Infor System21 Prime Currency Conversions

Product Guide

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About this guide

The purpose of this document is to describe the functions that can be used within the Prime Currency Conversions Module.

Intended audience

The guide is intended for any users of the TX Prime Currency Conversions business module.

Related documents

You can find the documents in the product documentation section of the Infor Xtreme Support portal, as described in the "Contacting Infor" section.

Contacting Infor

If you have questions about Infor products, go to the Infor Xtreme Support portal at www.infor.com/inforxtreme.

If we update this document after the product release, we will post the new version on this Web site. We recommend that you check this Web site periodically for updated documentation.

If you have comments about Infor documentation, contact documentation@infor.com.

Chapter 1 Overview

1

Introduction

The Prime Currency Conversion module converts the currency of your suppliers and customers. You can specify a single supplier or customer for conversion, or you can select a number for conversion at once.

Once converted, any supplier or customer can be converted again to another currency, as required.

You should only use the Generic Conversion tasks if you have the standard Distribution modules installed. This may include the Service Management, Equipment Servicing, Automotive and Job Management modules.

You should only use the Style Conversion tasks if you have the Style Distribution modules installed.

You should only use the Finance Conversion tasks if you have the standard Finance modules installed and no Distribution modules. The only exception to this is the Default Bank Accounts task, which is used by everyone who wants to convert a prime currency.

The General Ledger is a prerequisite for running Prime to Prime Conversion.

You must also have Accounts Payable running in multi-currency mode to convert suppliers, and Accounts Receivable running in multi-currency mode to convert customers.

You do not have to use Prime to Prime Conversion to convert a supplier's or a customer's currency. You can perform the conversion manually; this procedure is described in a later chapter of this product guide. The two main disadvantages of manual conversion are the fact that you can only convert one supplier or customer at a time and the fact that you then have no audit trail of the changes you have made.

Caution: You will need to use the Default Bank Accounts task in Finance Conversion to change your default bank accounts. Therefore, even though you are using Generic Conversion or Style Conversion for converting your prime currencies, you will need to go to Finance Conversion to use that task first.

Chapter 2 Generic Distribution

2

Introduction

The Prime Currency Conversion module converts the currency of your suppliers and customers. You can specify a single supplier or customer for conversion, or you can select a number for conversion at once.

Once converted, any supplier or customer can be converted again to another currency, as required.

You should only use the Generic Prime to Prime Conversion tasks if you have the standard Distribution modules installed. This may include the Service Management, Equipment Servicing, Automotive and Job Management modules.

The General Ledger is a prerequisite for running Prime to Prime Conversion.

You must also have Accounts Payable running in multi-currency mode to convert suppliers, and Accounts Receivable running in multi-currency mode to convert customers.

Caution: You will need to use the Default Bank Accounts task in Finance Conversion to change your default bank accounts. So even though you are using the Generic section of the Prime Currency Conversion information for converting your prime currencies, you will need to go to Finance Conversion to use that task first.

Add Control Details [1/TXG]

Use this task to specify which customer or supplier you want to convert, and which currency you are converting them from and to.

This task does not perform the conversion itself. Instead, it reviews the database to pick up any records and fields that need updating, and writes appropriate records to a control file.

To perform the actual conversion you need to select the Submit Conversion task, which acts on the information, contained in the control file.

You can change a customer's or a supplier's currency manually, instead of using the Prime Currency Conversion tasks. However, one benefit of using this task is that the control file acts as an audit file: a record of which suppliers and customers you have converted, and when.

Add Conversion Control Details (Generic) Window

To display this window, select the Add Control Details task.

Fields

From Currency

Enter the current currency of the supplier or customer.

To Currency

Enter the currency to which the supplier or customer is converting.

Date to Convert Master Data

Enter the date on which you want the currency code to change.

If you are running this job via Machine Manager, the date selected for this job will depend on whether the job is run at the end of one day or at the beginning of the following day.

Generic Distribution

The conversion of the master data is when the actual currency code of the supplier or customer is changed. All orders will henceforth be produced and priced in the new currency. Sales invoices will continue to be produced in the currency of the order.

