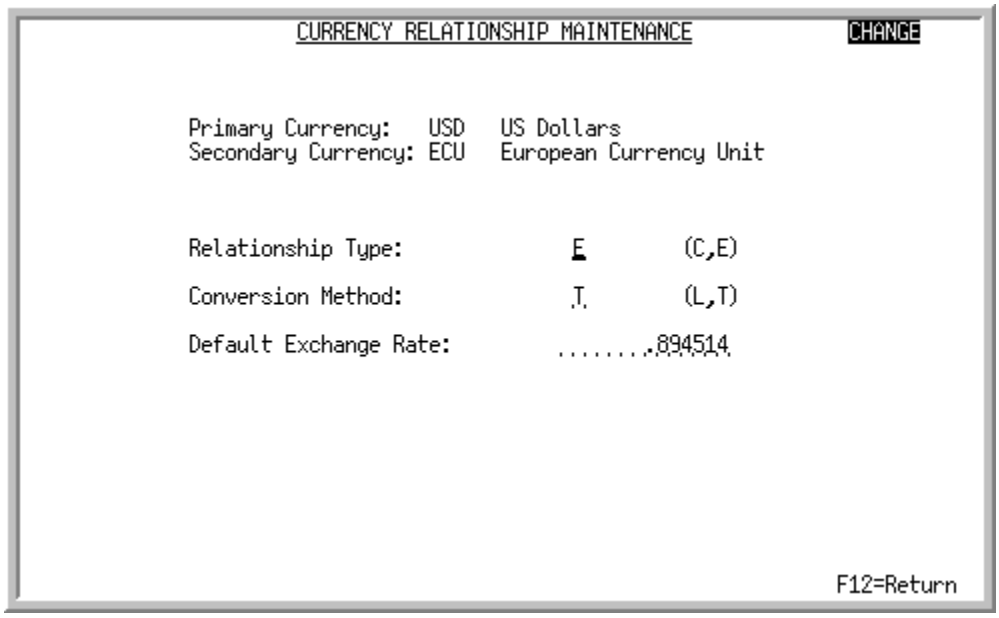
This screen appears after selecting option **3** - Currency Relationships Maintenance from MENU ICFILE or press **F5=PROCESS** on the Currency/Exchange Code Maintenance Selection Screen.

Use this screen to specify the currencies for the relationship you are adding or changing.

Field/Function Key	Description
Function	Key **A** to add a currency relationship. Key **C** to change an existing currency relationship. (A 1) Required
Primary Currency	If you are defining a relationship between an override benchmark currency and the system's primary benchmark currency, key the currency code for the system's primary benchmark currency, specified through system options in International Currency Options Maintenance (MENU ICFILE). If you are defining a relationship between an override benchmark currency and a currency that uses it as an override benchmark currency, key the currency code for the override benchmark currency, specified through Currency/Exchange Codes Maintenance (MENU ICFILE). Key the currency code for the primary currency in this relationship. **Valid Values:** A currency code defined through Currency/Exchange Codes Maintenance (MENU ICFILE). (A 3) Required

Field/Function Key	Description
Secondary Currency	If you are defining a relationship between an override benchmark currency and the system's primary benchmark currency, key the currency code for the override benchmark currency specified through Currency/Exchange Codes Maintenance (MENU ICFILE). If you are defining a relationship between an override benchmark currency and a currency that uses it as an override benchmark currency, key the currency code for the currency that uses the override benchmark currency specified through system options in International Currency Options Maintenance (MENU ICFILE). Key the currency code for the secondary currency in this relationship. **Valid Values:** A currency code defined through Currency/Exchange Codes Maintenance (MENU ICFILE). (A 3) Required
F3=Exit	Press **F3=EXIT** to cancel the function and return to MENU ICFILE.
F5=Rate Entry	Press **F5=RATE ENTRY** to define a dated exchange rate for this currency relationship. The Exchange Rate Entry Selection Screen appears.
Enter	Press **ENTER** to confirm your selections. The Currency Relationship Maintenance Screen appears.

Currency Relationship Maintenance Screen



This screen appears when you press **ENTER** on the Currency Relationship Maintenance Selection Screen.

Use this screen to specify the relationship type, conversion method, and default exchange rate for this currency relationship.

Currency Relationship Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Relationship Type	Use this field to specify whether to use exchange rates that are entered by a user or calculated by the system. Exchange rates are entered by users through Enter Currency Exchange Rates (MENU ICMAIN). If you choose to use entered exchange rates, you must also specify a default exchange rate on this screen. The default exchange rate is used if a dated exchange rate has not been defined for the date on which the transaction is taking place. Key **E** to use entered exchange rates for this relationship. Key **C** if the exchange rate will be calculated by the system. **Valid Values: C** if either of the following situations are true: • the **Primary Currency** or **Secondary Currency** has an override benchmark currency specified for it on the Currency Code File Maintenance Screen. • **Override Exchange Rates Allowed** is set to **N** on the Currency Code File Maintenance Screen for the benchmark currency with which you are defining a relationship. **E** if the **Primary Currency** or **Secondary Currency** is specified as one of the following: • the system's primary benchmark currency through International Currency Options Maintenance (MENU ICFILE). • an override benchmark currency. (A 1) Required
Conversion Method	Key **L** to use the local to trading conversion method, in which the exchange rate represents the number of primary (local) currencies equal to one (1) secondary currency. Key **T** to use the trading to local conversion method, in which the exchange rate represents the number of secondary (trading) currencies equal to one (1) primary currency. **Default Value:** T **Valid Values: T** if **Allow Inverse Relationships** is set to **N** on the Currency Code File Maintenance Screen for the benchmark currency with which you are defining a relationship. (A 1) Required

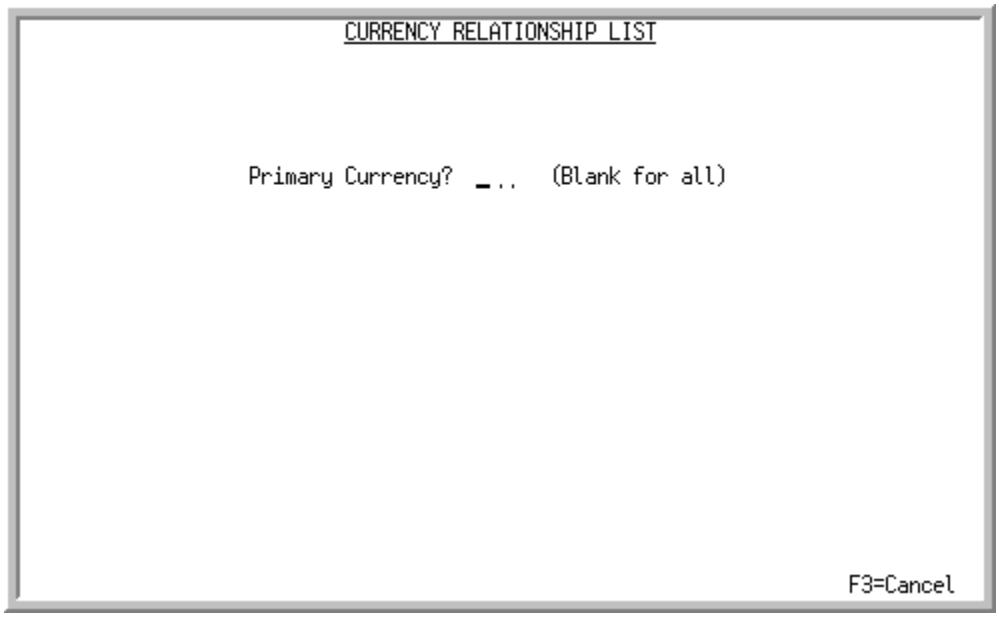
Field/Function Key	Description
Default Exchange Rate	Key the exchange rate to be used to convert between the primary currency and the secondary currency if a dated exchange rate has not been defined for the date on which the transaction is taking place. Dated exchange rates are defined through Enter Currency Exchange Rates (MENU ICMAIN). **Valid Values: 0** (or blank) if **Relationship Type** is **C** (N 13,5) Optional
F12=Return	Press **F12=RETURN** to cancel this function and return to the Currency Relationship Maintenance Selection Screen.
Enter	Press **ENTER** to save your entries. The Currency Relationship Maintenance Selection Screen appears.

Currency Relationships Listing

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Currency Relationship Listing Selection Screen	Use to specify whether to print information for all currency relationships or limit to one primary currency
Currency Relationship Listing	Use to review a sample Currency Relationship Listing.

Currency Relationship Listing Selection Screen

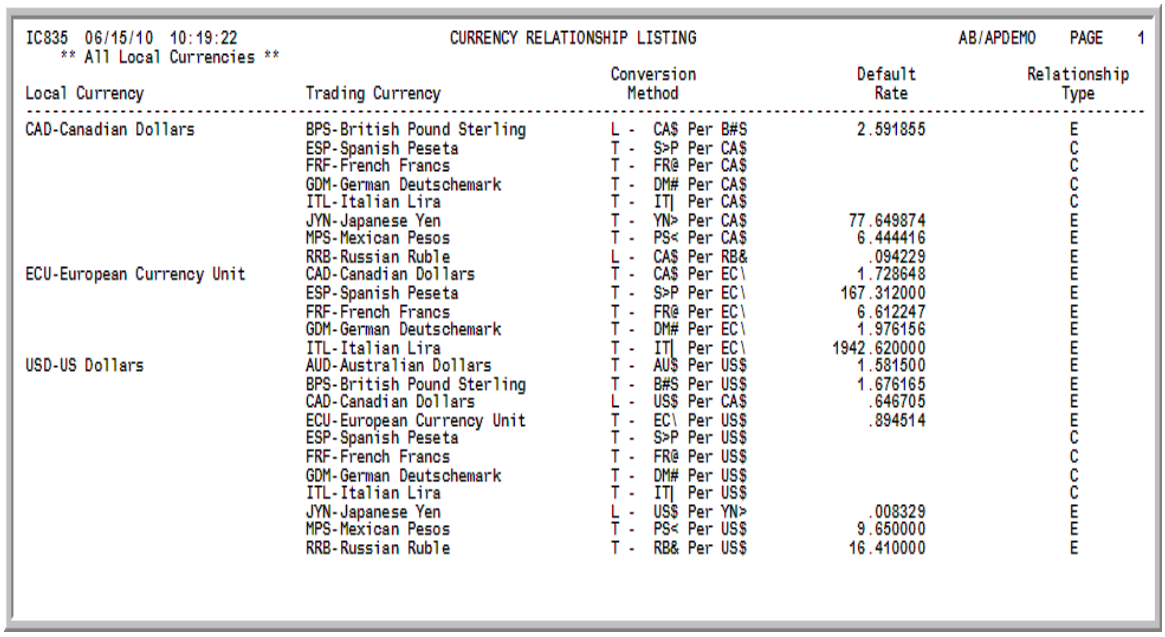


This screen appears after selecting option **13** - Currency Relationships Listing from MENU ICFILE. Use this screen to specify whether to print information for all currency relationships or limit the listing to one primary currency.

Currency Relationship Listing Selection Screen Fields and Function Keys

Field/Function Key	Description
Primary Currency	Key a currency code to limit the listing to relationships defined with this currency as the primary currency. Leave this field blank to print information for all currency relationships. **Valid Values:** A currency code defined through Currency/Exchange Codes Maintenance (MENU ICFILE). (A 3) Optional
F3=Cancel	Press **F3=CANCEL** to cancel this function and return to MENU ICFILE.
Enter	Press **ENTER** to confirm your selection. The Report Options Screen appears. Refer to the Cross Applications User Guide for details about this screen.

Currency Relationship Listing



IC835 06/15/10 10:19:22 CURRENCY RELATIONSHIP LISTING AB/APDEMO PAGE 1
** All Local Currencies **

Local Currency	Trading Currency	Conversion Method	Default Rate	Relationship Type
CAD-Canadian Dollars	BPS-British Pound Sterling	L - CA$ Per B#S	2.591855	E
	ESP-Spanish Peseta	T - S>P Per CA$		C
	FRF-French Francs	T - FR@ Per CA$		C
	GDM-German Deutschemark	T - DM# Per CA$		C
	ITL-Italian Lira	T - IT| Per CA$		C
	JYN-Japanese Yen	T - YN> Per CA$	77.649874	E
	MPS-Mexican Pesos	T - PS< Per CA$	6.444416	E
	RRB-Russian Ruble	L - CA$ Per RB&	.094229	E
ECU-European Currency Unit	CAD-Canadian Dollars	T - CA$ Per EC\	1.728648	E
	ESP-Spanish Peseta	T - S>P Per EC\	167.312000	E
	FRF-French Francs	T - FR@ Per EC\	6.612247	E
	GDM-German Deutschemark	T - DM# Per EC\	1.976156	E
	ITL-Italian Lira	T - IT| Per EC\	1942.620000	E
USD-US Dollars	AUD-Australian Dollars	T - AU$ Per US$	1.581500	E
	BPS-British Pound Sterling	T - B#S Per US$	1.676165	E
	CAD-Canadian Dollars	L - US$ Per CA$	.646705	E
	ECU-European Currency Unit	T - EC\ Per US$	.894514	E
	ESP-Spanish Peseta	T - S>P Per US$		C
	FRF-French Francs	T - FR@ Per US$		C
	GDM-German Deutschemark	T - DM# Per US$		C
	ITL-Italian Lira	T - IT| Per US$		C
	JYN-Japanese Yen	L - US$ Per YN>	.008329	E
	MPS-Mexican Pesos	T - PS< Per US$	9.650000	E
	RRB-Russian Ruble	T - RB& Per US$	16.410000	E

The Currency Relationship Listing is printed after pressing **Enter** on the Report Options Screen. This listing, which is sequenced alphabetically by currency, shows the currency relationships defined through Currency Relationships Maintenance and Currency/Exchange Codes Maintenance. Refer to those options for explanations of the fields on this listing.

Chapter 10 Maintaining Currency Contracts

Currency Contracts define the relationship between you and a foreign vendor, allowing you to identify specific rate, bank, and date data. Use this option to create such an agreement between trading partners. This feature will accommodate transactions with local or foreign financial institutions as assignees and supports guarantor's letters of credit, currency exchange rate agreements, etc. Note, however, that currency contracts may be created only for vendors whose trading currencies differ from the company's local currency.

A currency contract definition may contain the following information:

- foreign vendor (a vendor can have multiple active currency contracts)
- accounts payable bank account and whether or not checks will be printed when paying invoices related to the contract
- value of contract
- expiration date of contract
- currency of the contract (vendor's or local)
- assignee
- exchange rate information, including rate, exchange code, and lock date

Purchase orders and accounts payable invoices and payments can be assigned to a currency contract. Furthermore, allocation and usage of the contract will be tracked, and open payable and purchase order amounts will be displayed for transactions assigned to the contract.

Note: You may inquire into any currency contract created through this option with the use of the Currency Contact Inquiry (MENU ICMAIN). This inquiry also includes a date-driven Currency Contract Note Pad feature to aid in tracking events associated with a contract.

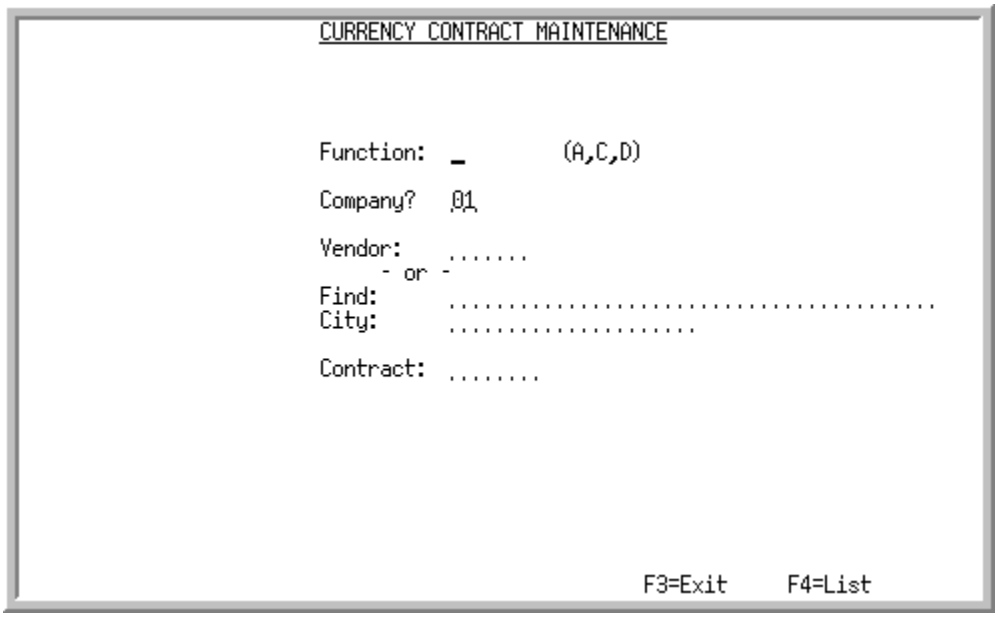
Additionally, utilize the Currency Contract Edit Report (MENU ICMAIN) to review contract information such as percentages committed, contract amounts and total amounts, amounts remaining or in excess, etc.

Currency Contracts Maintenance

The screens in this option and a brief description are listed in the following table. A complete description of each screen is contained in this section.

Title	Purpose
Currency Contract Maintenance Selection Screen	Use this screen to add, change or delete a currency contract relating to a specific vendor.
Currency Contracts List Screen	Use to display existing currency contracts defined for the selected vendor.
Currency Contract Maintenance Screen	Use this screen to further define the vendor's currency contract or modify it if needed.
Exchange Rate Information Window	Use to view current exchange rate information, to change the rate, or to override the exchange code.

Currency Contract Maintenance Selection Screen



This screen displays after selecting option **4** - Currency Contracts Maintenance from MENU ICFILE. Use this screen to add, change or delete a currency contract relating to a specific vendor.

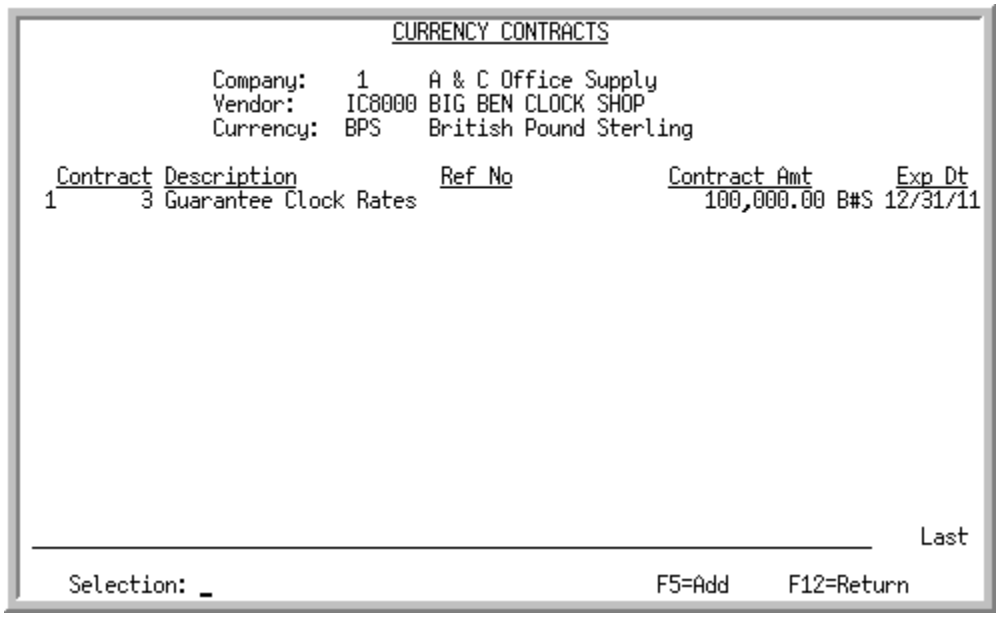
Currency Contract Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Function	Key **A** to add a new currency contract. Key **C** to change an existing currency contract. Key **D** to delete an existing currency contract that has not been used. **Note**: In order to delete a currency contract, the contract must have a status of **NEW** rather than **ACTIVE**; that is, the contract has not been linked to any transaction through Enter or Change Requisitions (MENU POMAIN). You may view the status of currency contracts through Currency Contact Inquiry (MENU ICMAIN). (A 1) Required

Field/Function Key	Description
Company	This field appears only if the **Multi Company** field is set to **Y** through System Options Maintenance (MENU XAFILE). Use this field to select the company for which you are adding, changing, or deleting a vendor's currency contract. Key the appropriate company number or accept the default. **Default Value:** The default company defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the default company defined through System Options Maintenance (MENU XAFILE) **Valid Values:** A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (N 2,0) Required
Vendor	Use this field to select the foreign currency vendor for whom you are adding, changing, or deleting a currency contract. Key the appropriate vendor number. If you do not know a vendor number, use the vendor search by keying search words (or beginning characters) in the **Find** and **City** fields. **Valid Values:** Any existing vendor specified in Vendors Maintenance (MENU OFILE/MENU APFILE) that is a foreign currency vendor (A 6) Required
Find	Use this field to activate the Vendor Search feature when you do not know the vendor's number. Key the vendor's name or up to 10 characters (the first 10) of one or more words in the vendor's name and press **ENTER** to display the Vendor Search Screen. To limit the vendor search by city (i.e., search for the specified vendor name within a particular city), key a city in the **City** field as well. For more information on using search criteria, refer to the Cross Applications User Guide. For information on the Vendor Search Screen, refer to the Accounts Payable or Purchasing User Guides. (A 40) Optional

Field/Function Key	Description
City	When using the **Find** field to search for a vendor, you can limit the search to a particular city by keying a partial or complete city name in this field. If you enter characters in this field, the Vendor Search Screen displays only vendors that meet the criteria specified here and in the **Find** field. For more information on using search criteria, refer to the Cross Applications User Guide. For information on the Vendor Search Screen, refer to the Accounts Payable or Purchasing User Guides. (A 20) Optional
Contract	You may optionally use this field to key a number to be associated with this currency contract or leave this field blank when adding a currency contract to prompt the system to assign its own generated contract number. If you are changing or deleting a vendor's contract and you do not recall the contract number, press **F4=LIST** (after entering a **Function**, **Company**, and **Vendor**) for a list of existing contracts. The Currency Contracts List Screen will display. You also will have the ability to add a currency contract from the Currency Contracts List Screen; refer to that screen for details. Key the desired contract number (any characters may be entered) or leave blank to have the system assign a number. To access a list of existing contract numbers, press **F4=LIST**. (A 7) Optional
F3=Exit	Press **F3=EXIT** to cancel this operation and return to MENU ICFILE.
F4=List	After entering a **Function**, **Company**, and **Vendor**, press **F4=LIST** to access a list of existing currency contracts defined for the selected vendor. The Currency Contracts List Screen will display.
Enter	Press **ENTER** to accept your selections. The Currency Contract Maintenance Screen will display.

Currency Contracts List Screen



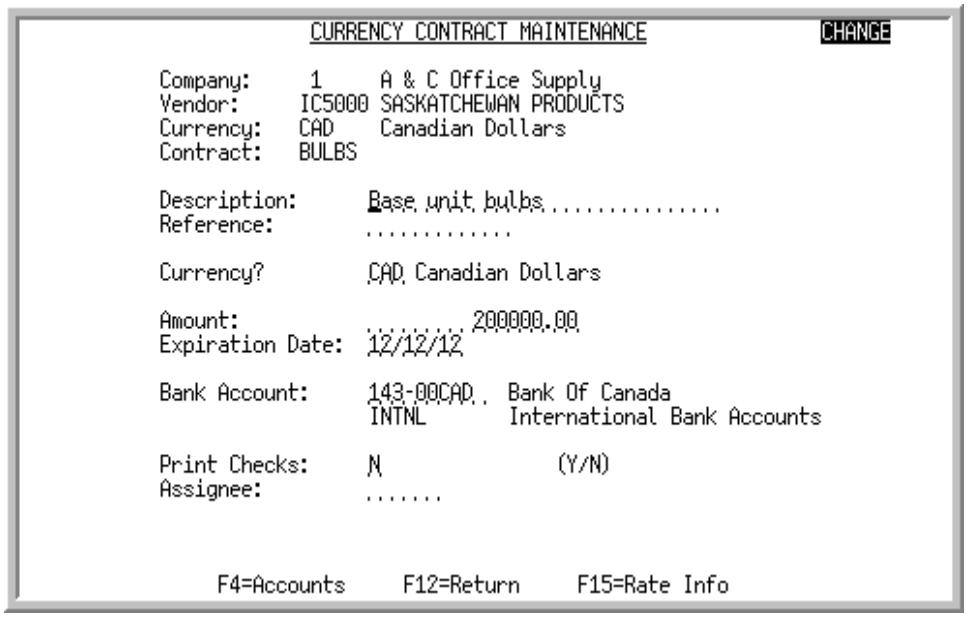
This screen displays after pressing **F4=List** from the Currency Contract Maintenance Selection Screen or pressing **F4=CONTRACT LIST** from the *Select Currency Screen* of Enter Manual Checks (MENU APCHCK). This screen displays existing currency contracts defined for the selected vendor. You may use this screen to select an existing contract to change or delete, or to add a new contract.

Currency Contracts List Screen Fields and Function Keys

Field/Function Key	Description
Company	The company number and company name for this currency contract. Display
Vendor	The vendor number and name, associated with this currency contract Display
Currency	The currency code and description associated with the currency contract(s) listed. Display
(Reference Number)	The reference number of the corresponding currency contract. To select one of the contracts displayed, key this number in the **Selection** field on the lower portion of this screen. Display
Contract	The number manually or automatically assigned to the contract. Display

Field/Function Key	Description
Description	The description of the currency contract as entered. Display
Ref No	The reference number, if any, that has been assigned to the contract. This number is optional and may be used as an additional identifier or cross- reference for the contract. Display
Contract Amt	The monetary amount of the contract's value, if one has been entered. The **Currency Symbol** (e.g., US$ for U.S. dollars, CA$ for Canadian dollars, etc.) assigned to the **Currency** that was selected displays to the right of the **Contract Am**t field. Display
Exp Dt	The contract's expiration date, if one has been entered. Display
Selection	Use this field to select a contract displayed on the top portion of this screen that you want to change or delete. Key the reference number to the left of the desired contract. Leave this field blank to add a new contract and press **F5=ADD**. (N 2,0) Optional
F5=Add	The **F5=ADD** function key only appears when this screen is displayed from within Currency Contracts Maintenance (MENU ICFILE). Press **F5=ADD** to add a new currency contract. The Currency Contract Maintenance Screen will display.
F12=Return	Press **F12=RETURN** to cancel this operation and return to the Currency Contract Maintenance Selection Screen.
Enter	After keying a reference number in the **Selection** field, press **ENTER** to select the desired contract. The Currency Contract Maintenance Screen will display.

Currency Contract Maintenance Screen



This screen displays after pressing **ENTER** from the Currency Contract Maintenance Selection Screen , after pressing **F5=ADD** from the Currency Contracts List Screen, or after selecting an existing contract and pressing **ENTER** from the Currency Contracts List Screen. Use this screen to further define the vendor's currency contract or modify it if needed. You also may use this screen to delete the vendor's selected currency contract.

Currency Contract Maintenance Screen Fields and Function Keys

Field/Function Key	Description
(Mode)	The function you are performing displays in the top right corner; **ADD**, **CHANGE**, or **DELETE**.
(Contract/Owner Information)	The heading data in the **Company**, **Vendor**, and **Contract** fields originates from the Currency Contract Maintenance Selection Screen or the Currency Contracts List Screen based on the selected vendor's currency contract. The **Currency** displayed here is the currency code and description assigned to the vendor in the Vendor Master File. Display
Description	Use this field to add or change a description of the currency contract (for example, Letters of Credit, Currency Exchange Rate, etc.). Key the appropriate description of this currency contract. (A 30) Required

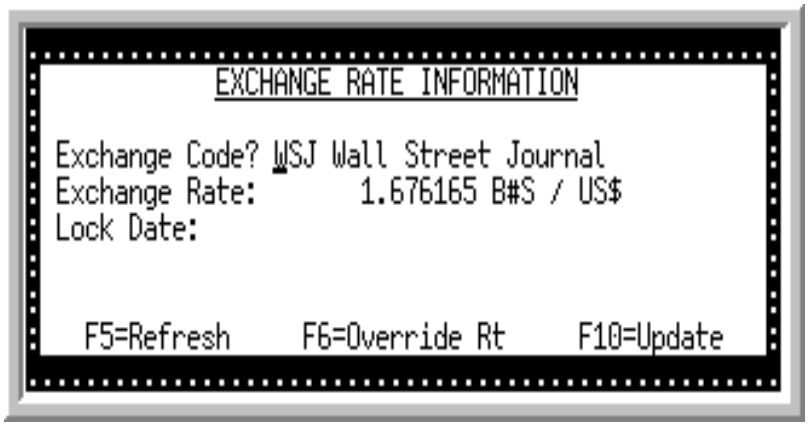
Field/Function Key	Description
Reference	This field may be used to assign an optional reference name or number to this currency contract. This name or number displays when you perform currency contract inquiries and when you select contracts for use. It also may be used as an external reference to this vendor's currency contract. Key the desired reference name or number. Leave this field blank if you do not want a reference name or number to be associated with this contract. **Note**: The currency contract number (**Contract**) and the currency contract reference number (**Reference**) are two separate identifiers. When you are prompted for a contract, use the **Contract** field, not the **Reference** field. (A 12) Optional
Currency	Use this field to select the currency to be associated with this contract. Key the desired currency code or leave blank to accept the default local value. **Default Value:** The currency of the vendor for whom the contract is created **Valid Values:** Blank, indicating the currency code for the company's local currency; or the code for the vendor's trading currency defined in the Vendor Master File (A 3) Required
Amount	Use this field to enter the maximum amount that may be applied to this vendor's contract, if any. If this amount is exceeded, you will be notified through the Currency Contact Inquiry (MENU ICMAIN) or the Currency Contract Edit Report (MENU ICMAIN). Key the maximum amount of this contract's value. This amount must be keyed in the currency identified in the **Currency** field on this screen. Leave this field blank if the contract's value has no limit; **No Limit** will display to the right of this field. (N 17,2) Optional

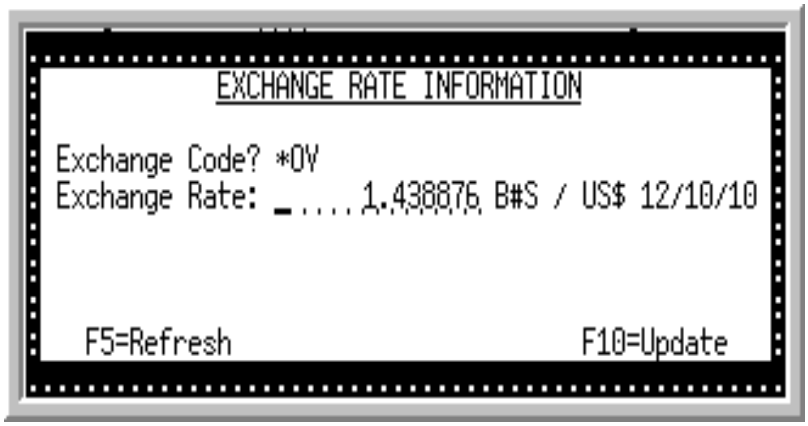
Field/Function Key	Description
Expiration Date	Use this field to enter the contracts expiration date, if any. If this date passes, you will be notified through the Currency Contact Inquiry (MENU ICMAIN) or the Currency Contract Edit Report (MENU ICMAIN). Key the date this contract expires. Leave this field blank if the contract has no expiration date; **No Expiration** will display to the right of this field. **Valid Values**: Key the date using the **Default Date Format** for this user, specified through Register User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (N 6,0) Optional
Bank Account	Use this field to enter a bank account to be associated with this contract. Key the appropriate bank account number. This will be the account that will be used for transactions linked to this vendor's contract. If you do not recall the bank account number, press **F4=ACCOUNTS** to access a list of existing bank accounts. Leave this field blank if no single bank account will be designated for this contract. When a transaction related to this contract is processed, a bank account must be identified at that time. **Valid Values:** A bank account defined through A/P Options Maintenance (MENU APFIL2) as either: • A local currency bank account, OR • A bank account containing the vendor's trading currency (A 10) Optional
Print Checks	Use this field to specify whether or not checks will be printed for payments associated with this contract. Key **Y** if you want checks to print when invoices associated with this currency contract are paid. Checks will print during regular check processing and only open payables defined with this contract will be affected. Key **N** if you do not want checks to print. An A/P Payment Transaction Register will be generated when transactions are processed (for example, during payment processing) for open payables defined with this contract and checks will not print. Refer to A/P Payment Transaction Register in the Accounts Payable User Guide for details about this report. (A 1) Required

Field/Function Key	Description
Assignee	Since it is common that payment be made to a party other than the vendor, such as a third party collection bureau, with the use of an assignee number, payment to another vendor may be made. Use this field to identify the assignee to be associated with this vendor's contract, if one has been defined for the selected vendor. The assignee that is defined for the vendor in the Vendor Master File will display as the default during voucher entry and may be overridden or accepted at that time. Key the vendor's assignee to whom checks will be written. Leave this field blank if you do not want payment made to a vendor's assignee. **Note**: In addition to the assignee defined at this contract level, an assignee also may be defined at the vendor level and/or during voucher entry. If an assignee is defined at the contract level, any payments associated with this contract will be submitted to the assignee entered in this field. This value supersedes any assignee keyed at the vendor level or during voucher entry. **Valid Values:** Any valid vendor defined through Vendors Maintenance (MENU APFILE) or Vendor Master Maintenance (MENU POFILE) that uses the same currency as the contract's vendor or that uses the company's local currency (A 6) Optional
F4=Accounts	The **F4=ACCOUNTS** function key displays in the add/change mode only. Press the **F4=ACCOUNTS** key to access a list of bank accounts associated with the company you selected on the Currency Contract Maintenance Selection Screen. The Bank Accounts List Screen will display. Refer to Accounts Payable User Guide for a presentation and explanation of this screen.
F12=Return	Press the **F12=RETURN** key to cancel this operation and return to the Currency Contract Maintenance Selection Screen.
F15=Rate Info	The **F15=RATE INFO** function key displays in the add/change mode only. Press the **F15=RATE INFO** key to access exchange rate information for the trading currency associated with this vendor's currency contract. The Exchange Rate Information Window will display.

Field/Function Key	Description
F24=Delete	The **F24=DELETE** function key displays in the delete mode only. Also, you may not delete a contract that is activated; once a contract has been used it is considered “active.” Press the **F24=DELETE** key to delete the displayed vendor’s currency contract. You will be required to press **F24=DELETE** twice to confirm deletion. After deletion, the Currency Contract Maintenance Selection Screen will display.
Enter	Press **ENTER** to accept your additions or changes and return to the Currency Contract Maintenance Selection Screen.

Exchange Rate Information Window





This window displays after pressing **F15=RATE INFO** from the Currency Contract Maintenance Screen. Use this screen to:

- view current exchange rate information for the contract
- change the exchange code for which rates may be entered
- override the exchange rate for the trading currency defined in the currency contract
- enter a lock date for exchange rates

Note: Any changes made to the **Exchange Code**, **Exchange Rate**, or **Lock Date** on this screen will affect all transactions associated with the selected contract during the next revaluation or posting of transactions.

Exchange Rate Information Window Fields and Function Keys

Field/Function Key	Description
Exchange Code	**Note**: If you override the exchange rate with the **F6=OVERRIDE RT** function key, ***OV** will display in this field indicating that an override has occurred, and this field will be protected. Use this field to specify the exchange code for which rates may be changed. Key the desired exchange code or accept the default value. The description assigned to the exchange code also will be shown. **Default Value:** • The exchange code defined for the vendor in the Vendor Master File, OR • The last exchange code entered in this field if an override has occurred **Valid Values:** Any valid exchange code defined through Currency/Exchange Codes Maintenance (MENU ICFILE) (A 3) Required/Blank
Exchange Rate	This field specifies the exchange rate to be used for this contract. To change the exchange rate, press **F6=OVERRIDE RT**. You cannot change the exchange rate if **Override Exchange Rates Allowed** is set to **N** through Currency/Exchange Codes Maintenance (MENU ICFILE) for the benchmark currencies used for the company's currency and the contract's currency. Key the exchange rate to be used for the relationship as displayed by the currency symbols. **Default Value:** The exchange rate retrieved according to the hierarchy explained in the Exchange Rates section of the Using International Currency chapter. (N 13,6) Required/Display
(Exchange Rate Date)	The Exchange Rate Date appears to the right of the **Exchange Rate** field. This is the effective date of the exchange rate entered through Currency/ Exchange Codes Maintenance (MENU ICMAIN). The date only displays when there are multiple dated rates for the relationship shown. When the exchange rate has been overridden, the date represents the date of the exchange rate override. Display

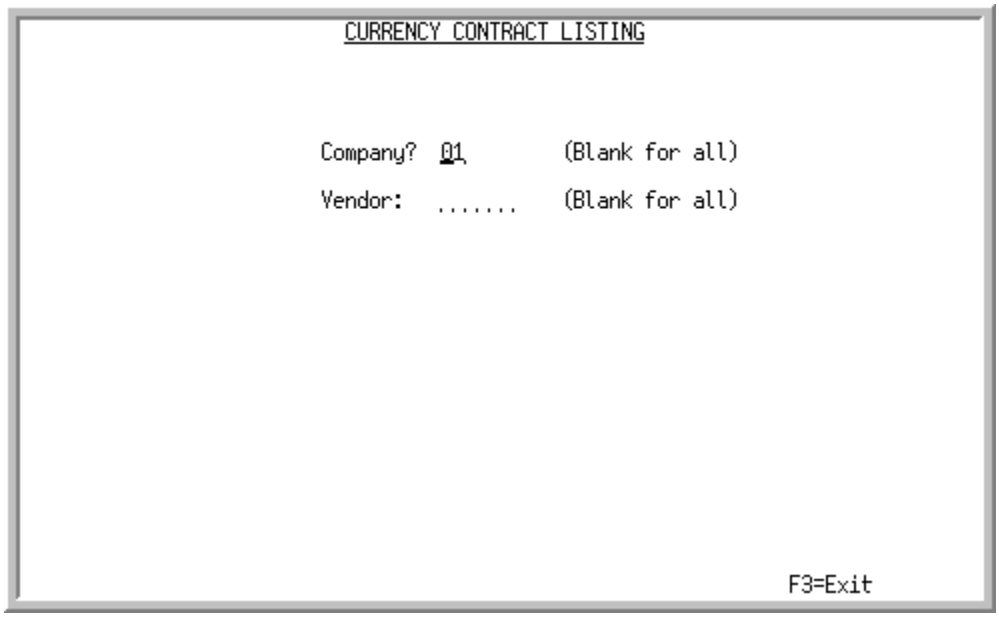
Field/Function Key	Description
Lock Date	This field does not appear if the exchange rate has been overridden with the **F6=OVERRIDE RT** function key. Use this field if you want to enter a lock date for the contract's exchange rate. A lock date ensures that the exchange rate to be used is the one effective on or immediately before this date. Key the desired date. Any exchange rate in effect after this date will not affect this transaction. Leave this field blank if you do not want to designate a lock date for this contract. The current exchange rate will be used. **Valid Values:** Key the date using the **Default Date Format** for this user, specified through Register User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). **Default Value:** The last date entered in this field, if one has previously been entered (N 6,0) Optional
F5=Refresh	If you have not changed the data in this window, press the **F5=REFRESH** key to update the exchange rate for this transaction to the most current rate. If you have made changes to the data in this window, press the **F5=REFRESH** key to refresh the screen to its status as first presented, without accepting any updates. The original information will be displayed when you press this key.
F6=Override Rt	The **F6=OVERRIDE RT** function key only appears if the when the rate has not previously been overridden (i.e. **Exchange Code** is not ***OV**) Press the **F6=OVERRIDE RT** key to override the default exchange rate with a different rate. The cursor will be positioned in the **Exchange Rate** field where you can then key the appropriate rate. After keying the new rate, press **F10=UPDATE** to save your entry. When you override the exchange rate, ***OV** appears in the **Exchange Code** field indicating that the rate has been overridden. Note that if you override the exchange rate, existing and future exchange rates will NOT affect this contract's exchange rate. **Note**: You cannot change the exchange rate if **Override Exchange Rates Allowed** is set to **N** through Currency/Exchange Codes Maintenance (MENU ICFILE) for the benchmark currencies used for the company's currency and the contracts currency.
F10=Update	Press the **F10=UPDATE** key to accept your changes and update the information in this window. The Currency Contract Maintenance Screen will display.
Enter	Press **ENTER** after changing a value. The value will be updated once the **F10=UPDATE** function key is pressed.

Currency Contracts Listing

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Currency Contract Listing Selection Screen	Use to key the selection criteria for the listing.
Currency Contract Listing	This option prints the Currency Contracts Listing. All currency contracts created and maintained through option 4 for the selected company(s) and vendor(s) are printed.

Currency Contract Listing Selection Screen



This screen displays after selecting option **14** - from MENU ICFILE. Use this screen to select the company and vendor for which defined currency contracts will print on the Currency Contracts Listing.