Automotive

The conversion of the master data is when all the Automotive data is converted, both master data and other data. New orders, schedules and contracts are now raised and priced in the new currency.

Date to Convert Transaction Data

If you are running this job via Machine Manager, the date selected for this job will depend on whether the job is run at the end of one day or at the beginning of the following day.

Generic Distribution

The conversion of the transaction data is when outstanding purchase orders in the old currency are converted. Sales invoices are converted from this date onwards.

Automotive

The Automotive data is converted on the same date as the master data, that is, on the date you enter in the Date to Convert Master Data field.

Leave as much time as possible between the conversion of the master data and this conversion. The longer this period of time, the fewer transactions will have to be converted.

Rate Code

Enter the rate code, which is to provide the exchange rate for the new currency.

Exchange Rate (Untitled)

When you have completed the fields on this window, press Enter. The exchange rate that it will use in the conversion is displayed in this field.

If you are converting from an In currency to the Euro, this rate is set up from Euro to the In currency as a multiply. In this case the Multiply/Divide field will be the opposite: **D** for divide.

If you are converting from an In currency to an Out currency, the exchange rate displayed here may be part of the triangulation process. If so, only the variable part of the exchange rate is displayed in this field.

Note: *See the Triangulation Glossary entry for more details.*

Multiply/Divide

When you have completed the fields on this window, press Enter.

One of the following is displayed:

M - If the From currency value will be multiplied by the displayed exchange rate to calculate the To currency value

D - If the From currency value will be divided by the displayed exchange rate to calculate the To currency value

Note: *See the Triangulation Glossary entry for more details.*

Type of Data

Enter one of the following:

1 - If you are changing suppliers' currency

2 - If you are changing customers' currency

Press Enter. The window is validated and, if there are no problems, values will be displayed in the untitled Exchange Rate field and the Multiply/Divide field.

Press Enter again to display the next window.

If you entered 1 in the Type of Data field, the Add Supplier Conversion Control Details window will be displayed.

If you entered 2 in the Type of Data field, the Add Customer Conversion Control Details window will be displayed.

Add Supplier Conversion Control Details Window

To display this window, enter 1 in the Type of Data field and then press Enter on the Add Conversion Control Details (Generic) window.

Fields

Smallest Currency Unit for Values

This field displays the smallest currency unit for the To currency.

This field defaults to the smallest unit set up for the target currency in the General Ledger.

Prices

You can enter a different smallest currency unit for pricing, if you want. So, for example, although one penny may be the smallest unit in a pound sterling, you may want to price your goods to a tenth of a penny.

This field defaults to the smallest unit set up for the target currency in the General Ledger.

Suppliers

Enter the suppliers you want to convert. If you need to list more suppliers than there are fields on the window, use **Page Down** to see more fields.

You cannot select suppliers who are part of a planned or ongoing conversion. You can select suppliers who have previously been converted.

Note that although you may have set up many branches for each supplier, each with a separate address, their currencies are always the same, and so you do not need to specify which supplier branches you are converting.

If you want to convert all the suppliers for a currency, enter an asterisk in the first field. You are most likely to find this useful as a catch-all run, just before the expiry date of a currency. The software will select all suppliers with that currency who are not part of a planned or ongoing conversion.

Press Enter. The window is validated, and **Update (F8)** is displayed. Select **Update (F8)** to update.

Add Customer Conversion Control Details Window

To display this window, enter 2 in the Type of Data field and then press Enter on the Add Conversion Control Details (Generic) window.

Fields

Smallest Currency Unit for Values

The smallest currency unit for the To currency is displayed here.

This field defaults to the smallest unit set up for the target currency in the General Ledger.

This field is displayed when you first see this window. You have to press Enter again to see the list of Customer fields.

Prices

You can enter a different smallest currency unit for pricing, if you want. So, for example, although one penny may be the smallest unit in a pound sterling, you may want to price your goods to a tenth of a penny. You can do this here.

This field defaults to the smallest unit set up for the target currency in the General Ledger.

This field is displayed when you first see this window. You have to press Enter again to see the list of Customer fields.

Dependent Co

Enter the Accounts Receivable company of the customers whose currency you want to change.

This field is displayed when you first see this window. You have to press Enter again to see the list of Customer fields.

Customers

Enter the customers you want to convert. If you need to list more customers than there are fields on the window, use **Page Down** to see more fields.

Different customer branches can have different currencies, so enter the particular branches you want to convert.

To select all the addresses for a customer, enter an asterisk against the customer code.

To select all addresses for all customers with the From currency, enter an asterisk in both the customer and address fields. You are most likely to find this useful as a catch-all run, just before the expiry date of a currency. The software will select all customers with the From currency who are not part of a planned or ongoing conversion.

Delivery Addresses (Untitled)

For each customer, enter the delivery addresses (or branches) whose currency you want to convert.

To select all the addresses for a customer, enter an asterisk against the customer code.

To select all addresses for all customers with the From currency, enter an asterisk in both the customer and address fields. You are most likely to find this useful as a catch-all run, just before the expiry date of a currency. The software will select all customers with the From currency who are not part of a planned or ongoing conversion.

Press Enter. The window is validated, and if no further details are required **Update (F8)** is displayed. Select **Update (F8)** to update.

If you are using standard pricing, the Default To Lists pop-up for sales is displayed when you press Enter.

If you have Service Management or Equipment Servicing installed, the Default To Lists pop-up for service and workshop is displayed when you press Enter.

If you have both standard pricing and Service Management or Equipment Servicing installed, you will see both the Default To Lists pop-ups in succession.

Default To Lists Pop-up

You see a version of this pop-up if you are using standard pricing, or if you have Service Management or Equipment Servicing installed.

If you have both standard pricing and Service Management or Equipment Servicing installed, you will see both Default To Lists pop-ups in succession. They are both alike.

Use this pop-up to specify the price and discount lists you want to use as the defaults for the customers you have selected.

Price

Enter the new price list for the Distribution, Service or Equipment Servicing customers. The currency of the new list must match the customers’ new currency. The list you enter here will be entered as the default against each customer you have selected on the previous window. You can change it against a specific customer as necessary.

***Note**: If the descriptions entry INVALTCUR is set to **1** it is possible to enter a price list in a currency different from that of the customer.*

Discount

You can optionally enter a new discount list for the Distribution, Service or Workshop customers. The currency of the new list must match the customers’ new currency. The list you enter here will be entered as the default against each customer you have selected on the previous window. You can change it against a specific customer as necessary.

Select **Confirm (F8)** to update and return to the previous window. This now lists the default price and discount lists against each customer.

Add Customer Conversion Control Details Window with Lists

To display this window, select **Confirm (F8)** on the Default To Lists pop-up.

If you have both standard pricing and Service Management or Equipment Servicing installed, you will see two versions of the Add Customer Conversion Control Details window With Lists in succession. They are both alike.

If you are using standard pricing, or if you have Service Management or Equipment Servicing installed, you must specify a price list against each customer, and can also specify a discount list.

The defaults on the window are those you entered on the Default To Lists pop-up.

Fields

Prices From

This field displays the customer’s former price list.

Prices To

This field defaults to the price list you entered on the Default To Lists pop-up, but you can change it.

Discounts From

This field displays the customer's former discount list, if they had one.

Discounts To

This field defaults to the discount list you entered on the Default to Lists pop-up, but you can change it.

Select **Update (F8)** to update.

The pages of customers will be displayed one after another. You update each in turn.

Remove Control Details [2/TXG]

This task deletes records from the control file that were written by the Add Control Details task.

Only control file records with a status of Planned can be deleted. Those that have been processed cannot be deleted.

Remove Conversion Control Details Window

To display this window, select the Remove Control Details task. Its structure is similar to that of the Add Control Details task.

Fields

From Currency

Enter the original From currency of the records you want to delete.

To Currency

Enter the original To currency of the records you want to delete.

Type of Data

Enter the original type of data of the records you want to delete.

Press Enter to display the next window.

If you entered 1 in the Type of Data field, the Remove Supplier Conversion Control Details window is displayed.

If you entered 2 in the Type of Data field, the Remove Customer Conversion Control Details window is displayed.