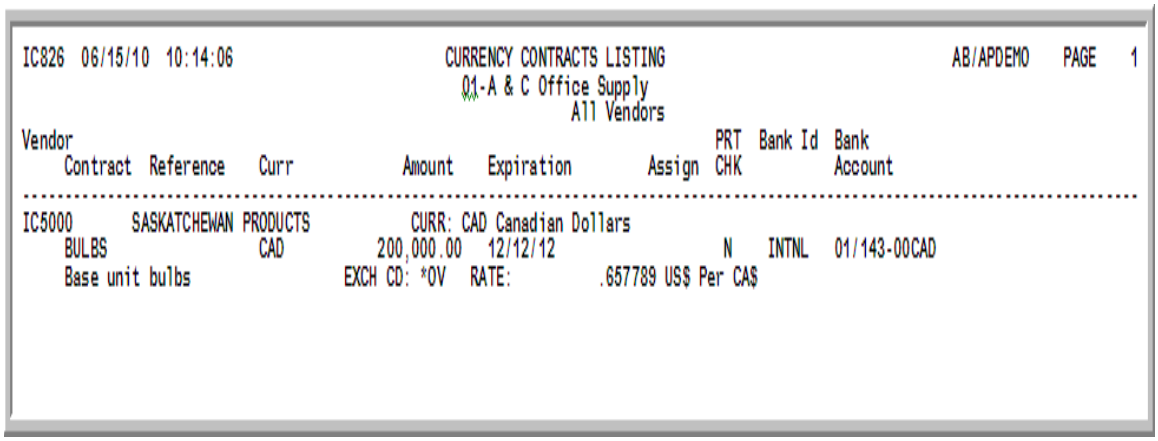
Once you have completed the creation of your currency contracts, you can print a listing to proof what you have created.

Currency Contract Listing Screen Fields and Function Keys

Field/Function key	Description
Company	This field appears only if the **Multi Company** field is set to **Y** through System Options Maintenance (MENU XAFILE). Use this field to select the company for which the listing will print. Key the desired company number or accept the default value. Blank out the default value to print currency contracts defined for all companies. **Default Value:** The default company defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the default company defined through System Options Maintenance (MENU XAFILE) **Valid Values:** A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (N 2,0) Optional

Field/Function key	Description
Vendor	Use this field to select the vendor(s) for which the listing will print. Key the desired vendor. Leave blank to print currency contracts defined for all vendors. **Valid Values:** Any valid vendor number defined in the Vendor Master File or blank for all vendors (A 6) Optional
F3=EXIT	Press **F3=EXIT** to cancel this operation and return to MENU ICFILE.
Enter	Press **ENTER** to confirm your selections. The Report Options Screen will display. Refer to the Cross Applications User Guide for an explanation of this screen. Following the Report Options Screen, the Currency Contracts Listing will print.

Currency Contracts Listing



```
IC826  06/15/10  10:14:06                CURRENCY CONTRACTS LISTING                          AB/APDEMO    PAGE    1
                                            01-A & C Office Supply
                                                    All Vendors
Vendor                                                                                 PRT  Bank Id  Bank
    Contract  Reference    Curr          Amount    Expiration       Assign  CHK           Account
-------------------------------------------------------------------------------------------------------------------
IC5000      SASKATCHEWAN PRODUCTS          CURR: CAD Canadian Dollars
    BULBS                  CAD          200,000.00   12/12/12                 N    INTNL   01/143-00CAD
    Base unit bulbs                EXCH CD: *OV   RATE:          .657789 US$ Per CA$
```

This report prints after pressing **ENTER** on the Report Options Screen, which displays following the Currency Contract Listing Selection Screen. All currency contracts defined for the selected company(s) and vendor(s) are printed.

For each currency contract defined in International Currency, the following information is printed.

Currency Contracts Listing

Field/Function key	Description
Headings	Program names appear on the upper left corner of the report followed by run date and time, report title, workstation ID, User ID, and page number. Summary of the selection criteria prints in the center of the headings area followed by the individual field headings. The company number and name are also printed. If you selected to print the report for all vendors, **ALL VENDORS** will print at the top of the report under the company name.
Vendor	The vendor number and vendor name, followed by the vendors currency code and currency code description print as one line of information.
Contract	The contract number with the contract description printed beneath the number.
Reference	The contract reference number, if any.
Curr	The currency code of the contract if different from the vendor's currency code.
Amount	The contract limit amount limit, if any; otherwise, **No Limit** will print.

Field/Function key	Description
Expiration	The contract expiration date, if any; otherwise, **No Expiration** will print.
Assignee	The assignee vendor specified for the contract.
PRT CHK	Determines if checks will print for this contract and bank account.
Bank Id	The bank ID assigned to the bank account through Bank Account Maintenance (MENU APFIL2).
Bank Account	The bank account selected for this currency contract.
EXCH CD: / RATE	The specified exchange code and exchange rate, if any with the override exchange coded will print as one line of information.

Chapter 11 Maintaining Event Codes

Event codes are characters (letters, numbers, symbols) assigned to descriptions of events that regularly occur while conducting domestic or international business. Recurring events such as shipments or invoices sent or received may be assigned codes so that these events can be quickly entered on the Currency Contract Note Pad Screen [maintained through Currency Contact Inquiry (MENU ICMAIN)], and transactions can be easily tracked.

Note: If you have Purchasing installed, the same event codes also may be created and maintained through Event Codes Maintenance (MENU POFILE). A PO Receiver Note Pad [see Enter or Change Receivers or PO Receipts (MENU POMAIN)] also is provided so that events may be entered for a receiver. Refer to the Purchasing User Guide for information related to receiving purchase orders.

Refer to the Purchasing User Guide for detailed descriptions of Event Code Maintenance and Listing.

Chapter 12 Revaluing Vendor Master Files

Use this option to refresh the local currency equivalents for trading currency values in the Vendor Master, A/P Vendor Master, Vendor/Item/Price, and Vendor Contract files. This option calculates new local currency equivalents using the exchange rate in effect on the **Revaluation Date** you specify and the currency and exchange code in the Vendor Master File for each vendor. Once calculated, the new local currency equivalents are used to update the appropriate files.

Because the general ledger has not been affected by the data in these files, no gain/loss transactions are needed to account for the differences between the newly calculated equivalents and the previous ones; the files are simply refreshed with the most recently calculated local equivalents.

Using this option alleviates the need to open and update all records manually.

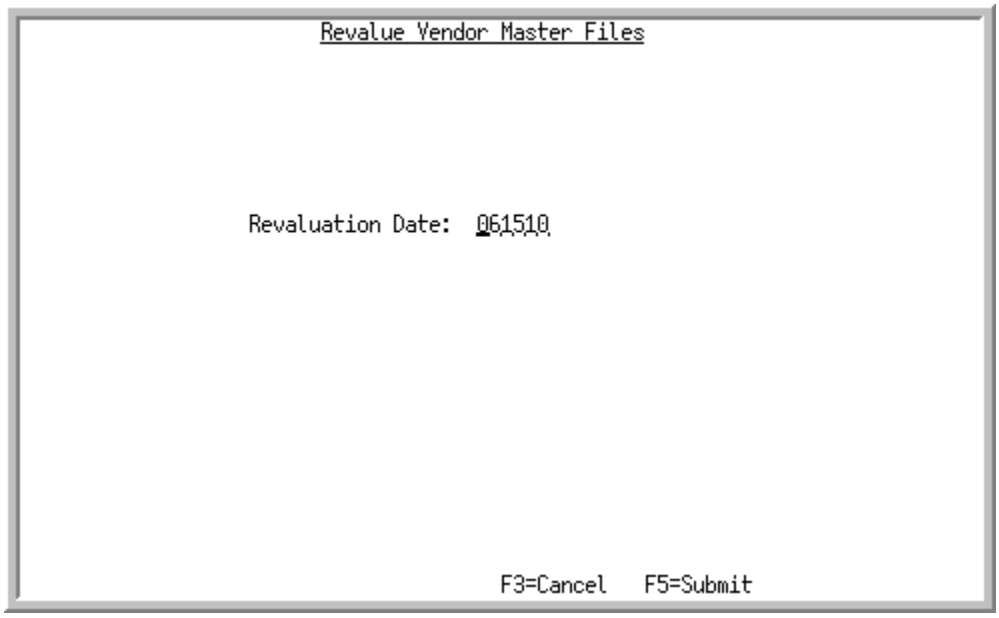
Note: When this option is run, vendor/item activity is tracked when PO vendor/item/ price file records are updated, if **Days to Keep Vendor/Item Audit Activity** is greater than **0** in Purchasing System Options Maintenance (MENU XAFILE).

Revalue Vendor Master Files

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Revalue Vendor Master Files Screen	Use this screen to select the revaluation date and initiate the revaluation process.

Revalue Vendor Master Files Screen



This screen displays after selecting option **1** - Revalue Vendor Master Files from MENU ICRVAL.

Note: To run this option, the user must be authorized to all companies.

Use this screen to select the revaluation date and initiate the revaluation process.

Example
Assume exchange rates were entered on July 1, August 1, and September 1. If the revaluation date entered in this field is July 10, the exchange rate entered on July 1 would be used, since that is the date in effect. If the date entered in this field is August 1 the exchange rate entered on August 1 would be used. If the date entered in this field is October 10 the exchange rate entered on September 1 would be used, etc.

Revalue Vendor Master Files Screen Fields and Function Keys

Field/Function Key	Description
Revaluation Date	Use this field to specify the date on which revaluation of Vendor Master files will be based. Revaluation of files will occur after running this option and will be based on the exchange rate in effect on the date keyed in this field. Key the desired revaluation date or accept the default. **Default Value:** Current IBM i system date **Valid Values:** Key the date using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (N 6,0) Required
F3=Cancel	Press **F3=CANCEL** to cancel the revaluation and return to MENU ICRVAL.
F5=Submit	Press **F5=SUBMIT** to confirm your selection and initiate the revaluation process. After processing, MENU ICRVAL displays and amounts in the Vendor Master, A/P Vendor Master, and Vendor/Item/Price files will be revalued to the applicable local equivalents. **Note**: The **F5=SUBMIT** function key submits the job to batch, allowing you to continue to use your system. To process the job interactively, press the **ENTER** key instead.
Enter	Press **ENTER** to confirm your selection and initiate the revaluation process. After processing, MENU ICRVAL displays and amounts in the Vendor Master, A/P Vendor Master, and Vendor/Item/Price files will be revalued to the applicable local equivalents. The ENTER function key submits the job interactively, stopping you from using your system until the job completes. To send the job to batch so that you may continue to use your system, press the **F5=SUBMIT** key instead.

Chapter 13 Revaluing Open Purchase Orders

Use this option to refresh the local currency equivalents for trading currency values in one company's or all companies' open foreign currency purchase orders. This option calculates new local currency equivalents using the exchange rate in effect on the **Revaluation Date** you specify, the currency information stored in the purchase order, and the exchange rate that applies to the purchase order. Once calculated, the new local currency equivalents are used to update the appropriate files.

Because the General Ledger has not been affected by the data in these files, no gain/loss transactions are needed to account for the differences between the newly calculated equivalents and the previous ones; the files are simply refreshed with the most recently calculated local equivalents.

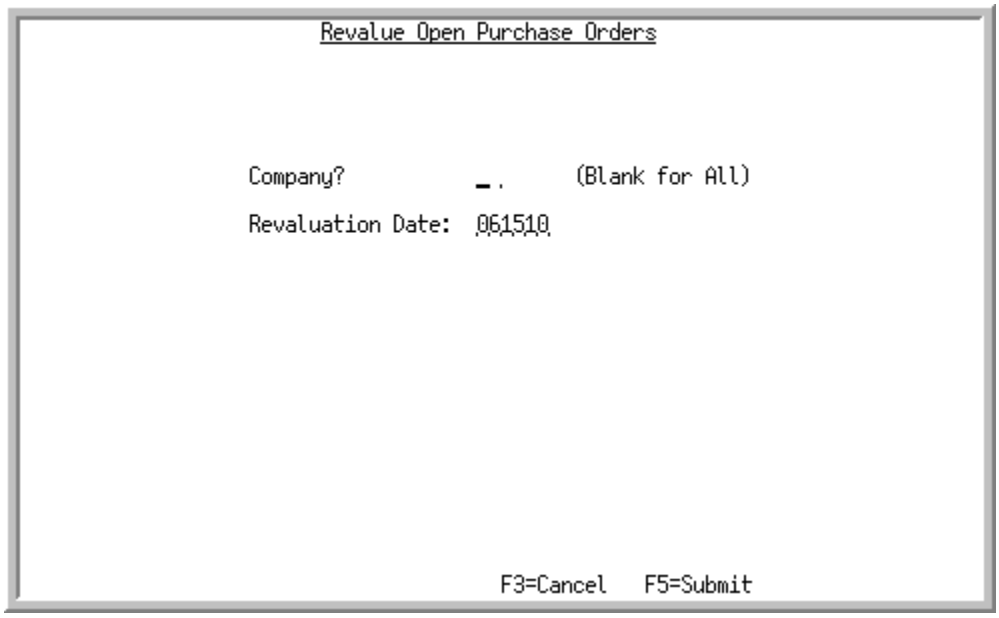
Note: Revaluation will not occur if a rate has been manually overridden in the open purchase order; you will be required to update the needed information individually.

Revalue Open Purchase Orders

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Revalue Open Purchase Orders Screen	Use to select the company (or all companies) and the date on which revaluation of those open purchase orders will be based.

Revalue Open Purchase Orders Screen



Technical Note: This is a shared screen that displays in multiple places. The actual screen format name is ICRVDFM_PROMPT.

This screen displays after selecting option **2** - Revalue Open Purchase Orders from MENU ICRVAL.

Note: To run this option for all companies, the user must be authorized to all companies.

Use this screen to select the company (or all companies) whose open purchase orders you want to revalue, and the date on which revaluation of those open purchase orders will be based.

Example
Assume exchange rates were entered on July 1, August 1, and September 1. If the revaluation date entered in this field is July 10, the exchange rate entered on July 1 would be used, since that is the date in effect. If the date entered in this field is August 1, the exchange rate entered on August 1 would be used. If the date entered in this field is October 10, the exchange rate entered on September 1 would be used, etc.

Revalue Open Purchase Orders Screen Fields and Function Keys

Field/Function Key	Description
Company	This field appears only if the **Multi Company** field is set to **Y** through System Options Maintenance (MENU XAFILE). Use this field to specify the company (or all companies) whose foreign currency open purchase orders you want to revalue. Key a specific company number to have its open purchase orders revalued. Leave this field blank to revalue open purchase orders for all companies. **Valid Values:** A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (N 2,0) Optional
Revaluation Date	Use this field to specify the date on which revaluation of open purchase orders will be based. Revaluation of open purchase orders will occur after running this option and will be based on the exchange rate in effect on the date keyed in this field. Key the desired revaluation date or accept the default. If an override rate or a lock date for an open purchase order was entered, revaluation will not occur for that purchase order. **Default Value:** Current IBM i system date. **Valid Values:** Key the date using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (N 6,0) Required
F3=Cancel	Press **F3=CANCEL** to cancel the revaluation and return to MENU ICRVAL.
F5=SUBMIT	Press **F5=SUBMIT** to confirm your selection and initiate the revaluation process. After processing, MENU ICRVAL displays and amounts in the selected open foreign currency purchase orders will be revalued to the applicable local equivalents. The **F5=SUBMIT** function key submits the job to batch, allowing you to continue to use your system. To process the job interactively, press the **ENTER** key instead.

Field/Function Key	Description
Enter	Press **ENTER** to confirm your selections and initiate the revaluation process. After processing, MENU ICRVAL displays and amounts in the selected open foreign currency purchase orders will be revalued to the applicable local equivalents. The **ENTER** function key submits the job interactively, stopping you from using your system until the job completes. To send the job to batch so that you may continue to use your system, press the **F5=SUBMIT** key instead.

Chapter 14 Revaluing Receipts Pending Invoicing

Use this option to revalue receipts pending invoicing to reflect changes in exchange rates. This option recalculates the local currency equivalents of the receipt values using the exchange rate in effect on the **Revaluation Date** you specify and currency information in the Receipt/Landing History Files. Once calculated, the new equivalents are used to update the appropriate files. No revaluation will occur for any trading currency that has overridden or locked rate dates.

Revaluation will occur for vendor purchase order receipt transactions (**RCPT**) and landing cost transactions (**POLHS**). General ledger gain/loss transactions will be generated for any profits or losses resulting from the revaluation. The accounts used for these transactions are defined through MENU GLXFER (gain/loss International Currency accounts and purchasing/landing cost Inventory accounts for offsetting entries).

This option also generates a Currency Revaluation Detail Report - IC Revalue Receipts Pending Invoicing which prints all pertinent data resulting from the revaluation.

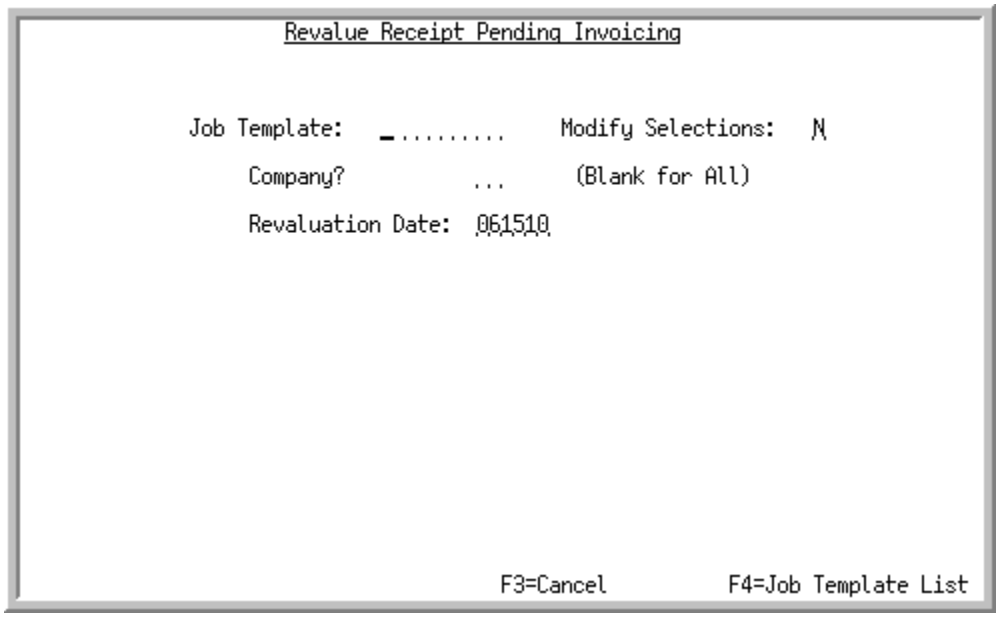
Note: This option does not update average costs.

Revalue Receipts Pending Invoicing

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Revalue Receipts Pending Invoicing Screen	Use this screen to select the company (or all companies) and the date on which revaluation will be based.
G/L Posting Date Screen - IC Revalue: Receipts Pending Invoicing	Use this screen to specify the date on which gain/loss entries will be posted to General Ledger.
Currency Revaluation Detail Report - IC Revalue Receipts Pending Invoicing	Use to review the individual receipts that were revalued.
G/L Transaction Post Report	Use to review the G/L accounts posted to in the Revaluation journal posted to General Ledger.

Revalue Receipts Pending Invoicing Screen



Technical Note: This is a shared screen that displays in multiple places. The actual screen format name is ICRVDFM_PROMPT.

This screen displays after selecting option **3** - Revalue Receipts Pending Invoicing from MENU ICRVAL.

Note: To run this option for all companies, the user must be authorized to all companies.

Use this screen to select the company (or all companies) for which receipts pending invoicing will be revalued, and the date on which revaluation will be based.

Example
Assume exchange rates were entered on July 1, August 1, and September 1. If the revaluation date entered in this field is July 10, the exchange rate entered on July 1 would be used, since that is the date in effect. If the date entered in this field is August 1, the exchange rate entered on August 1 would be used. If the date entered in this field is October 10, the exchange rate entered on September 1 would be used, etc.