Remove Supplier Conversion Control Details Window

To display this window, enter 1 in the Type of Data field and then press Enter on the Remove Control Details window.

You use this window to list the suppliers whose records you want deleted from the control file.

Fields

Suppliers

Enter the suppliers whose records you want deleted from the control file.

Enter an asterisk to delete the records for all suppliers for the current company and specified To and From currencies.

If you need to list more suppliers than there are fields on the window, use **Page Down** to see more fields.

Press Enter to validate the window and then select **Confirm Deletion (F11)** to delete the data.

Remove Customer Conversion Control Details Window

To display this window, enter 2 in the Type of Data field and then press Enter on the Remove Control Details window.

You use this window to list the customers whose records you want deleted from the control file.

Fields

Dependent Co

Enter the Accounts Receivable company of the customers whose records you want to delete.

This field is the first to be displayed when you see this window. You have to press Enter again to see the list of Customer fields.

Customers

Enter the customers whose records you want deleted from the control file.

If you need to list more customers than there are fields on the window, use **Page Down** to see more fields.

Different customer branches can have different currencies, so enter the particular branches whose records you want to delete.

To select all the addresses for a customer, enter an asterisk against the customer code.

To select all addresses for all customers, enter an asterisk in both the customer and address fields.

Delivery Addresses (Untitled)

For each customer, enter the delivery addresses (or branches) whose records you want to delete.

To select all the addresses for a customer, enter an asterisk against the customer code.

To select all addresses for all customers, enter an asterisk in both the customer and address fields.

Press Enter to validate the window and then select **Confirm Deletion (F11)** to delete the data.

Item Supplier Profile [3/TXG]

Use this task to maintain item details or prices against a supplier contract.

Caution: This task is the standard Purchase Management Item Supplier Profile task. However, when you call the task from within the Prime Currency Conversion module it looks at the Prime to Prime Conversion files instead of the standard Purchase Management files.

The Prime to Prime Conversion files are duplicates of the standard files that hold pricing details. You can amend the pricing details within these duplicate files using this task. Be aware that any messages the software displays refer to this duplicate data, not the supplier's current live version.

When you run the Submit Conversion task, the software copies this duplicate data into the standard files, deleting any existing data.

For more details on how to use the task, refer to the Purchase Management product guide.

Vendor Schedule Prices [4/TXG]

Use this task to maintain item details or prices against a supplier contract. You would only use this task if you have the Vendor Scheduling module installed.

Caution: This task is the standard Vendor Scheduling Contract Maintenance task. However, when you call the task from within the Prime Currency Conversion module it looks at the Prime to Prime Conversion files instead of the standard Vendor Scheduling files.

The Prime to Prime Conversion files are duplicates of the standard files that hold pricing details. You can amend the pricing details within these duplicate files using this task. Be aware that any messages the software displays refer to this duplicate data, not the supplier's current live version.

When you run the Submit Conversion task, the software copies this duplicate data into the standard files, deleting any existing data.

For more details on how to use the task, refer to the Vendor Scheduling product guide.

Customer Contract Prices [5/TXG]

Use this task to maintain prices against a customer contract. You would only use this task if you have the Advanced Customer Scheduling module installed.

Caution: This task is the standard Advanced Customer Scheduling Contract Pricing task. However, when you call the task from within the Prime Currency Conversion module it looks at the Prime to Prime Conversion files instead of the standard Advanced Customer Scheduling files.

The Prime to Prime Conversion files are duplicates of the standard files that hold pricing details. You can amend the pricing details within these duplicate files using this task. Be aware that any messages the software displays refer to this duplicate data, not the supplier's current live version.

When you run the Submit Conversion task, the software copies this duplicate data into the standard files, deleting any existing data.

For more details on how to use the task, refer to the Advanced Customer Scheduling product guide.

Control Data Report [11/TXG]

Use this task to print a list of all the transactions in the control file. This will include transactions that have been processed as well as transactions waiting to be processed.

The customer report is sequenced by record type within branch, within account, within dependent company.

The supplier report is sequenced by record type within supplier.

Select Conversion Control Report Details Window

To display this window, select the Control Data Report task.

Fields

From Currency

Enter the From currency on which you want to report. The report will only pick up those control details with this as their From currency.

To Currency

Enter the To currency on which you want to report. The report will only pick up those control details with this as their To currency.

From Master Date/To Master Date

Enter the date range of the control details on which you want to report. The report will pick up those control details whose date is within this range.

Enter one of the following:

1 - To report on suppliers

2 - To report on customers

Level

Enter one of the following:

1 - Finance

2 - Distribution

3 - Both

Status - Planned

Enter one of the following:

0 - Not to include planned control details in the report

1 - To include planned control details in the report

Status - In Progress

Enter one of the following:

0 - Not to include control details that are currently being processed in the report

1 - To include control details that are currently being processed in the report

Status - Completed

Enter one of the following:

0 - Not to include completed control details in the report

1 - To include complete control details in the report

Press Enter to validate and then press Enter again to display the next window.

If you entered 1 in the Type field, the Select Conversion Control Report Details Suppliers window is displayed.

If you entered 2 in the Type field, Select Conversion Control Report Details Customers window is displayed.

Select Conversion Control Details Suppliers Window

To display this window, enter 1 in the Type field and then press Enter twice on the Select Conversion Control Report Details window.

You use this window to list the suppliers whose control details you want to print.

Fields

Supplier

Enter the suppliers you want to print. If you need to list more suppliers than there are fields on the window, use **Page Down** to see more fields.

If you want to print all the suppliers for a company, enter an asterisk in the first field.

Note that although you may have set up many branches for each supplier, each with a separate address, their currencies are always the same, and so you do not need to specify which supplier branches you are printing.

Select **Submit (F8)** to submit a job to print the report.

Select Conversion Control Details Customer Window

To display this window, enter 2 in the Type field and then press Enter twice on the Select Conversion Control Report Details window.

You use this window to list the customers whose control details you want to print.

Fields

Dependent Co

Enter the Accounts Receivable company of the customers whose control details you want to print.

You see this field when the window is displayed. You have to press Enter again to see the list of Customer fields.

Customer

Enter the customers you want to print. If you need to list more customers than there are fields on the window, use **Page Down** to see more fields.

Different customer branches can have different currencies, so enter the particular branches you want to print.

To select all the addresses for a customer, enter an asterisk against the customer code.

To select all addresses for all customers, enter an asterisk in both the customer and address fields.

Delivery Addresses (Untitled)

For each customer, enter the delivery addresses (or branches) whose currency you want to print.

To select all the addresses for a customer, enter an asterisk against the customer code.

To select all addresses for all customers, enter an asterisk in both the customer and address fields.

Select **Submit (F8)** to submit a job to print the report.

Submit Default Currency Conversion [21/TXG]

Once the control file contains the records you want to process, you can submit the conversion using this task.

The task simply carries out all the processing of the records in the control file. See below for more detail.

We highly recommend that you use Machine Manager to run this job automatically as a day-start or day-end job. The task is best run out of hours because otherwise it might need to access data being accessed by users.

If you are running this job via Machine Manager, the date selected for the job will depend on whether the job is run at the end of one day or at the beginning of the following day.

There are no windows or selection parameters for this task. When you select the task, a window gives you the choice of exiting without processing, or of submitting the job by selecting **Confirm submit (F8)**.

The Processing

Each record in the control file may be processed several times by the Submit Conversion task.

If you are converting a supplier, the first time this task is run it will copy the pricing data.

When the date you specified as the master date is reached, the task will change the supplier’s currency, and copy the data back. You can now enter orders in the new currency.

When the date you specified as the transaction date is reached, the task converts any orders that have deliveries outstanding.

If you are converting a customer, on the master date the task converts the customer’s currency and updates the price and discount lists (if you are using standard pricing or Service Management).

Select **Confirm Submit (F8)** to submit the job.

Convert Purchase Orders (Ad Hoc) [22/TXG]

You would use this task to convert a purchase order to the new currency so that you can match it. There are two reasons why you might need to use this task.