Revalue Receipts Pending Invoicing Screen Fields and Function Keys

Field/Function Key	Description
Job Template	Job templates are defined through Job Template Maintenance (MENU XAFILE) to allow parameter selections to be pre-defined for a particular process (such as, GL Year End) ahead of time. Once defined, this template can be used repeatedly, eliminating the need to manually provide these parameters for every submission of this job process. For the current job submission, you can enter a pre-defined job template in this field to use the established parameters (with or without any modifications), or you can leave this field blank and the system will prompt you to provide your own parameters. If you enter a pre-defined job template in this field, and do not want to make any changes to the established parameter selections for this current job submission, key **N** in the **Modify Selections** field. You will then bypass all the output parameter screens. If you enter a pre-defined job template in this field, but want to review and/or make modifications to the established parameter selections for this current job submission, key **Y** in the **Modify Selections** field. You will be presented with the established parameters for that job template and can review/make changes as needed for this job. If you leave this field blank, you will be presented with a series of prompts for you to provide the desired parameters for this current job submission. **Note**: To review a list of existing job templates that have been created for the GL Transaction Post job, press **F4=JOB TEMPLATE LIST**. **Valid Values:** A job template defined for GL Transaction Post jobs (that is, GL130PP) through Job Template Maintenance (MENU XAFILE). (A 10) Optional

Field/Function Key	Description
Modify Selections	If using a job template (you keyed a job template name in the J**ob Template** field on this screen or select one with the **F4=JOB TEMPLATE LIST**), this field determines if you will be presented with that template's parameters for review and/or modification for this current job submission. Key **Y** if you want to be able to review and/or modify the selections of the indicated job template. Any changes you make to the template through this post run will not impact the actual predefined template. The changes apply for this run of the job only. If you key **Y**, a series of selection screens will display allowing you to review and/or make changes. For details about the screens that display, refer to Job Template Maintenance (MENU XAFILE) in the Cross Applications User Guide. Key **N** if you want to use the template as-is and you do not want to make any modifications. If you key **N**, a series of selections screens will not be displayed. **Valid Values:** Y or N; cannot be **Y** if the **Job Template** field is blank. (A1) Optional
Company	This field appears only if the **Multi Company** field is set to **Y** through System Options Maintenance (MENU XAFILE). Use this field to specify the company (or all companies) whose receipts pending invoicing you want to revalue. Key a specific company number to have its receipts pending invoicing revalued. Leave this field blank to revalue receipts pending invoicing for all companies. **Valid Values:** A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (N 2,0) Optional

Field/Function Key	Description
Revaluation Date	Use this field to specify the date on which revaluation of receipts pending invoicing will be based. Revaluation will occur after running this option and will be based on the exchange rate in effect on the date keyed in this field. Key the desired revaluation date or accept the default. **Note**: If an override rate was entered, revaluation will not occur. **Default Value:** Current IBM i system date **Valid Values:** Key the date using the **Default Date Format** for this user, specified through Register User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE) (N 6,0) Required
F3=Cancel	Press **F3=CANCEL** to cancel the revaluation and return to MENU ICRVAL.
F4=Job Template List	Press **F4=JOB TEMPLATE LIST** to display the Job Template List Screen, where you can review a list of existing job templates that have been created for GL Transaction Posts. Refer to Job Template Maintenance (MENU XAFILE) in the Cross Applications User Guide for further details.
Enter	Press **ENTER** to confirm your selections. The following screens will display in this order: • Report Options Screen (refer to the Cross Application User Guide for details about this screen.) • G/L Posting Date Screen - IC Revalue: Receipts Pending Invoicing, if the G/L Interface module is installed and the **I/A to G/L (Interface)** field is **Y** or **R** on the Company Name File Maintenance Screen in Company Name Maintenance (MENU XAFILE). The job will be submitted to the Transaction Processor. Additionally, depending on your selections in the **Job Template** and **Modify Selections** fields on this screen, various job template screens may or may not display once you press **ENTER**. For details about job template screens, refer to Job Template Maintenance (MENU XAFILE) in the Cross Applications User Guide.

G/L Posting Date Screen - IC Revalue: Receipts Pending Invoicing

This screen displays after pressing **Enter** on the Report Options Screen if the General Ledger module is installed and G/L will be updated with inventory journal type postings as determined by the **I/A to G/L** field in Company Name Maintenance (MENU XAFILE).

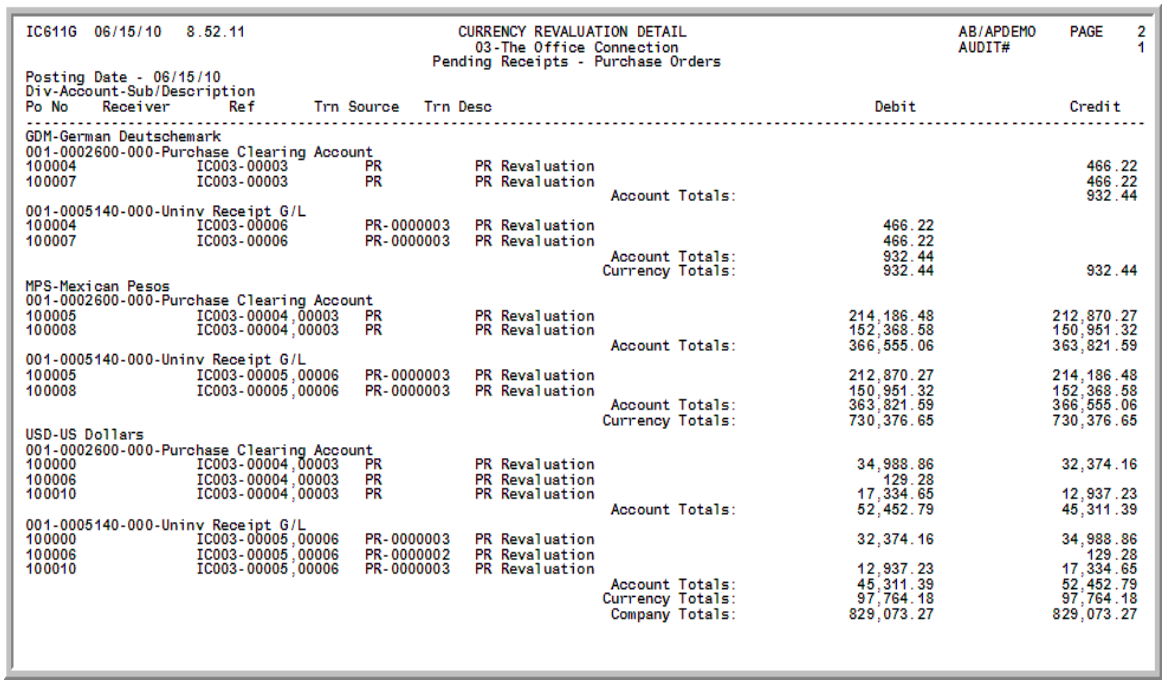
Use this screen to specify the date on which gain/loss entries caused by the revaluation of receipts pending invoicing will be posted to General Ledger.

G/L Posting Date Screen - IC Revalue: Receipts Pending Invoicing Fields and Function Keys

Field/Function Key	Description
G/L Posting Date	Use this field to specify the date on which gain/loss entries caused by the revaluation of receipts pending invoicing will be posted to General Ledger. Key the desired date or accept the default. **Default Value:** Current IBM i system date **Valid Values:** A valid date defined in the General Ledger Calendar File through Fiscal Calendar Maintenance (MENU GLFIL2). Key the date using the **Default Date Format** for this user, specified through Register User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (N 6,0) Required

Field/Function Key	Description
Enter	Press **ENTER** to confirm the date entered and initiate the revaluation process. A message will display informing you that the job has been submitted to the Transaction Processor. After processing has completed, you will be returned to MENU ICRVAL and the Currency Revaluation Detail Report - IC Revalue Receipts Pending Invoicing may print. The following General Ledger reports may print, based on the value specified in the **I/A to G/L** field in Company Name Maintenance (MENU XAFILE): • G/L Transaction Post Report • G/L Transaction Post Journal (refer to Post Transactions (MENU GLMAIN) of the General Ledger User Guide.)

Currency Revaluation Detail Report - IC Revalue Receipts Pending Invoicing



```
IC611G  06/15/10   8.52.11                    CURRENCY REVALUATION DETAIL                          AB/APDEMO    PAGE    2
                                                  03-The Office Connection                          AUDIT#               1
                                            Pending Receipts - Purchase Orders
Posting Date - 06/15/10
Div-Account-Sub/Description
Po No    Receiver       Ref       Trn Source   Trn Desc                                    Debit                 Credit
-------------------------------------------------------------------------------------------------------------------------
GDM-German Deutschemark
001-0002600-000-Purchase Clearing Account
100004              IC003-00003          PR          PR Revaluation                                                466.22
100007              IC003-00003          PR          PR Revaluation                                                466.22
                                                                        Account Totals:                           932.44
001-0005140-000-Uninv Receipt G/L
100004              IC003-00006          PR-0000003  PR Revaluation                          466.22
100007              IC003-00006          PR-0000003  PR Revaluation                          466.22
                                                                        Account Totals:       932.44
                                                                      Currency Totals:        932.44                932.44

MPS-Mexican Pesos
001-0002600-000-Purchase Clearing Account
100005              IC003-00004,00003    PR          PR Revaluation                      214,186.48            212,870.27
100008              IC003-00004,00003    PR          PR Revaluation                      152,368.58            150,951.32
                                                                        Account Totals:   366,555.06            363,821.59
001-0005140-000-Uninv Receipt G/L
100005              IC003-00005,00006    PR-0000003  PR Revaluation                      212,870.27            214,186.48
100008              IC003-00005,00006    PR-0000003  PR Revaluation                      150,951.32            152,368.58
                                                                        Account Totals:   363,821.59            366,555.06
                                                                      Currency Totals:    730,376.65            730,376.65

USD-US Dollars
001-0002600-000-Purchase Clearing Account
100000              IC003-00004,00003    PR          PR Revaluation                       34,988.86             32,374.16
100006              IC003-00004,00003    PR          PR Revaluation                          129.28
100010              IC003-00004,00003    PR          PR Revaluation                       17,334.65             12,937.23
                                                                        Account Totals:    52,452.79             45,311.39
001-0005140-000-Uninv Receipt G/L
100000              IC003-00005,00006    PR-0000003  PR Revaluation                       32,374.16             34,988.86
100006              IC003-00005,00006    PR-0000002  PR Revaluation                                                129.28
100010              IC003-00005,00006    PR-0000003  PR Revaluation                       12,937.23             17,334.65
                                                                        Account Totals:    45,311.39             52,452.79
                                                                      Currency Totals:     97,764.18             97,764.18
                                                                       Company Totals:    829,073.27            829,073.27
```

This report prints after pressing **ENTER** on the Report Options Screen or G/L Posting Date Screen - IC Revalue: Receipts Pending Invoicing, if applicable. This report is sequenced by purchase order number (within the currency and account number) and includes information associated with the revaluation. If landing costs are being used, a separate page or pages will print for revaluations affecting landing costs.

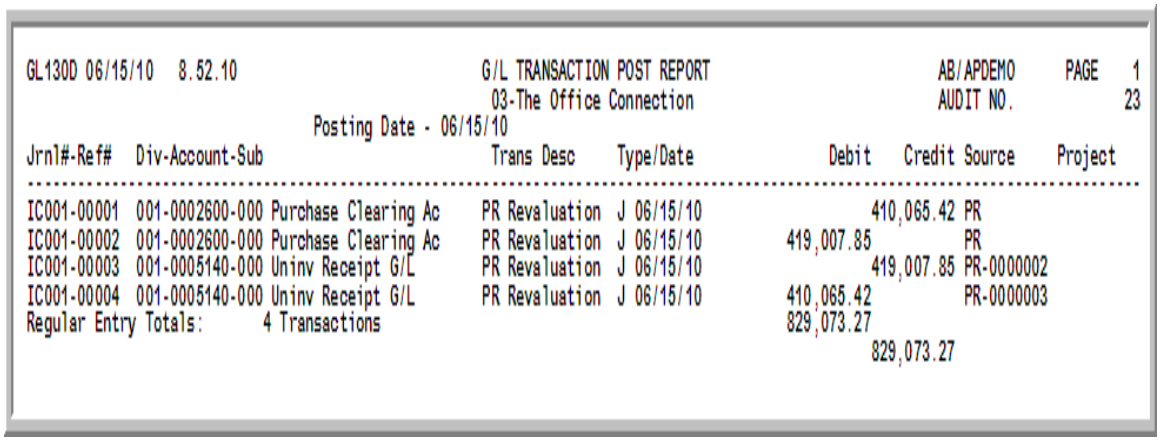
Note: A sequential **Audit #** is assigned to the transaction group and printed on the top right corner of this report. Be sure to save these reports in sequence by the audit number.

Currency Revaluation Detail Report - IC Revalue Receipts Pending Invoicing

Report/Listing Fields	Description
Headings	Program names appear on the upper left corner of the report followed by run date and time, report title, workstation ID, User ID, and page number. Summary of the selection criteria prints in the center of the headings area followed by the individual field headings. The company number and name are also printed.
Posting Date	If applicable, the date identified on the G/L Posting Date Screen - IC Revalue: Receipts Pending Invoicing, or the date on which the group was posted.

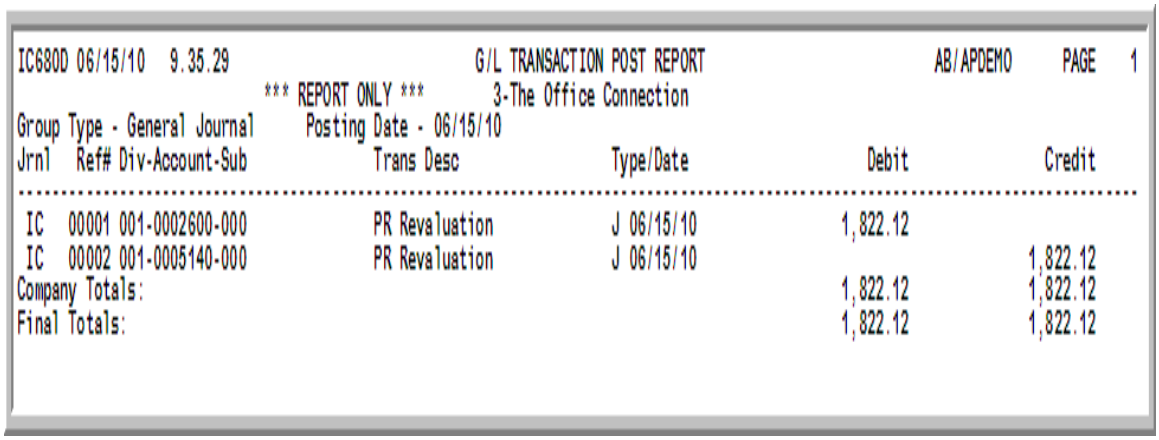
Report/Listing Fields	Description
Currency	The currency for which the revaluation transactions occurred.
Account No	The G/L account number to which this transaction was posted. It is presented in the format specified through G/L Options Maintenance (MENU GLFIL2). The description of the account is printed following the G/L account number.
PO No	The purchase order number associated with the receipt pending invoicing for which the revaluation transaction occurred.
Receiver	If a receipt pending invoicing has been included in a receiver, the receiver number created will print in this column next to the applicable purchase order number. Receivers include one or more line items from one or more of a vendor's purchase orders.
Ref	The journal reference number which was assigned to this detail transaction. The journal reference number ties together detail transactions. The first segment of the Journal Reference Number is assigned to one transaction group. The prefix to the first segment of the Journal Reference Numbers is **IC** for International Currency transactions. The second segment of the Journal Reference Number is assigned sequentially to each detail transaction in a transaction group. This segment is always **00001** for the first detail transaction in a transaction group.
Trn Source	The system generated source identifying this detail transaction. This source is **PR** for Pending Receipts, or **LC** for Landing Costs.
Trn Desc	The system generated description of this detail transaction. This description is **PR Revaluation** for Pending Receipts Revaluation or **LC Revaluation** for Landing Costs Revaluation. The sequence number (e.g., PR-nnnnnn, where nnnnnn is the sequence number) is used to link general ledger transactions to the revaluation history.
Debit	The debit dollar amount for this detail transaction. The total debit amount for this transaction group is printed after the last detail transaction.
Credit	The credit dollar amount for this detail transaction. The total credit amount for this transaction group is printed after the last detail transaction.
Totals	Account totals and currency totals print for each account as appropriate. Company totals also print at the end of each company on this report.

G/L Transaction Post Report



```
GL130D 06/15/10   8.52.10                G/L TRANSACTION POST REPORT                    AB/APDEMO     PAGE    1
                                          03-The Office Connection                       AUDIT NO.            23
                              Posting Date - 06/15/10
Jrnl#-Ref#   Div-Account-Sub                Trans Desc     Type/Date          Debit    Credit Source    Project
-------------------------------------------------------------------------------------------------------------
IC001-00001  001-0002600-000 Purchase Clearing Ac  PR Revaluation  J 06/15/10            410,065.42 PR
IC001-00002  001-0002600-000 Purchase Clearing Ac  PR Revaluation  J 06/15/10 419,007.85           PR
IC001-00003  001-0005140-000 Uninv Receipt G/L     PR Revaluation  J 06/15/10            419,007.85 PR-0000002
IC001-00004  001-0005140-000 Uninv Receipt G/L     PR Revaluation  J 06/15/10 410,065.42           PR-0000003
Regular Entry Totals:      4 Transactions                                     829,073.27
                                                                                      829,073.27
```

G/L Transaction Post Report - Report Only



```
IC680D 06/15/10   9.35.29                G/L TRANSACTION POST REPORT                    AB/APDEMO     PAGE    1
                          *** REPORT ONLY ***   3-The Office Connection
Group Type - General Journal     Posting Date - 06/15/10
Jrnl   Ref# Div-Account-Sub          Trans Desc              Type/Date          Debit             Credit
-------------------------------------------------------------------------------------------------------
 IC   00001 001-0002600-000          PR Revaluation          J 06/15/10       1,822.12
 IC   00002 001-0005140-000          PR Revaluation          J 06/15/10                         1,822.12
Company Totals:                                                               1,822.12         1,822.12
Final Totals:                                                                 1,822.12         1,822.12
```

Two different reports may print based on options or incorrect data. The G/L Transaction Post Report prints after you press **ENTER** on the G/L Posting Date Screen - IC Revalue: Receipts Pending Invoicing and the interface options to General Ledger are set to **Y** to update General Ledger. The G/L Transaction Post Report - Report Only prints after you press **ENTER** on the G/L Posting Date Screen - IC Revalue: Receipts Pending Invoicing and the interface options to General Ledger are set to **R** for report only or there are errors in the debit/credit amounts or the G/L Transfer Definition (MENU GLXFER).

Use these reports to review the transactions that were posted. These reports print every time the revaluation process takes place for the following options if

- the **A/P to G/L** field is set to **R** through Company Name Maintenance (MENU XAFILE):
  - Revalue Open Payables (MENU ICRVAL)

  - Post Pre-Receipt Inv Val Group (MENU APMAIN)
  - Record Check Numbers (MENU APCHCK)
  - Post Manual Checks (MENU APCHCK)
  - Post Check Reversals (MENU APCHCK)
- the **A/R to G/L** field is set to **R** through Company Name Maintenance (MENU XAFILE):
  - Cash & Adjustment Post (MENU ARMAIN)
  - Revalue Open Receivables (MENU ICRVAL)
- either the **A/P to G/L** field or the **A/R to G/L** field is set to **R** through Company Name Maintenance (MENU XAFILE):
  - Revalue Foreign Bank Accounts (MENU ICRVAL)
  - Post Back Acct Trn (MENU APMAIN)
- the **I/A to G/L** field is set to **R** through Company Name Maintenance (MENU XAFILE):
  - Revalue Receipts Pending Invoicing (MENU ICRVAL)

Note: If any of these fields are set to **Y** through Company Name Maintenance (MENU XAFILE), this report will print for the associated options only if debits and credit are not equal for the transactions.

When debits and credits are not equal, the following message is printed on the report:

DEBITS AND CREDITS ARE NOT EQUAL

Out of Balance has been retained as GL Transaction group XXxxx where XXxxx is the group ID that you can use to correct the transaction group through Transaction Entry (MENU GLMAIN).

A journal number is also assigned to the group at this time, however, only the journal type will print on this report. This journal number will be used when the corrected group is posted.

If the **A/P to G/L** field is set to **R** through Company Name Maintenance (MENU XAMAST), the message will print for out-of-balance transactions, however, the data for the out-of-balance transactions will not be retained for correction.

The total debits and credits at the end of the report on the line marked **Company Totals**.

For a description of the fields on this report, refer to the G/L Transaction Post Journal in Post Transactions (MENU GLMAIN) of the General Ledger User Guide.

Chapter 15 Revaluing Open Payables

Use this option to revalue foreign currency open payables (open accounts payable invoices and credit memos) to reflect changes in exchange rates. You can revalue open payables for one company, or for all companies.

Note: Revaluation will not occur if a rate has been manually overridden in the open payable or if the rate date is locked; you will be required to update the needed information individually.

This option recalculates the local currency equivalents of foreign currency open payables using the exchange rate in effect on the **Revaluation Date** you specify and currency information in the open payable. Once calculated, the new equivalents are used to update the appropriate files. Vouchers are not revalued until they become open payables; a voucher becomes an open payable once it is posted. Template groups will not be revalued.

General ledger gain/loss transactions will be generated for any profits or losses resulting from the revaluation. The accounts used for these transactions are defined through the GL Transfer Definition (MENU GLXFER) for IC Accounts Payable accounts detailing the gain/loss A/P and Payment accounts.

This option also generates a Currency Revaluation Detail Report - IC Revalue Open Payables which prints all pertinent data resulting from the revaluation.

Debit and credit memos will always carry the rate of the invoice that they reference.

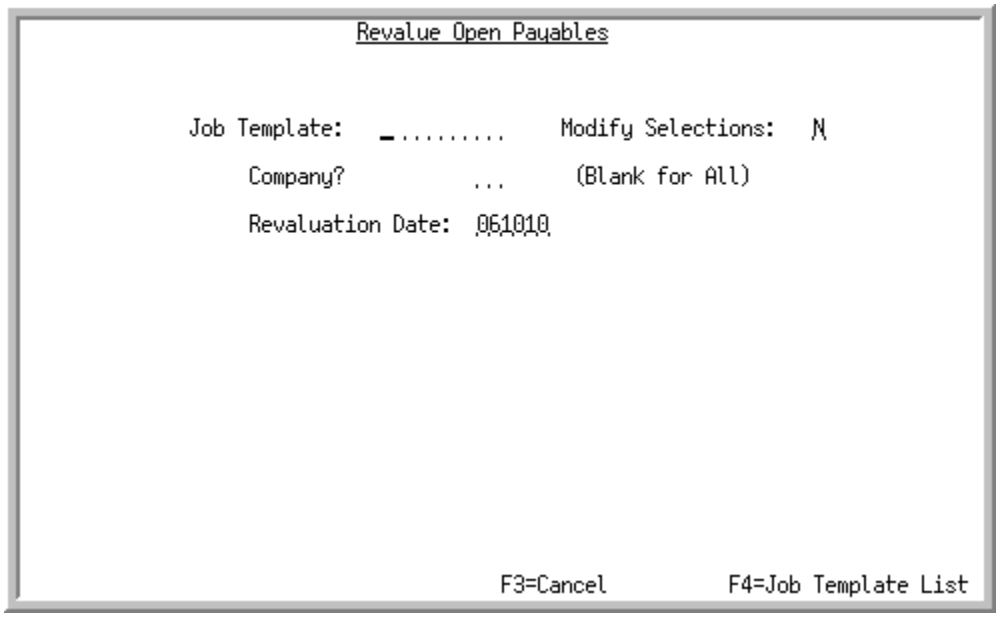
Revalue Open Payables

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Revalue Open Payables Screen	Use this screen to select the company or all companies and the date on which revaluation of those open payables will be based
G/L Posting Date Screen - IC Revalue: Open Payables	Use this screen to specify the date on which gain/loss entries will be posted to General Ledger.

Title	Purpose
Currency Revaluation Detail Report - IC Revalue Open Payables	Use to review the G/L accounts posted to in the Revaluation journal posted to General Ledger.

Revalue Open Payables Screen



Technical Note: This is a shared screen that displays in multiple places. The actual screen format name is ICRVDFM_PROMPT.

This screen displays after selecting option **4** - Revalue Open Payables from MENU ICRVAL.

Note: To run this option for all companies, the user must be authorized to all companies.

Use this screen to select the company or all companies whose open payables (accounts payable invoices and credit memos) will be revalued and the date on which revaluation of those open payables will be based.

Example

Assume exchange rates were entered on July 1, August 1, and September 1. If the revaluation date entered in this field is July 10, the exchange rate entered on July 1 would be used, since that is the date in effect. If the date entered in this field is August 1, the exchange rate entered on August 1 would be used. If the date entered in this field is October 10, the exchange rate entered on September 1 would be used, etc.

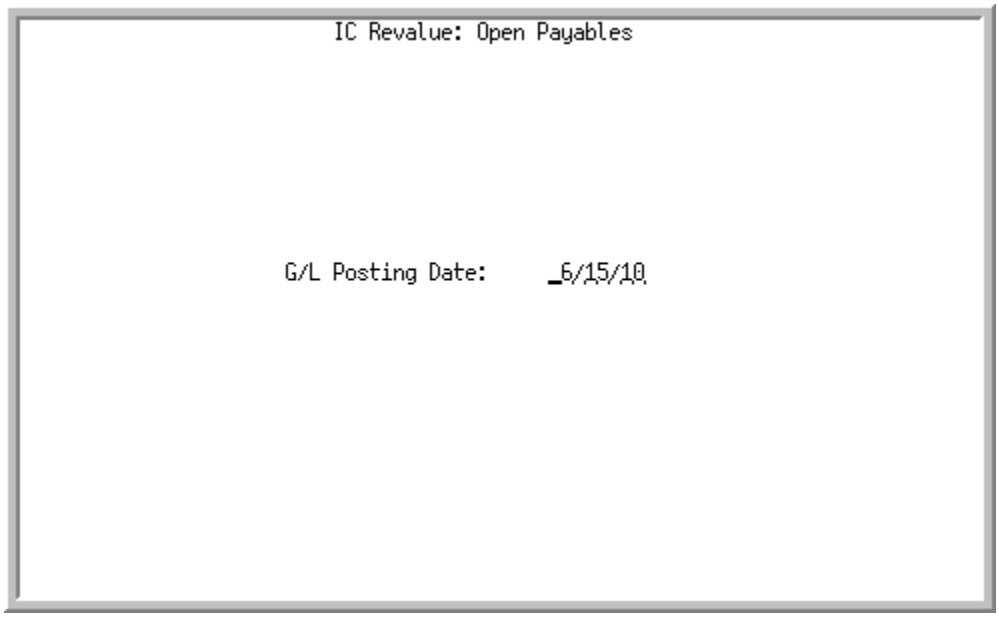
Revalue Open Payables Screen Fields and Function Keys

Field/Function Key	Description
Job Template	Job templates are defined through Job Template Maintenance (MENU XAFILE) to allow parameter selections to be pre-defined for a particular process (such as, GL Year End) ahead of time. Once defined, this template can be used repeatedly, eliminating the need to manually provide these parameters for every submission of this job process. For the current job submission, you can enter a pre-defined job template in this field to use the established parameters (with or without any modifications), or you can leave this field blank and the system will prompt you to provide your own parameters. If you enter a pre-defined job template in this field, and do not want to make any changes to the established parameter selections for this current job submission, key **N** in the **Modify Selections** field. You will then bypass all the output parameter screens. If you enter a pre-defined job template in this field, but want to review and/or make modifications to the established parameter selections for this current job submission, key **Y** in the **Modify Selections** field. You will be presented with the established parameters for that job template and can review/make changes as needed for this job. If you leave this field blank, you will be presented with a series of prompts for you to provide the desired parameters for this current job submission. **Note**: To review a list of existing job templates that have been created for the GL Transaction Post job, press **`F4=JOB TEMPLATE LIST`**. **Valid Values:** A job template defined for GL Transaction Post jobs (that is, GL130PP) through Job Template Maintenance (MENU XAFILE). (A 10) Optional

Field/Function Key	Description
Modify Selections	If using a job template (you keyed a job template name in the Job Template field on this screen or select one with F4=JOB TEMPLATE LIST), this field determines if you will be presented with that template's parameters for review and/or modification for this current job submission. Key **Y** if you want to be able to review and/or modify the selections of the indicated job template. Any changes you make to the template through this post run will not impact the actual predefined template. The changes apply for this run of the job only. If you key **Y**, a series of selection screens will display allowing you to review and/or make changes. For details about the screens that display, refer to Job Template Maintenance (MENU XAFILE) in the Cross Applications User Guide. Key **N** if you want to use the template as-is and you do not want to make any modifications. If you key **N**, a series of selections screens will not be displayed. **Valid Values:** Y or N; cannot be **Y** if the **Job Template** field is blank. (A1) Optional
Company	This field appears only if the **Multi Company** field is set to **Y** through System Options Maintenance (MENU XAFILE). Use this field to specify the company (or all companies) whose open payables you want to revalue. Key a specific company number to have its open payables revalued. Leave this field blank to revalue open payables for all companies. **Valid Values:** Any valid company number defined through Company Name Maintenance (MENU XAFILE) (N 2,0) Optional
Revaluation Date	Use this field to specify the date on which revaluation of open payables will be based. Revaluation of open payables will occur after running this option and will be based on the exchange rate in effect on the date you key in this field. Key the desired revaluation date or accept the default. **Default Value:** Current IBM i system date **Valid Values:** Key the date using the **Default Date Format** for this user, specified through Register User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (N 6,0) Required
F3=Cancel	Press **F3=CANCEL** to cancel the revaluation and return to MENU ICRVAL.

Field/Function Key	Description
F4=Job Template List	Press **F4=JOB TEMPLATE LIST** to display the Job Template List Screen, where you can review a list of existing job templates that have been created for GL Transaction Posts. Refer to Job Template Maintenance (MENU XAFILE) in the Cross Applications User Guide for further details.
Enter	Press **ENTER** to confirm your selections. The following screens will appear in this order: • Report Options Screen (Refer to the Cross Applications User Guide for details about this screen.) • G/L Posting Date Screen - IC Revalue: Open Payables, if the G/L Interface module is installed and the **A/P to G/L** field is **Y** or **R** on the Company Name File Maintenance Screen in Company Name Maintenance (MENU XAFILE). Additionally, depending on your selections in the **Job Template** and **Modify Selections** fields on this screen, various job template screens may or may not display once you press **ENTER**. For details about job template screens, refer to Job Template Maintenance (MENU XAFILE) in the Cross Applications User Guide.

G/L Posting Date Screen - IC Revalue: Open Payables



This screen displays after pressing **Enter** from the Report Options Screen if the G/L Interface module is installed and G/L will be updated when various postings occur in A/P as determined by the **A/P to G/L** field in Company Name Maintenance (MENU XAFILE). Otherwise, this screen will not display and the revaluation process will be initiated after confirming your selections on the Report Options Screen.

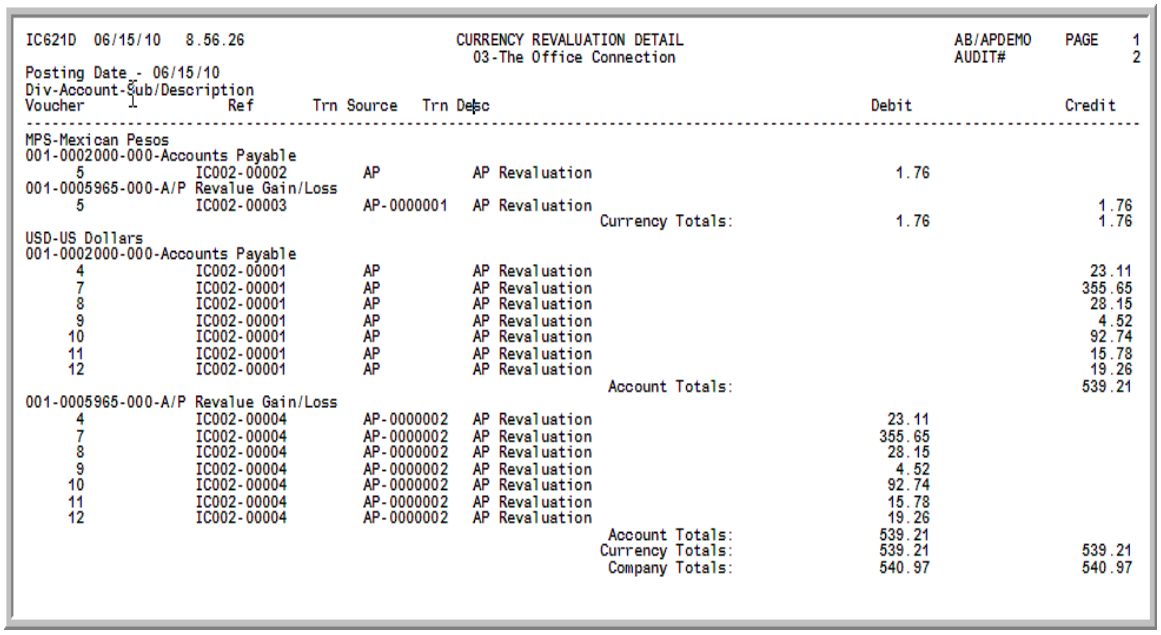
Use this screen to specify the date on which gain/loss entries caused by revaluation of open payables will be posted to General Ledger.

G/L Posting Date Screen - IC Revalue: Open Payables Fields and Function Keys

Field/Function Key	Description
G/L Posting Date	Use this field to specify the date on which gain/loss entries caused by the revaluation of open payables will be posted to General Ledger. Key the desired date or accept the default. **Default Value:** Current IBM i system date **Valid Values:** A valid date defined in the General Ledger Calendar File through Fiscal Calendar Maintenance (MENU GLFIL2). Key the date using the **Default Date Format** for this user, specified through Register User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (N 6,0) Required

Field/Function Key	Description
Enter	Press **ENTER** to confirm the date entered and initiate the revaluation process. A message will display informing you that the job has been submitted to the Transaction Processor. After processing has completed, you will be returned to MENU ICRVAL and the Currency Revaluation Detail Report - IC Revalue Open Payables may print. The following General Ledger report may print, based on the value specified in the **A/P to G/L** field through Company Name Maintenance (MENU XAFILE): • G/L Transaction Post Report

Currency Revaluation Detail Report - IC Revalue Open Payables



```
IC621D  06/15/10   8.56.26                    CURRENCY REVALUATION DETAIL                          AB/APDEMO    PAGE    1
                                                 03-The Office Connection                           AUDIT#               2

Posting Date - 06/15/10
Div-Account-Sub/Description
Voucher          Ref        Trn Source   Trn Desc                                      Debit              Credit
-------------------------------------------------------------------------------------------------------------------

MPS-Mexican Pesos
001-0002000-000-Accounts Payable
      5          IC002-00002        AP           AP Revaluation                          1.76
001-0005965-000-A/P Revalue Gain/Loss
      5          IC002-00003        AP-0000001   AP Revaluation                                             1.76
                                                                  Currency Totals:        1.76              1.76

USD-US Dollars
001-0002000-000-Accounts Payable
      4          IC002-00001        AP           AP Revaluation                                            23.11
      7          IC002-00001        AP           AP Revaluation                                           355.65
      8          IC002-00001        AP           AP Revaluation                                            28.15
      9          IC002-00001        AP           AP Revaluation                                             4.52
     10          IC002-00001        AP           AP Revaluation                                            92.74
     11          IC002-00001        AP           AP Revaluation                                            15.78
     12          IC002-00001        AP           AP Revaluation                                            19.26
                                                                  Account Totals:                          539.21
001-0005965-000-A/P Revalue Gain/Loss
      4          IC002-00004        AP-0000002   AP Revaluation         23.11
      7          IC002-00004        AP-0000002   AP Revaluation        355.65
      8          IC002-00004        AP-0000002   AP Revaluation         28.15
      9          IC002-00004        AP-0000002   AP Revaluation          4.52
     10          IC002-00004        AP-0000002   AP Revaluation         92.74
     11          IC002-00004        AP-0000002   AP Revaluation         15.78
     12          IC002-00004        AP-0000002   AP Revaluation         19.26
                                                                  Account Totals:         539.21
                                                                  Currency Totals:        539.21            539.21
                                                                  Company Totals:         540.97            540.97
```

This report is generated after pressing **Enter** on the Report Options Screen or G/L Posting Date Screen - IC Revalue: Open Payables, if applicable. This report is sequenced by voucher number (within the currency and the account number) and prints data associated with the revaluation.

Note: A sequential **Audit #** is assigned to the transaction group and printed on the top right corner of this report. Be sure to save these reports in sequence by the audit number.

Currency Revaluation Detail Report - IC Revalue Open Payables

Report/Listing Fields	Description
Headings	Program names appear on the upper left corner of the report followed by run date and time, report title, workstation ID, User ID, and page number. Summary of the selection criteria prints in the center of the headings area followed by the individual field headings. The company number and name are also printed.
Posting Date	The posting date of the voucher.
Currency	The currency for which the revaluation transactions occurred.

Report/Listing Fields	Description
Account No	The G/L account number to which this transaction was posted. It is presented in the format specified through G/L Options Maintenance (MENU GLFIL2). The description of the account is printed following the G/L account number.
Voucher	The unique number assigned to this voucher.
Ref	The journal reference number which was assigned to this detail transaction. The journal reference number ties together detail transactions. The first segment of the journal reference number is assigned to one transaction group. A separate journal reference number is assigned to each entry generated from a transaction group. The prefix to the first segment of the journal reference numbers is IC for International Currency transactions. The second segment of the journal reference number is assigned sequentially to each detail transaction in a transaction group. This segment is always **00001** for the first detail transaction in a transaction group. **Note**: In some instances, if a summarization has occurred there may be more than one sequence number displayed (e.g., IC116-00003,00004). The sequence number (i.e., AP-nnnnnn, where nnnnnn is the sequence number) is used to link general ledger transactions to revaluation detail history.
Trn Source	The system generated source identifying this detail transaction. This source is **AP** for accounts payable.
Trn Desc	The system generated description of this detail transaction. This description is **AP Revaluation** for accounts payable revaluation.
Debit	The debit dollar amount for this detail transaction. The total debit amount for this transaction group is printed after the last detail transaction.
Credit	The credit dollar amount for this detail transaction. The total credit amount for this transaction group is printed after the last detail transaction.
Totals	Account totals and currency totals print for each account as appropriate. Company totals also print at the end of each company on this report.

Chapter 16 Revaluing Foreign Bank Accounts

Use this option to revalue foreign currency bank accounts to reflect changes in exchange rates. You can revalue foreign currency bank accounts for one company or for all companies.

This option recalculates the local currency equivalents of the foreign currency bank accounts using the exchange rate in effect on the **Revaluation Date** you specify, and the currency and exchange code information in the Bank Account File. Once calculated, the new equivalents are used to update the appropriate files. No revaluation will occur for any trading currency that has overridden or locked rate dates.

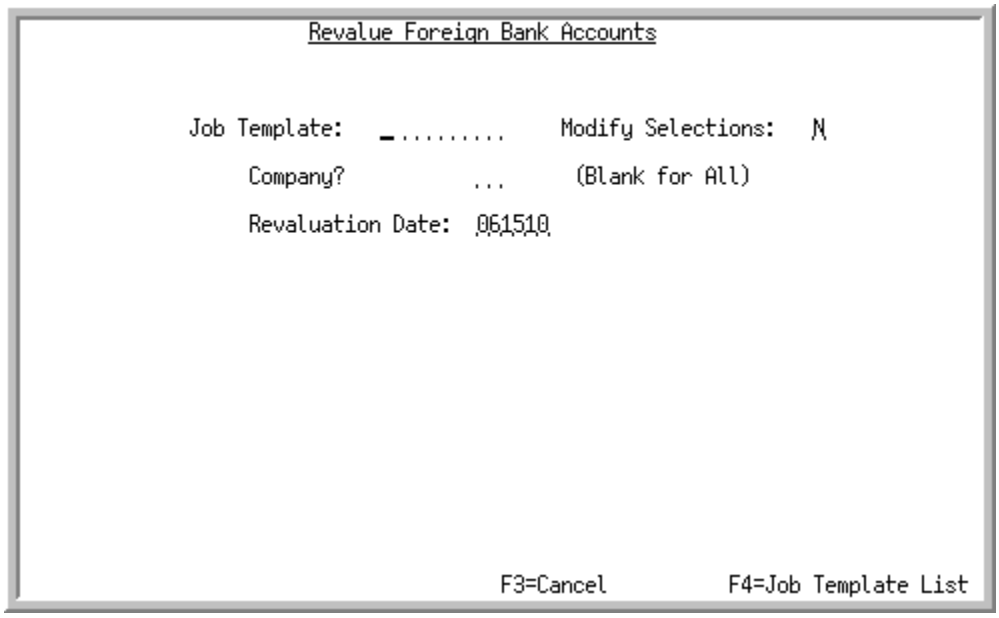
General ledger gain/loss transactions will be generated for any profits or expenditures resulting from the revaluation. The accounts used for these transactions are defined through the GL Transfer Definition (MENU GLXFER) for Bank Accounts.

This option also generates a Currency Revaluation Detail Report - IC Revalue: Foreign Bank Accounts which prints all data pertaining to the revaluation.

Revalue Foreign Bank Accounts

Title	Purpose
Revalue Foreign Bank Accounts Screen	Use this screen to select the company or all companies and the date on which revaluation of foreign currency bank accounts will be based.
G/L Posting Date Screen - IC Revalue: Foreign Bank Accounts	Use this screen to specify the date on which gain/loss entries will be posted to General Ledger.
Currency Revaluation Detail Report - IC Revalue: Foreign Bank Accounts	Use to review the G/L accounts posted to in the Revaluation journal posted to General Ledger.

Revalue Foreign Bank Accounts Screen



Technical Note: This is a shared screen that displays in multiple places. The actual screen format name is ICRVDFM_PROMPT.

This screen displays after selecting option **5** - Revalue Foreign Bank Accounts from MENU ICRVAL.

Note: To run this option for all companies, the user must be authorized to all companies.

Use this screen to select the company or all companies whose foreign currency bank accounts will be revalued, and the date on which revaluation of foreign currency bank accounts will be based.

Example

Assume exchange rates were entered on July 1, August 1, and September 1. If the revaluation date entered in this field is July 10, the exchange rate entered on July 1 would be used, since that is the date in effect. If the date entered in this field is August 1, the exchange rate entered on August 1 would be used. If the date entered in this field is October 10, the exchange rate entered on September 1 would be used, etc.

Revalue Foreign Bank Account Screen Fields and Function Keys

Field/Function Key	Description
Job Template	Job templates are defined through Job Template Maintenance (MENU XAFILE) to allow parameter selections to be pre-defined for a particular process (such as, GL Year End) ahead of time. Once defined, this template can be used repeatedly, eliminating the need to manually provide these parameters for every submission of this job process. For the current job submission, you can enter a pre-defined job template in this field to use the established parameters (with or without any modifications), or you can leave this field blank and the system will prompt you to provide your own parameters. If you enter a pre-defined job template in this field, and do not want to make any changes to the established parameter selections for this current job submission, key **N** in the **Modify Selections** field. You will then bypass all the output parameter screens. If you enter a pre-defined job template in this field, but want to review and/or make modifications to the established parameter selections for this current job submission, key **Y** in the **Modify Selections** field. You will be presented with the established parameters for that job template and can review/make changes as needed for this job. If you leave this field blank, you will be presented with a series of prompts for you to provide the desired parameters for this current job submission. **Note**: To review a list of existing job templates that have been created for the GL Transaction Post job, press **F4=JOB TEMPLATE LIST**. **Valid Values:** A job template defined for GL Transaction Post jobs (that is, GL130PP) through Job Template Maintenance (MENU XAFILE). (A 10) Optional

Field/Function Key	Description
Modify Selections	If using a job template (you keyed a job template name in the **Job Template** field on this screen or select one with the **F4=JOB TEMPLATE LIST**), this field determines if you will be presented with that template's parameters for review and/or modification for this current job submission. Key **Y** if you want to be able to review and/or modify the selections of the indicated job template. Any changes you make to the template through this post run will not impact the actual predefined template. The changes apply for this run of the job only. If you key **Y**, a series of selection screens will display allowing you to review and/or make changes. For details about the screens that display, refer to Job Template Maintenance (MENU XAFILE) in the Cross Applications User Guide. Key **N** if you want to use the template as-is and you do not want to make any modifications. If you key **N**, a series of selections screens will not be displayed. **Valid Values:** Y or N; cannot be **Y** if the **Job Template** field is blank. (A1) Optional
Company	This field appears only if the **Multi Company** field is set to **Y** through System Options Maintenance (MENU XAFILE). Use this field to specify the company (or all companies) whose receipts pending invoicing you want to revalue. Key a specific company number to have its receipts pending invoicing revalued. Leave this field blank to revalue receipts pending invoicing for all companies. **Valid Values:** A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (N 2,0) Optional

Field/Function Key	Description
Revaluation Date	Use this field to specify the date on which revaluation of receipts pending invoicing will be based. Revaluation will occur after running this option and will be based on the exchange rate in effect on the date keyed in this field. Key the desired revaluation date or accept the default. **Note**: If an override rate was entered, revaluation will not occur. **Default Value:** Current IBM i system date **Valid Values:** Key the date using the **Default Date Format** for this user, specified through Register User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE) (N 6,0) Required
F3=Cancel	Press **F3=CANCEL** to cancel the revaluation and return to MENU ICRVAL.
F4=Job Template List	Press **F4=JOB TEMPLATE LIST** to display the Job Template List Screen, where you can review a list of existing job templates that have been created for GL Transaction Posts. Refer to Job Template Maintenance (MENU XAFILE) in the Cross Applications User Guide for further details.
Enter	Press **ENTER** to confirm your selections. The Report Options Screen will display. Refer to the Cross pistons User Guide for details about this screen. After confirming your selections on the Report Options Screen, the G/L Posting Date Screen - IC Revalue: Foreign Bank Accounts will display if the G/L Interface module is installed and either the **A/P to G/L** field or **A/R to G/L** field is **Y** or **R** on the Company Name File Maintenance Screen in Company Name Maintenance (MENU XAFILE). Additionally, depending on your selections in the **Job Template** and **Modify Selections** fields on this screen, various job template screens may or may not display once you press **ENTER**. For details about job template screens, refer to Job Template Maintenance (MENU XAFILE) in the Cross Applications User Guide.

G/L Posting Date Screen - IC Revalue: Foreign Bank Accounts

This screen displays after pressing **Enter** from the Report Options Screen if the G/L Interface module is installed and G/L will be updated when various postings occur in A/P as determined by the **A/P to G/L** field or **A/R to G/L** field in Company Name Maintenance (MENU XAFILE). Otherwise, this screen will not display and the revaluation process will be initiated after confirming your selections on the Report Options Screen.

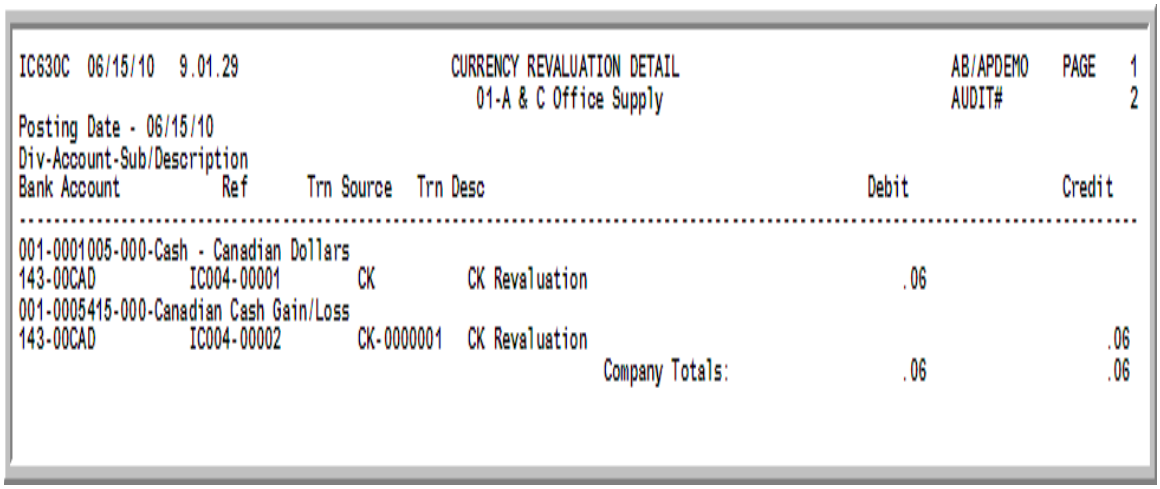
Use this screen to specify the date on which gain/loss entries caused by revaluation of foreign currency bank accounts will be posted to General Ledger.

G/L Posting Date Screen - IC Revalue: Foreign Bank Accounts Fields and Function Keys

Field/Function Key	Description
G/L Posting Date	Use this field to specify the date on which gain/loss entries caused by the revaluation of open payables will be posted to General Ledger. Key the desired date or accept the default. **Default Value:** Current IBM i system date **Valid Values:** A valid date defined in the General Ledger Calendar File through Fiscal Calendar Maintenance (MENU GLFIL2). Key the date using the **Default Date Format** for this user, specified through Register User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (N 6,0) Required

Field/Function Key	Description
Enter	Press **ENTER** to confirm the date entered and initiate the revaluation process. A message will display informing you that the job has been submitted to the Transaction Processor. After processing has completed, you will be returned to MENU ICRVAL and the Currency Revaluation Detail Report - IC Revalue Open Payables may print. The following General Ledger report may print, based on the value specified in the **A/R to G/L** field through Company Name Maintenance (MENU XAFILE): • G/L Transaction Post Report • G/L Transaction Post Journal (Refer to Post Transactions (MENU GLMAIN) of the General Ledger Users Guide.)

Currency Revaluation Detail Report - IC Revalue: Foreign Bank Accounts



```
IC630C  06/15/10  9.01.29                  CURRENCY REVALUATION DETAIL                    AB/APDEMO   PAGE   1
                                             01-A & C Office Supply                      AUDIT#            2
Posting Date - 06/15/10
Div-Account-Sub/Description
Bank Account          Ref      Trn Source  Trn Desc                                Debit            Credit
-------------------------------------------------------------------------------------------------------------
001-0001005-000-Cash - Canadian Dollars
143-00CAD          IC004-00001       CK         CK Revaluation                       .06
001-0005415-000-Canadian Cash Gain/Loss
143-00CAD          IC004-00002       CK-0000001 CK Revaluation                                          .06
                                                            Company Totals:         .06                .06
```

This report is generated after pressing **Enter** on the Report Options Screen or G/L Posting Date Screen - IC Revalue: Foreign Bank Accounts, if applicable. This report is sequenced by bank account number and prints data associated with the revaluation.

Note: A sequential **Audit #** is assigned to the transaction group and printed on the top right corner of this report. Be sure to save these reports in sequence by the audit number.

Currency Revaluation Detail Report - IC Revalue: Foreign Bank Accounts

Report/Listing Fields	Description
Headings	Program names appear on the upper left corner of the report followed by run date and time, report title, workstation ID, User ID, and page number. Summary of the selection criteria prints in the center of the headings area followed by the individual field headings. The company number and name are also printed.
Posting Date	The posting date of the revaluation of the checks drawn against the bank account.
Account No	The G/L account number to which this transaction was posted. It is presented in the format specified through G/L Options Maintenance (MENU GLFIL2). The description of the account is printed following the G/L account number.
Bank Account	The foreign currency bank account number.

Report/Listing Fields	Description
Ref	The journal reference number which was assigned to this detail transaction. The journal reference number ties together detail transactions. The first segment of the journal reference number is assigned to one transaction group. A separate journal reference number is assigned to each entry generated from a transaction group. The prefix to the first segment of the journal reference numbers is IC for International Currency transactions. The second segment of the journal reference number is assigned sequentially to each detail transaction in a transaction group. This segment is always **00001** for the first detail transaction in a transaction group. **Note**: In some instances, if a summarization has occurred there may be more than one sequence number displayed (e.g., IC116-00003,00004). The sequence number (i.e., CK-nnnnnn, where nnnnnn is the sequence number) is used to link general ledger transactions to revaluation detail history.
Trn Source	The system generated source identifying this detail transaction. This source is **CK** for Checking Account.
Trn Desc	The system generated description of this detail transaction. This description is **CK Revaluation** for Check Revaluation.
Debit	The debit dollar amount for this detail transaction. The total debit amount for this transaction group is printed after the last detail transaction.
Credit	The credit dollar amount for this detail transaction. The total credit amount for this transaction group is printed after the last detail transaction.
Totals	Account totals and company totals also print at the end of this report for the Debit and Credit Amount columns.

Chapter 17 Revaluing Customer Master Files

Use this option to refresh the local currency equivalents for customer credit limits in the Customer Master Files. This option calculates new local currency equivalents using the exchange rate in effect on the **Revaluation Date** you specify and the currency and exchange code in the Customer/Ship-to Master File for each customer. Once calculated, the new local currency equivalents are used to update the appropriate files.

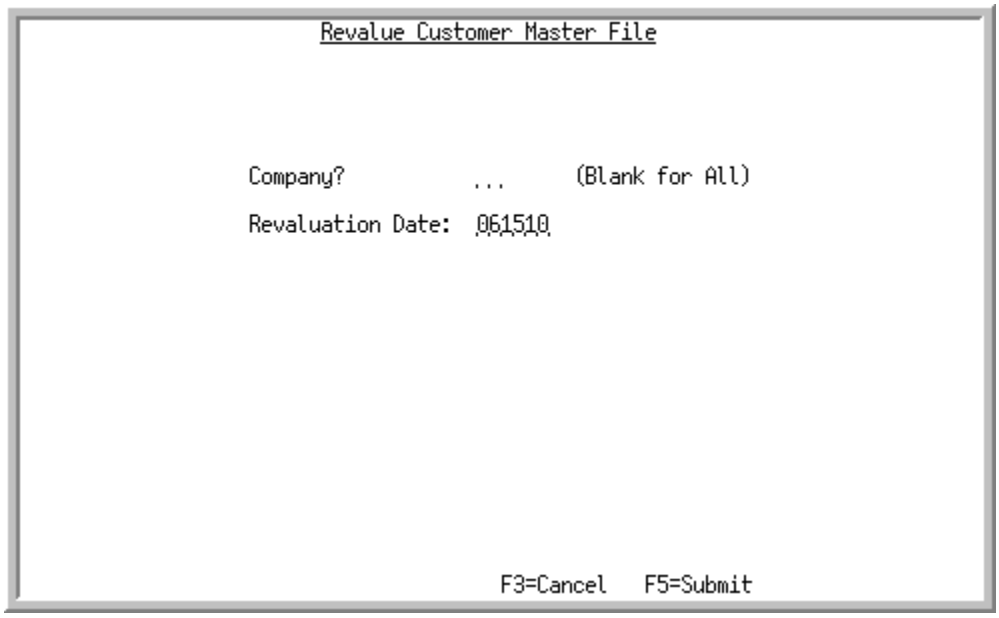
Because the General Ledger has not been affected by the data in these files, no gain/loss transactions are needed to account for the differences between the newly calculated equivalents and the previous ones; the files are simply refreshed with the most recently calculated local equivalents.

Revalue Customer Master Files

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Revalue Customer Master File Screen	Use this screen to select the company and revaluation date for which the revaluation process will be based

Revalue Customer Master File Screen



Technical Note: This is a shared screen that displays in multiple places. The actual screen format name is ICRVDFM_PROMPT.

This screen displays after selecting option **6** - Revalue Customer Master Files from MENU ICRVAL.

Note: To run this option for all companies, the user must be authorized to all companies.

Use this screen to select the company and revaluation date for which the revaluation process will be based.

Example

Assume exchange rates were entered on July 1, August 1, and September 1. If the revaluation date entered in this field is July 10, the exchange rate entered on July 1 would be used, since that is the date in effect. If the date entered in this field is August 1, the exchange rate entered on August 1 would be used. If the date entered in this field is October 10, the exchange rate entered on September 1 would be used, etc.

Revalue Customer Master File Screen Fields and Function Keys

Field/Function Key	Description
Company	This field appears only if the **Multi Company** field is set to **Y** through System Options Maintenance (MENU XAFILE). Use this field to specify the company (or all companies) whose Customer/ Ship-to Master files you want to revalue. Key a specific company number to have its files revalued. Leave this field blank to revalue the files for all companies. **Valid Values:** A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (N 2,0) Optional
Revaluation Date	Use this field to specify the date on which revaluation of Customer/Ship-to Master files will be based. Revaluation of files will occur after running this option and will be based on the exchange rate in effect on the date keyed in this field. Key the desired revaluation date or accept the default. **Default Value:** Current IBM i system date **Valid Values:** Key the date using the **Default Date Format** for this user, specified through Register User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (N 6,0) Required
F3=Cancel	Press **F3=CANCEL** to cancel the revaluation and return to MENU ICRVAL.
F5=Submit	Press **F5=SUBMIT** to confirm your selection and initiate the revaluation process. After processing, MENU ICRVAL displays and amounts in the Customer/Ship-to Master files will be revalued to the applicable local equivalents. The **F5=SUBMIT** function key submits the job to batch, allowing you to continue to use your system. To process the job interactively, press the **ENTER** key instead.
Enter	Press **ENTER** to confirm your selections and initiate the revaluation process. After processing, MENU ICRVAL displays and amounts in the Customer/ Ship-to Master files will be revalued to the applicable local equivalents. The **ENTER** function key submits the job interactively, stopping you from using your system until the job completes. To send the job to batch so that you may continue to use your system, press the **F5=SUBMIT** key instead.

Chapter 18 Revaluing Open Orders

Use this option to refresh the local currency equivalents for open orders. This option calculates new local currency equivalents using the exchange rate in effect on the **Revaluation Date** you specify, and the currency and exchange code information from the order. Once calculated, the new local currency equivalents are used to update the appropriate files.

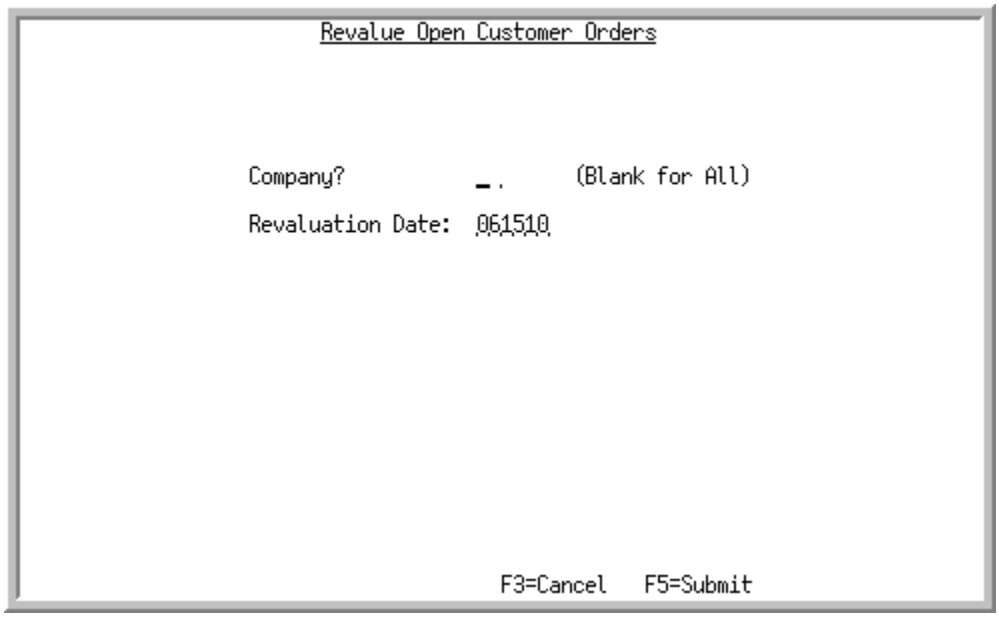
Because the General Ledger has not been affected by the data in these files, no gain/loss transactions are needed to account for the differences between the newly calculated equivalents and the previous ones; the files are simply refreshed with the most recently calculated local equivalents.

Revalue Open Orders

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Revalue Open Customer Orders Screen	Use this screen to select the company and revaluation date for which the revaluation process will be based

Revalue Open Customer Orders Screen



Technical Note: This is a shared screen that displays in multiple places. The actual screen format name is ICRVDFM_PROMPT.

This screen displays after selecting option **7** - Revalue Open Orders from MENU ICRVAL.

Note: To run this option for all companies, the user must be authorized to all companies.

Use this screen to select the company and revaluation date for which the revaluation process will be based.

Example

Assume exchange rates were entered on July 1, August 1, and September 1. If the revaluation date entered in this field is July 10, the exchange rate entered on July 1 would be used, since that is the date in effect. If the date entered in this field is August 1, the exchange rate entered on August 1 would be used. If the date entered in this field is October 10, the exchange rate entered on September 1 would be used, etc.

Revalue Open Customer Orders Screen Fields and Function Keys

Field/Function Key	Description
Company	This field appears only if the **Multi Company** field is set to **Y** through System Options Maintenance (MENU XAFILE). Use this field to specify the company (or all companies) whose Customer/ Ship-to Master files you want to revalue. Key a specific company number to have its files revalued. Leave this field blank to revalue the files for all companies. **Valid Values:** A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (N 2,0) Optional
Revaluation Date	Use this field to specify the date on which revaluation of Customer/Ship-to Master files will be based. Revaluation of files will occur after running this option and will be based on the exchange rate in effect on the date keyed in this field. Key the desired revaluation date or accept the default. **Default Value:** Current IBM i system date **Valid Values:** Key the date using the **Default Date Format** for this user, specified through Register User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (N 6,0) Required
F3=Cancel	Press **F3=CANCEL** to cancel the revaluation and return to MENU ICRVAL.
F5=Submit	Press **F5=SUBMIT** to confirm your selection and initiate the revaluation process. After processing, MENU ICRVAL displays and amounts in the Customer/Ship-to Master files will be revalued to the applicable local equivalents. The **F5=SUBMIT** function key submits the job to batch, allowing you to continue to use your system. To process the job interactively, press the **ENTER** key instead.
Enter	Press **ENTER** to confirm your selections and initiate the revaluation process. After processing, MENU ICRVAL displays and amounts in the Customer/ Ship-to Master files will be revalued to the applicable local equivalents. The **ENTER** function key submits the job interactively, stopping you from using your system until the job completes. To send the job to batch so that you may continue to use your system, press the **F5=SUBMIT** key instead.

Chapter 19 Revaluing Open Receivables

Use this option to revalue open receivables to reflect changes in exchange rates. This option recalculates the local currency equivalents of the receivables' value using the exchange rate in effect on the **Revaluation Date** you specify, and the currency and exchange code from the receivable. Once calculated, the new equivalents are used to update the appropriate files. No revaluation will occur for any trading currency that has overridden or locked rate dates.

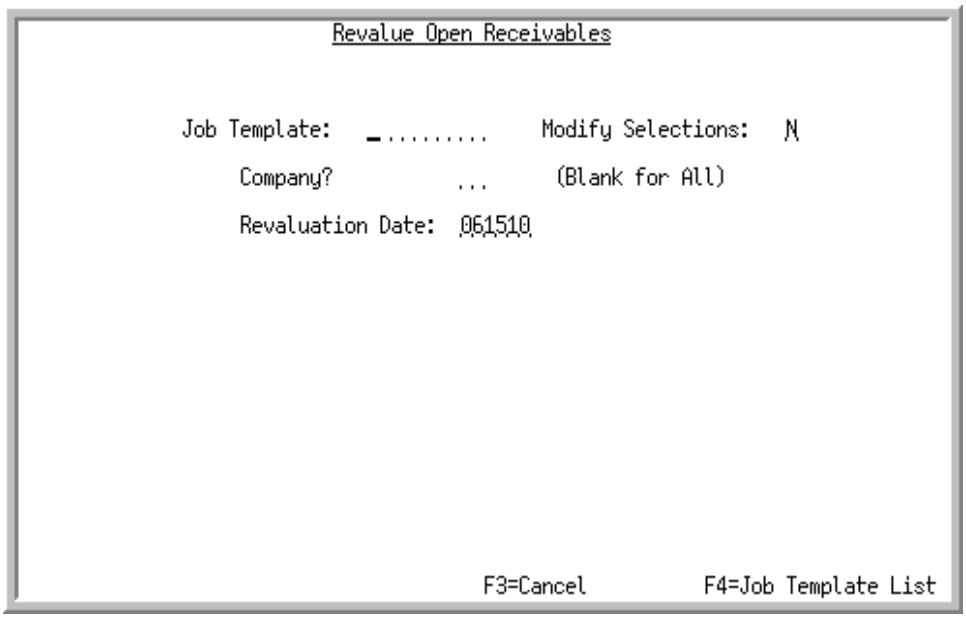
General ledger gain/loss transactions will be generated for any profits or losses resulting from the revaluation. The accounts used for these transactions are defined through the GL Transfer Definition (MENU GLXFER) for IC A/R accounts detailing the gain/loss A/R and Cash Receipts accounts.

Revalue Open Receivables

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Revalue Open Receivables Screen	Use this screen to select the company and revaluation date for which the revaluation process will be based.
G/L Posting Date Screen - IC Revalue: Open Receivables	Use this screen to specify the date on which gain/loss entries will be posted to General Ledger.
Currency Revaluation Detail Report - IC Revalue: Open Receivables	Use to review the individual receivables that were revalued.

Revalue Open Receivables Screen



Technical Note: This is a shared screen that displays in multiple places. The actual screen format name is ICRVDFM_PROMPT.

This screen displays after selecting option **8** - Revalue Open Receivables from MENU ICRVAL.

Note: To run this option for all companies, the user must be authorized to all companies.

Use this screen to select the company and revaluation date for which the revaluation process will be based.

Example

Assume exchange rates were entered on July 1, August 1, and September 1. If the revaluation date entered in this field is July 10, the exchange rate entered on July 1 would be used, since that is the date in effect. If the date entered in this field is August 1, the exchange rate entered on August 1 would be used. If the date entered in this field is October 10, the exchange rate entered on September 1 would be used, etc.

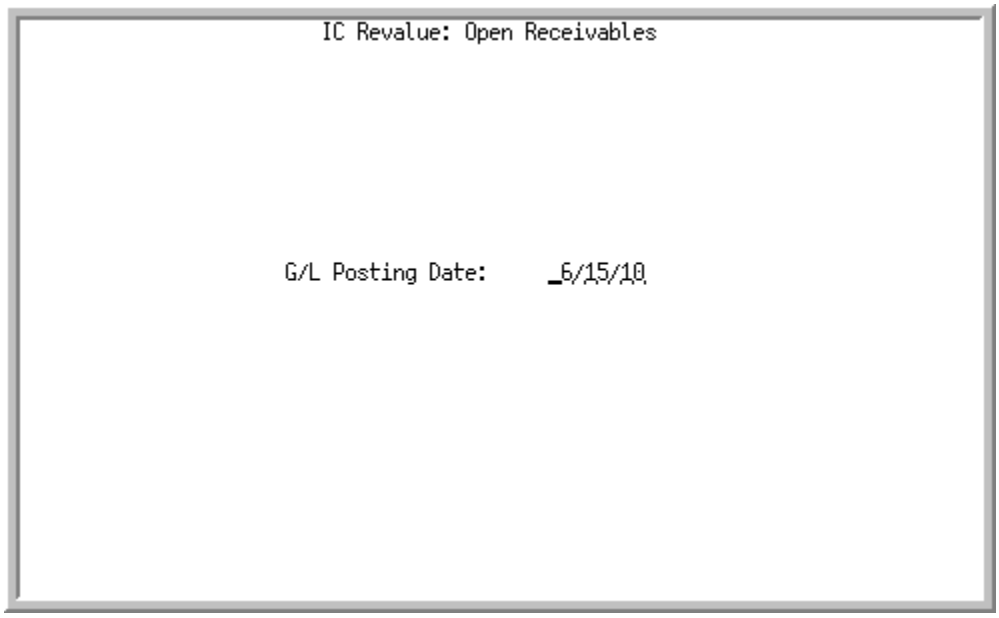
Revalue Open Receivables Screen Fields and Function Keys

Field/Function Key	Description
Job Template	Job templates are defined through Job Template Maintenance (MENU XAFILE) to allow parameter selections to be pre-defined for a particular process (such as, GL Year End) ahead of time. Once defined, this template can be used repeatedly, eliminating the need to manually provide these parameters for every submission of this job process. For the current job submission, you can enter a pre-defined job template in this field to use the established parameters (with or without any modifications), or you can leave this field blank and the system will prompt you to provide your own parameters. If you enter a pre-defined job template in this field, and do not want to make any changes to the established parameter selections for this current job submission, key **N** in the **Modify Selections** field. You will then bypass all the output parameter screens. If you enter a pre-defined job template in this field but want to review and/or make modifications to the established parameter selections for this current job submission, key **Y** in the **Modify Selections** field. You will be presented with the established parameters for that job template and can review/make changes as needed for this job. If you leave this field blank, you will be presented with a series of prompts for you to provide the desired parameters for this current job submission. **Note**: To review a list of existing job templates that have been created for the GL Transaction Post job, press **F4=JOB TEMPLATE LIST**. **Valid Values:** A job template defined for GL Transaction Post jobs (that is, GL130PP) through Job Template Maintenance (MENU XAFILE). (A 10) Optional

Field/Function Key	Description
Modify Selections	If using a job template (you keyed a job template name in the Job Template field on this screen or select one with the **F4=JOB TEMPLATE LIST**), this field determines if you will be presented with that template's parameters for review and/or modification for this current job submission. Key **Y** if you want to be able to review and/or modify the selections of the indicated job template. Any changes you make to the template through this post run will not impact the actual predefined template. The changes apply for this run of the job only. If you key **Y**, a series of selection screens will display allowing you to review and/or make changes. For details about the screens that display, refer to Job Template Maintenance (MENU XAFILE) in the Cross Applications User Guide. Key **N** if you want to use the template as-is and you do not want to make any modifications. If you key **N**, a series of selections screens will not be displayed. **Valid Values:** Y or N; cannot be **Y** if the **Job Template** field is blank. (A1) Optional
Company	This field appears only if the **Multi Company** field is set to Y through System Options Maintenance (MENU XAFILE). Use this field to specify the company (or all companies) whose receipts pending invoicing you want to revalue. Key a specific company number to have its receipts pending invoicing revalued. Leave this field blank to revalue receipts pending invoicing for all companies. **Valid Values:** A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (N 2,0) Optional

Field/Function Key	Description
Revaluation Date	Use this field to specify the date on which revaluation of open receivables will be based. Revaluation of open receivables will occur after running this option and will be based on the exchange rate in effect on the date keyed in this field. Key the desired revaluation date or accept the default. **Default Value:** Current IBM i system date **Valid Values:** Key the date using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (N 6,0) Required
F3=Cancel	Press **F3=CANCEL** to cancel the revaluation and return to MENU ICRVAL.
F4=Job Template List	Press **F4=JOB TEMPLATE LIST** to display the Job Template List Screen, where you can review a list of existing job templates that have been created for GL Transaction Posts. Refer to Job Template Maintenance (MENU XAFILE) in the Infor Distribution A+ Cross Applications User Guide for further details.
Enter	Press **ENTER** to confirm your selections. The following screens will appear in this order: • Report Options Screen (Refer to the Infor Distribution A+ Cross Applications user Guide for details about this screen.) • G/L Posting Date Screen - IC Revalue: Open Receivables, if the G/L Interface module is installed. The job will be submitted to the Transaction Processor. Additionally, depending on your selections in the **Job Template** and **Modify Selections** fields on this screen, various job template screens may or may not display once you press **ENTER**. For details about job template screens, refer to Job Template Maintenance (MENU XAFILE) in the Infor Distribution A+ Cross Applications User Guide.

G/L Posting Date Screen - IC Revalue: Open Receivables



This screen displays after pressing **Enter** from the Report Options Screen, if the G/L Interface module is installed. Otherwise, this screen will not display and the revaluation process will be initiated after confirming your selections on the Report Options Screen. The applicable reports will then print.

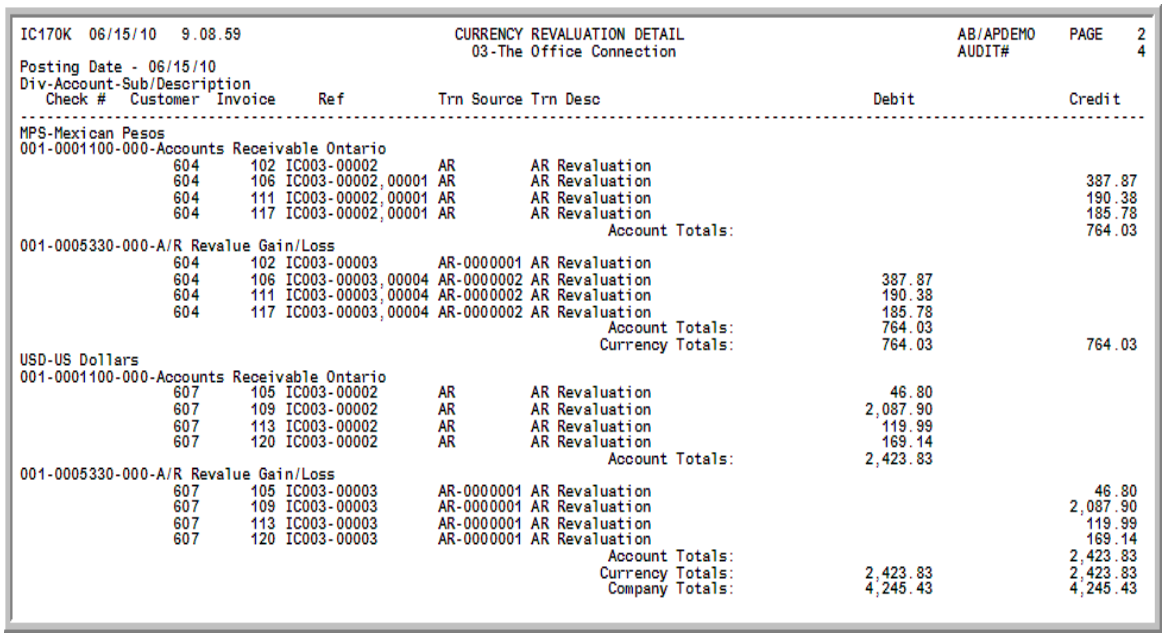
Use this screen to specify the date on which gain/loss entries caused by revaluation of open receivables will be posted to General Ledger.

G/L Posting Date Screen - IC Revalue: Open Receivables Fields and Function Keys

Field/Function Key	Description
G/L Posting Date	Use this field to specify the date on which gain/loss entries caused by the revaluation of open payables will be posted to General Ledger. Key the desired date or accept the default. **Default Value:** Current IBM i system date **Valid Values:** A valid date defined in the General Ledger Calendar File through Fiscal Calendar Maintenance (MENU GLFIL2). Key the date using the **Default Date Format** for this user, specified through Register User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (N 6,0) Required

Field/Function Key	Description
Enter	Press **ENTER** to confirm the date entered and initiate the revaluation process. A message will display informing you that the job has been submitted to the Transaction Processor. After processing has completed, the Currency Revaluation Detail Report - IC Revalue: Open Receivables may print. The following General Ledger reports may print, based on the value specified in the **A/R to G/L** field through Company Name Maintenance (MENU XAFILE): • G/L Transaction Entry Edit - Error Report (Refer to the General Ledger User Guide.) • G/L Transaction Post Report

Currency Revaluation Detail Report - IC Revalue: Open Receivables



```
IC170K  06/15/10   9.08.59                    CURRENCY REVALUATION DETAIL                          AB/APDEMO    PAGE    2
                                                 03-The Office Connection                           AUDIT#               4
Posting Date - 06/15/10
Div-Account-Sub/Description
   Check #   Customer  Invoice     Ref          Trn Source Trn Desc                        Debit                Credit
-------------------------------------------------------------------------------------------------------------------------
MPS-Mexican Pesos
001-0001100-000-Accounts Receivable Ontario
                604      102 IC003-00002       AR         AR Revaluation
                604      106 IC003-00002,00001 AR         AR Revaluation                                        387.87
                604      111 IC003-00002,00001 AR         AR Revaluation                                        190.38
                604      117 IC003-00002,00001 AR         AR Revaluation                                        185.78
                                                                    Account Totals:                            764.03
001-0005330-000-A/R Revalue Gain/Loss
                604      102 IC003-00003       AR-0000001 AR Revaluation
                604      106 IC003-00003,00004 AR-0000002 AR Revaluation                    387.87
                604      111 IC003-00003,00004 AR-0000002 AR Revaluation                    190.38
                604      117 IC003-00003,00004 AR-0000002 AR Revaluation                    185.78
                                                                    Account Totals:            764.03
                                                                    Currency Totals:           764.03              764.03
USD-US Dollars
001-0001100-000-Accounts Receivable Ontario
                607      105 IC003-00002       AR         AR Revaluation                     46.80
                607      109 IC003-00002       AR         AR Revaluation                  2,087.90
                607      113 IC003-00002       AR         AR Revaluation                    119.99
                607      120 IC003-00002       AR         AR Revaluation                    169.14
                                                                    Account Totals:          2,423.83
001-0005330-000-A/R Revalue Gain/Loss
                607      105 IC003-00003       AR-0000001 AR Revaluation                                         46.80
                607      109 IC003-00003       AR-0000001 AR Revaluation                                      2,087.90
                607      113 IC003-00003       AR-0000001 AR Revaluation                                        119.99
                607      120 IC003-00003       AR-0000001 AR Revaluation                                        169.14
                                                                    Account Totals:                          2,423.83
                                                                    Currency Totals:         2,423.83        2,423.83
                                                                    Company Totals:          4,245.43        4,245.43
```

This report is generated after pressing **Enter** on the Report Options Screen or G/L Posting Date Screen - IC Revalue: Open Receivables, if applicable. This report is sequenced by check number and prints data associated with the revaluation.

Note: A sequential **Audit #** is assigned to the transaction group and printed on the upper right-hand corner of this report. Be sure to save these reports in sequence by the audit number.

Currency Revaluation Detail Report - IC Revalue: Open Receivables

Report/Listing Fields	Description
Headings	Program names appear on the upper left corner of the report followed by run date and time, report title, workstation ID, User ID, and page number. Summary of the selection criteria prints in the center of the headings area followed by the individual field headings. The company number and name are also printed.
Posting Date	The posting date of the revaluation of the open receivables for the indicated company or companies.
Account Number	The G/L account number to which this transaction was posted. It is presented in the format specified through G/L Options Maintenance (MENU GLFIL2). The description of the account is printed following the G/L account number.

Report/Listing Fields	Description
Check #	The number of the check that was received from the customer, if any.
Customer	The customer for whom the order was entered.
Invoice	The invoice number of the order.
Ref	The journal reference number which was assigned to this detail transaction. The journal reference number ties together detail transactions. The first segment of the journal reference number is assigned to one transaction group. The prefix to the first segment of the journal reference numbers is **IC** for international currency transactions. The second segment of the journal reference number is assigned sequentially to each detail transaction in a transaction group. This segment is always **00001** for the first detail transaction in a transaction group. **Note**: In some instances, if a summarization has occurred there may be more than one sequence number displayed (e.g., IC131-00003,00004). The sequence number (i.e., AR-nnnnnn, where nnnnnn is the sequence number) is used to link general ledger transactions to revaluation detail history.
Trn Source	The system generated source identifying this detail transaction. This source is **AR** for Accounts Receivable.
Trn Desc	The system generated description of this detail transaction. This description is **AR Revaluation** for Accounts Receivable Revaluation.
Debit	The debit dollar amount for this detail transaction. The total debit amount for this transaction group is printed after the last detail transaction.
Credit	The credit dollar amount for this detail transaction. The total credit amount for this transaction group is printed after the last detail transaction.
Totals	Currency totals and company totals also print at the end of this report.

Chapter 20 Activating International Currency

This option activates International Currency (I/C). After I/C is installed on your system, it has a status of installed but is not yet considered “live”. It is at the installed status that you will be able to set up your vendor, pricing, customer, and transfer definitions, but will not be able to perform various I/C functions. The installed status remains in effect until you activate I/C through this menu option. Once activated, the status changes to live and you will be allowed to perform various I/C functions (such as entering requisitions against foreign currency vendors, etc.) and the transactions within all other appropriate Distribution A+ modules begin recording I/C values.

Activate International Currency

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Activate International Currency Screen	Use to activate the International Currency module.
Activate International Currency - Activated Screen	Use to complete the activation process.
Activate International Currency - Already Activated Screen	Use to provide a message to the user that the International Currency activation process has already been completed.

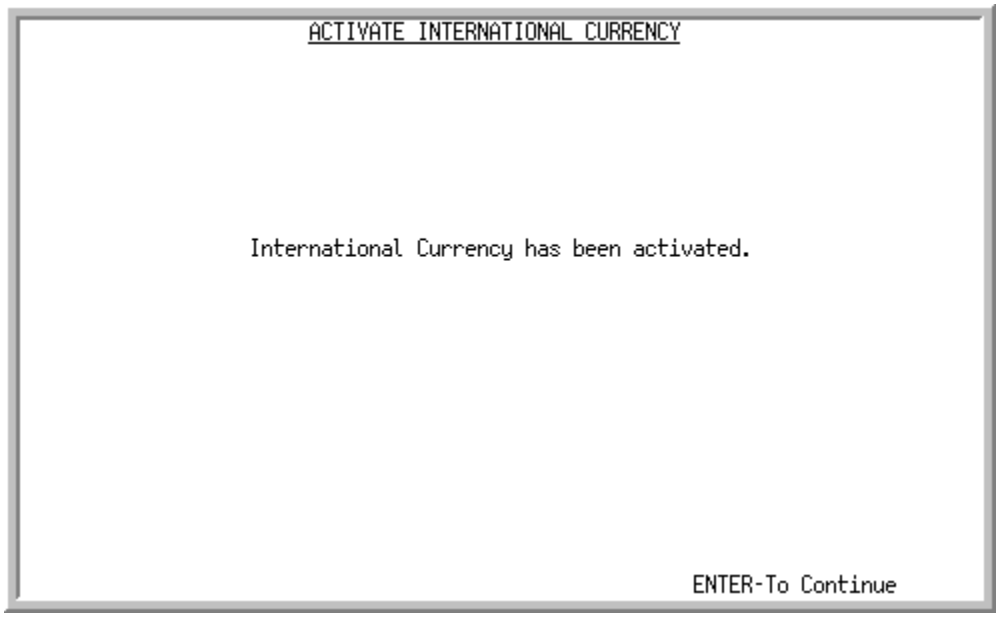
Activate International Currency Screen

This screen appears after selecting option **2** - Activate International Currency on Menu ICMAST and the option has not previously be run. Once you activate International Currency, all transactions that affect or are affected by currency information will now require and track currency information.

Activate International Currency Screen Fields and Function Keys

Field/Function Key	Description
F3=Exit	Press **F3=EXIT** to cancel this process. Menu ICMAST appears.
F5=Continue	Press **F5=CONTINUE** to complete the activation. Menu ICMAST appears.

Activate International Currency - Activated Screen



This screen appears after pressing **F5=CONTINUE** the Activate International Currency Screen to notify you that the activation process was complete.

Activate International Currency - Activated Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press **ENTER** to continue. Menu ICMAST appears.

Activate International Currency - Already Activated Screen

This screen appears after selecting option **2** -Activate International Currency on Menu IAMAST and the option has already been run.

Activate International Currency - Already Activated Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press **ENTER** to continue. Menu ICMAST appears.

Appendix A I/C Currency Information Window

Use this window to specify or review the assigned currency, exchange code, exchange rate, and exchange rate lock date. When shown from inquiry options, the fields on the screen are display only and cannot be changed.

I/C Currency Information Window

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
I/C Currency Information Window	Use to review the assigned currency code and exchange rate. Also use to override the assigned values on the window based on tailoring options in Distribution A+ modules to tailor the interface of the modules.

I/C Currency Information Window

This screen appears in numerous places within the Distribution A+ applications that use International Currency as part of their functional processing.

Accounts Payable

- Voucher Header Screen, Voucher Entry (MENU APMAIN) when you press **F15=IC INFO**

The I/C Currency Information Window may be accessed only if you are creating a voucher for a vendor whose trading currency is different from the company's local currency; displaying after pressing **F15=IC INFO** from the Voucher Header Screen. Use this window to enter or change the vendor's default exchange code, if any, override the vendor's default exchange rate, enter a lock date for the exchange rate, or specify a currency contract to be used for the transaction.

Note: Any changes made to the exchange code, exchange rate or lock date on this window will affect this voucher and any debit/credit memos during the next revaluation or posting of transactions.

Accounts Receivable

- Enter Invoices Screen, Invoice Entry/Edit (MENU ARMAIN) when you press **F10=RATE INFO**

Use the I/C Currency Information Window to review or change rate information for the selected invoice.

Note: Changes you make to the exchange rate of an invoice through this window will not take effect until the invoice is revalued through Revalue Open Invoices (MENU ICRVAL) or until cash is applied to the invoice.

Order Entry

- Second Order Header Screen, Enter, Change & Ship Orders (MENU OEMAIN) when you press **F15=CURR INFO**
- Order Display Screen, Customer Order/Shipment History Inquiry (MENU OEMAIN) when you press **F16=CURR INFO**
- Invoice Display Screen, Customer Order/Shipment History Inquiry (MENU OEMAIN) when you press **F16=CURR INFO**
- Deleted Order Display Screen, Deleted Orders Inquiry (MENU OEMAIN) when you press **F16=CURR INFO**

Use the I/C Currency Information Window to specify or review the order's currency code, exchange code, exchange rate, and exchange rate lock date for the sales order transaction. When shown from the inquiry options, the fields on the screen are display only and cannot be changed.

Purchasing

- Requisition Header Screen, Enter or Change Requisitions (MENU POMAIN) when you press **F15=CURR INFO**
- Purchase Order Maintenance Header Screen, through Vendor Order/Shipment Inquiry (MENU POMAIN) when you press **F15=CURR INFO**

Use the I/C Currency Information Window to change the vendor's exchange code, override the vendor's default exchange rate, enter an exchange rate lock date or specify a currency contract to be used for the purchase order transaction. When shown from inquiry options, the fields on the screen are display only and cannot be changed.

I/C Currency Information Window Fields and Function Keys

Field/Function Key	Description

Currency (display only)	This is a display-only field for:
	• Voucher Entry (Menu APMAIN)
	  • displays the currency code and currency description for the vendor's currency defined through Vendors Maintenance (MENU POFILE/ MENU APFILE)
	• Enter, Change & Ship Orders (MENU OEMAIN)
	  • if items or charges exist on the sales order
	  • the order was generated from a master order
	  • you specified a consolidated bill code on the Second Order Header Screen
	• Requisition/Purchase Order Maintenance Header Screen (MENU POMAIN)
	  • displays the currency code and currency description for the vendor's currency defined through Vendors Maintenance (MENU POFILE/MENU APFILE
	This field displays the **Currency Code** and **Currency Description** for the selected voucher, invoice, sales order, requisition, or purchase order.
	Use this field to specify the currency for the voucher, invoice, sales order, requisition, or purchase order.

Field/Function Key	Description

Currency	**Accounts Receivable**
	• Do not change this field. Changing the **Currency Code** in this field will not affect the invoice; a group of invoices may have only one currency code defined for it.
	Order Entry
	• If the **Allow Order Currency Override** field in Register A+ Users (MENU XACFIG) is set to **Y** for your user ID, you can enter any currency code. Otherwise, you are restricted to the two currencies specified for this customer through Customer/Ship to Master Maintenance (MENU ARFILE).
	• If a **Contract** is entered on the Second Order Header Screen of Enter, Change & Ship Orders (MENU OEMAIN), the contract currency code must match this currency code.
	Key a currency code.
	Default Value: The default value will differ based on where the window is displayed from.
	• Invoice Entry/Edit (MENU ARMAIN)
	  • The **Currency Code** defined for the A/R group on the Invoice Entry/ Update Group Selection Screen
	• Enter, Change, and Ship Orders (MENU OEMAIN)
	  • The currency specified for the customer through Customer/Ship-to Master Maintenance (MENU ARFILE)
	Valid Values: A currency code defined through Currency/Exchange Codes Maintenance (MENU ICFILE).
	(A 3) Required/Display

Field/Function Key	Description
Exch Cd	The Exchange Code and Description as defined through Currency/Exchange Codes Maintenance (MENU ICFILE). **Note**: If you override the exchange rate via the **F6=OV RT** key, ***OV** will display in this field indicating that an override of the exchange rate has occurred. If a contract is used (see the **Contract** field), ***CN** will display in this field. In either situation, this field will then be protected. **Voucher Entry (Menu APMAIN)** Use this field to review or alter the exchange code for this voucher. The Exchange Code Description displays the description assigned to the exchange code entered in the **Exch Cd** field. Key an exchange code or accept the default. If you override the default exchange code displayed in this field, the code that you key will then be displayed in this field the next time this window is accessed for this voucher. **Default Value:** The default exchange code defined for the vendor in the Vendor Master File or the last exchange code entered in this field if an override has occurred **Valid Values:** An exchange code defined through Currency/Exchange Codes Maintenance (MENU ICFILE) **Invoice Entry/Update (Menu ARMAIN)** Use this field to specify the exchange code for the selected invoice. The description assigned to the exchange code displays to the right of the code entered. Key an Exchange Code or accept the default. If you override the default exchange code displayed in this field, the code that you key will then be displayed in this field the next time this window is accessed. **Default Value:** The exchange code defined for the A/R Group on the Invoice Entry/Update Group Selection Screen (MENU ARMAIN); or the last exchange code entered i this field if an override has occurred for this invoice. **Valid Values:** An exchange code defined through Currency/Exchange Code Maintenance (MENU ICFILE) (A 3) Required

Field/Function Key	Description
Exch Cd	**Enter, Change & Ship Orders (MENU OEMAIN)** Use this field to review or alter the order's exchange code. The Exchange Code Description displays the description assigned to the exchange code entered in the **Exch Cd** field. Key an exchange code or accept the default. Note that if you override the default exchange code displayed in this field, the code that you key will then be displayed in this field the next time this window is accessed for this order. **Default Value:** The default specified through International Currency Options Maintenance (MENU ICFILE). **Valid Values:** An exchange code defined through Currency/Exchange Codes Maintenance (MENU ICFILE). **Requisition/Purchase Order Maintenance Header Screen (MENU POMAIN)** Use this field to review or alter the purchase order's exchange code. The description assigned to the exchange code displays to the right of the code entered. Key an exchange code or accept the default. Note that if you override the default exchange code displayed in this field, the code that you key will then be displayed in this field the next time this window is accessed for this order. **Default Value:** The exchange code assigned to the vendor in Vendors Maintenance (MENU POFILE/MENU APFILE); or the last exchange code entered in this field if an override has occurred. **Valid Values:** An exchange code defined through Currency/Exchange Codes Maintenance (MENU ICFILE). (A 3) Required

Field/Function Key	Description
Ex Rate	This field specifies the exchange rate to be used for this transaction. To change the exchange rate, press **F6=OV RT**. You cannot change the exchange rate if **Override Exchange Rates Allowed** is set to **N** through Currency/Exchange Codes Maintenance (MENU ICFILE) for the benchmark currencies used for the company's local currency and the transaction's currency. **Invoice Entry/Edit (Menu ARMAIN)** If you override the exchange rate on this window and then decide to cancel the override, you must delete the invoice you applied to override to and then re-enter it. Once you re-enter the invoice, the override exchange rate you entered will be canceled. **Default Value:** The exchange rate retrieved according to the hierarchy explained in Exchange Rates of the International Currency Overview. (N 13,6) Required
(Exchange Rate Date)	This field displays the date that was associated with the currently selected exchange rate when it was identified through the Currency Relationship Maintenance Screen of Currency Relationships Maintenance (MENU ICFILE). Note that this field will display as all zeros if no dated rate is being used. In other words, if the default rate from the currency relationship, when it was defined, is currently selected, the date field will display as all zeros. Display

Field/Function Key	Description
Lock Dt	The last date entered in this field, if one has previously been entered; otherwise, this field displays 000000. **Note**: This field does not display if the exchange rate has been overridden with the **F6=OV RT** function key. Use this field if you want to enter a lock date for the vendor's, customer's, or invoice exchange rate. A lock date ensures that the exchange rate to be used is the one in effect on or immediately before this date. Key the desired date. Any exchange rate in effect after this date will not affect this transaction. Leave this field blank if you do not want to designate a lock date for this transaction. The current exchange rate will be used (if no overridden rate is entered and no contract is used). **Default Value:** 000000 **Valid Values:** Key the date using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (N 6,0) Optional

Field/Function Key	Description
Contract	**Voucher Entry (Menu APMAIN)** **Important** If you link a voucher to a currency contract through this field and you selected **N** in the **Print Checks** field on the Currency Con- tract Maintenance Screen in Currency Contracts Maintenance (MENU ICFILE) for the contract, you may not print a check for the voucher. Instead, an **A/P Payment Transaction Register** will print when you select the option to Print Checks / Process ACH Payments (MENU APCHCK). However, you still must record the transaction number generated for this report through **Record Used/Voided Check Numbers Screen** (MENU APCHCK). Refer to the **A/P Payment Transaction Register** in the Accounts Payable User Guide. **All Applications** This field does not display if the exchange rate has been overridden (see **F6=OV RT**) and only displays if a currency contract has been defined for the vendor. Keying a contract in this field will cause ***CN** to display above the **Ex Rate** field, and the contract's exchange rate will be used for this transaction. Use this field to specify the currency contract to be used for this transaction. Key the appropriate contract number. Press **F4=CNT LST** to display a list of currency contracts for the selected vendor if you do not recall the contract number. **Valid Values:** A contract created for this vendor through Currency Contracts Maintenance (MENU ICFILE). (N 7,0) Optional
F4=Cnt Lst	**Voucher Entry (Menu APMAIN) or Requisition/Purchase Order Maintenance Header Screen (MENU POMAIN)** **F4=CNT LST** does not display if the exchange rate has been overridden (see **F6=OV RT**) and only displays if a currency contract has been defined for the vendor. Press **F4=CNT LST** to access a list of existing currency contracts from which you may select a contract. The Currency Contracts List Screen will display.
F5=Refresh	If you have not changed the data in this window, press **F5=REFRESH** to update the exchange rate for this transaction to the most current rate. If you have made changes to the data in this window, press **F5=REFRESH** to refresh the screen to its status as first presented, without accepting any updates.

Field/Function Key	Description
F6=Ov Rt	**F6=OV RT** does not appear if the exchange rate has been previously overridden. Press **F6=OV RT** to override the default exchange rate with a different rate. The cursor will be positioned in the Ex Rate field where you can then key the appropriate rate. After keying the new rate, press **F10=CON'T** to save your entry. When you override the exchange rate, *OV appears in the Exch Cd field indicating that the rate has been overridden. **Note**: You cannot change the exchange rate if **Override Exchange Rates Allowed** is set to **N** through Currency/Exchange Codes Maintenance (MENU ICFILE) for the benchmark currencies used for the company's currency and the requisition's currency. **Invoice Entry/Edit (Menu ARMAIN):** If you override the exchange rate on this window and then decide to cancel the override, you must delete the invoice you applied the override to and then re-enter it. Once you re-enter the invoice, the override exchange rate you entered will be canceled.
F10=Con'ts	Press **F10=CON'T** to accept the values in this window and return to the screen from where you selected to view the I/C Currency Information Window.
F12=Return	Press **F12=RETURN** to return to the screen where you selected to view the I/C Currency Information Window.
Enter	Press **ENTER** after changing a value. The descriptions are displayed and calculations are completed for review. The value will be updated once the **F10=CON'T** function key is pressed.

Glossary

Glossary Term	Glossary Definition
Assignee	An individual or institution authorized to act on behalf of another. For example, a vendor may appoint a financial institution as his/her assignee, and payments due to the vendor would be made to the financial institution rather than to the vendor directly. International Currency supports such agreements through currency contracts.
Bank Currency	The type of currency in a bank account. For example, if you regularly conduct business with an Italian vendor, you may own an Italian Lira bank account upon which your checks are drawn.
Benchmark Currency	See Primary Benchmark Currency and Override Benchmark Currency.
Conversion Method	See Exchange Method.
Currency Code	Codes that define each type of currency you use in your transactions. Currency codes are made up of one to three characters (letters, numbers, and/or symbols) that represent the currency. For example, in International Currency, the default currency code for the company's local currency is USD, which represents U.S. Dollars. Refer to Currency/Exchange Codes Maintenance (MENU ICFILE) and the "Using International Currency" section of this manual for information on creating and maintaining currency codes.
Currency Contract	Agreements arranged with trading partners, allowing you to identify how business dealings will be conducted. Currency contracts can accommodate transactions with local or foreign financial institutions as assignees, guarantor's letters of credit, currency exchange rate agreements, etc.
Currency Edit Symbol	Symbols used to denote the type of currency used for particular transactions. For example, the currency edit symbol for U.S. Dollars is $; the currency edit symbol for French Francs is F, and so on. Currency edit symbols are assigned when currencies are defined and display on screens beside foreign currency values.

Glossary Term	Glossary Definition
Currency Gain/Loss Transactions	Transactions that account for currency exposure due to rate fluctuations from the time a transaction is booked to the time a transaction is closed. These gains/losses are posted to the G/L International Currency Journal to offset increases and decreases in assets/liabilities.
Currency Relationship	The definition of how exchanges between the company's local currency and a foreign currency are calculated. You may define a relationship in one of two ways: • the number of trading currencies per one local (e.g., five French Francs per one U.S. Dollar) -OR- • the number of local currencies per one trading currency (.2 U.S. Dollars per one French Franc) Only one currency relationship may be entered for each type of currency. Refer to Currency Relationships Maintenance (MENU ICFILE) to enter or maintain currency relationships.
Default Exchange Rate	The rate that will be used for a currency relationship when converting between the local currency and a trading currency if no appropriate date- specific exchange rate has been defined through Enter Currency Exchange Rates (MENU ICMAIN).
Event Codes	Numbers, symbols and/or letters that are assigned to descriptions of recurring events so that events such as receipt of shipments and invoices may be quickly keyed on currency contract note pads. For example, you may create an event code of INV with a description of Invoice Received and simply enter INV on the currency contract note pad each time an invoice is received.
Exchange Code	Numbers, symbols, and/or letters that represent an exchange rate's source or use. They allow you to use more than one exchange rate for a single currency on a given date. **Example:** Assume you derive exchange rates from the Wall Street Journal and Citibank, and you assign the following exchange codes: • 001 - Wall Street Journal • 002 – Citibank When you want currency exchanges to be calculated using the Wall Street Journal rate, enter 001 for the exchange code. To use the Citibank rate, enter 002.
Exchange Fee	An expense incurred when exchanging the company's local currency for a foreign currency.

<table>
<tr><th>Glossary Term</th><th>Glossary Definition</th></tr>
<tr><td>Exchange Fee Account</td><td>An account that is used when performing a deposit so you can directly expense a portion of a cost that you incurred for the transaction when exchanging Dollars for a foreign currency. The exchange fee amount that you enter determines the portion of the local tendered amount to expense directly, so that the amount of the exchange fee is not included in the calculation of the exchange rate.</td></tr>
<tr><td>Exchange Method</td><td>The means by which 2 currencies are converted. This is also referred to as the conversion method.

With the local to trading method, the exchange rate represents the number of local (or primary) currencies equal to 1 trading (or secondary) currency.

With the trading to local method, the exchange rate represents the number of trading (or secondary) currencies equal to 1 local (or primary) currency.

Example:
Assume the following values:
Primary Benchmark Currency: USD US Dollars
Trading Currency: FRF French Francs
Default Exchange Rate: 0.2
Local to trading conversion method: 0.2 US Dollars = 1 French Franc
Trading to local conversion method: 0.2 French Francs = 1 US Dollar</td></tr>
<tr><td>Exchange Rate</td><td>An expression of the relative value of two kinds of currency. For example, if 5,000 French Francs are worth 1,000 U.S. Dollars on the indicated exchange rate date, the exchange rate of Francs to Dollars is 5, and the exchange rate of Dollars to Francs is 0.2 for the indicated date.</td></tr>
<tr><td>Exchange Rate Date</td><td>The effective date of the rate you are entering. The rate will become effective on this date and will remain in effect until a rate for a more recent date is entered. If no rate is entered, the default exchange rate will be used.</td></tr>
<tr><td>Foreign Currency</td><td>Any type of currency other than the company’s local currency.</td></tr>
</table>

Glossary Term	Glossary Definition
Gain/Loss Account	An account defined for a foreign currency bank account that is used for all gain/loss entries resulting from revaluations of a particular bank account. A gain/loss account also is defined for receipts and landing costs pending invoicing and for gains/losses resulting from fluctuations in exchange rates during the payment process.
Local Currency	The type of currency you use for a company's financial records. This is also referred to as the primary currency. For example, if you maintain company 1's financial records in U.S. Dollars, the U.S. Dollar is company 1's local currency. If you maintain your financial records for company 2 in Mexican Pesos, company 2's local currency is the Mexican Peso. You can define a different local currency for each company.
Local Equivalent	The comparable amount of the foreign currency value in the company's local currency. The currency edit symbol for the company's local currency will display to the right of the local equivalent through Distribution A+, where applicable.
Lock Date	The date used for the contracts exchange rate. A lock date ensures that the exchange rate to be used is the one effective on or immediately before this date. Any exchange rate in effect after this date will not affect this transaction. If no lock date is entered, the current exchange rate will be used.
Note Pad	The currency contract note pad is a feature included within International Currency's currency contracts so that documentation of invoices received, shipments sent, etc. can be maintained and tracked. The currency contract note pad may be reviewed and maintained through the Currency Contract Note Pad Screen for each contract you create. The Currency Contract Events Screen allows you to add date-driven information to the note pad. (Note that this feature is not International Currency specific and is available even if you do not have International Currency installed on your system.)
Override Benchmark Currency	The currency used in place of the primary benchmark currency when calculating exchanges between 2 currencies. To assign an override benchmark currency to a currency, use Currency/Exchange Codes Maintenance (MENU ICFILE).
Payment Currency	The type of currency you use when you make a payment to a vendor or assignee. It may be any currency (including the company's local currency) for which a bank account has been defined. For example, you may have a U.S. Dollar bank account and regularly make payments in U.S. Dollars. However, if you have a Mexican Pesos bank account and conduct business with an Mexican vendor, your payment currency can be the Mexican Pesos. See the "Using International Currency" section within this manual for further details.

Glossary Term	Glossary Definition
Primary Currency	See Local Currency.
Primary Benchmark Currency	The currency used to calculate exchanges between other currencies. When an exchange is calculated, it is done through this currency using the appropriate exchange rate. **Example:** Assume your primary benchmark currency is U.S. Dollars and you also conduct business in French Francs and German Marks. When a conversion is made from French Francs to German Marks, rather than converting directly from Francs to Marks, the conversion is calculated from Francs to U.S. Dollars and then from U.S. Dollars to Marks: If 5 Francs = 1 U.S. Dollar, and 1 U.S. Dollar = 2 Marks, then 2.5 Francs = 1 Mark
Refresh	A process that recalculates the local equivalents for a transaction without generating any gain/loss entries in the general ledger. Options that refresh currency values simply recalculate the local currency equivalent for a transaction based on the value in the trading currency and the current exchange rate.
Reporting Currency	The currency of the parent company. This is the currency used for financial reporting.
Revaluation	The process through which the local equivalents of foreign currency values are updated and gains/losses are tracked when exchange rates fluctuate. For example, if you purchase 5,000 French Francs for 1,000 U.S. Dollars to conduct a transaction in June and when the transaction is completed in July, the 5,000 Francs are worth only 846 U.S. Dollars, a revaluation will calculate the loss you incurred from this fluctuation in the exchange rate. Note, however, that revaluation in this manual refers to the process of updating exchange rate information regardless of whether or not gains/losses result.
Revaluation Date	A revaluation date is the date on which revaluation of files will be based. Revaluation of files will occur automatically or on demand and will be based on the exchange rate in effect as of this date.
Secondary Currency	See Trading Currency.

Glossary Term	Glossary Definition
Trading Currency	Trading currency or secondary currency is the type of currency you must use when you transact business with a vendor or customer; it may be any currency, including the company's local currency. For example, if you wish to conduct business from your U.S. Dollar based company/warehouse with an Italian vendor, then the Italian Lira is the trading currency for the transaction.