- You might have purchase orders on the software that were not converted en masse using the Add Control Details and Submit Conversion tasks. If so, the order would be in the original currency, while the invoice would be in the new currency, and therefore could not be matched.
- Your supplier might send you an invoice in their new currency before you have run the en masse conversion.

Order Summary Selection Window

To display this window, select the Convert Purchase Orders (Ad Hoc) task.

Fields

Order

Enter the order that is in the supplier’s original currency. The supplier has already been converted to the new currency.

Press Enter to display the Order Summary window.

Order Summary Window

To display this window, press Enter on the Order Summary Selection window.

Fields

Option (*)

There are seven options:

1 - Text

This displays any text associated with the order.

2 - Order line status

This takes you into the Purchase Management module and displays the order line status.

3 - Receipts

This displays any receipts made for this order.

4 - Reservations

This takes you into the Inventory Management module and displays any reservations made for this order.

5 - Landed costs

This takes you into Purchase Management and displays the landed costs for the order.

6 - Allocations

This takes you into Inventory Management and displays any stock allocated to this order.

7 - Extended code

This displays the account code levels from the General Ledger.

Functions

Receiving Address (F13)

Use this to display the purchase order receiving address.

Internal Order Text (F21)

Use this to enter free format text against this order. The text will be kept against this order, but never printed on documentation that the supplier will see.

External Order Text (F22)

Use this to enter free format text against this order. The text will be printed on the order.

Convert Order (F23)

Use this to convert the purchase order to the supplier's new currency. No more windows are displayed. The processing is carried out immediately.

Select **Convert Order (F23)** to carry out the conversion.

Internal Order Text Pop-up

To display this pop-up, select **Internal Text (F21)** on the Order Summary window.

Fields

Lines 1 - 6

Enter the text you want associated with the order. This text will not be printed on any documentation that the customer will see.

Position To

Enter the text line at which you want the display to start and then press Enter.

Insert

Enter the number of blank lines you want inserted in the existing text.

After

Enter the line number after which you want the blank lines inserted.

Delete

Enter the number of text lines you want deleted.

From

Enter the line number from which you want the deletion to start.

Select **Update (F8)** to update the text you have entered.

Order Text to Print on Order Pop-up

To display this pop-up, select **External Text (F22)** on the Order Summary window.

Fields

Lines 1 - 6

These lines display the text to be printed on the order.

Position To

Enter the text line at which you want the display to start and then press Enter.

Select **Previous (F12)** to return to the previous window.

Chapter 3 Style Conversion

3

Introduction

You should only use the Style Prime to Prime Conversion tasks if you have the Style Distribution modules installed.

You must also have Accounts Payable running in multi-currency mode to convert suppliers, and Accounts Receivable running in multi-currency mode to convert customers.

Caution: You will need to use the Default Bank Accounts task in Finance Conversion to change your default bank accounts. So even though you are using the Style section of the Prime Currency Conversion information for converting your prime currencies, you will need to go to Finance Conversion to use that task first.

Add Control Details [1/TXS]

Use this task to specify which customer or supplier you want to convert, and which currency you are converting them from and to.

This task does not perform the conversion itself. Instead, it reviews the database to pick up any records and fields that need updating, and writes appropriate records to a control file.

To perform the actual conversion you need to select the Submit Conversion task, which acts on the information, contained in the control file.

You can change a customer's or a supplier's currency manually, instead of using the Prime Currency Conversion tasks. However, one benefit of using this task is that the control file acts as an audit file: a record of which suppliers and customers you have converted, and when.

Add Conversion Control Details (Style) Window

To display this window, select the Add Control Details task.

Fields

From Currency

Enter the current currency of the supplier or customer.

To Currency

Enter the currency to which the supplier or customer is converting. If they are converting to the Euro, you should enter the code you use for the Euro.

Date to Convert Master Data

Enter the date on which you want the currency code to change. If you are running this job via Machine Manager, the date selected for the job will depend on whether the job is run at the end of one day or at the beginning of the following day.

The conversion of the master data is when the actual currency code of the supplier or customer is changed. All orders will henceforth be produced and priced in the new currency. Invoices, however, will be produced in the currency of the original order.

Date to Convert Transaction Data

If you are running this job via Machine Manager, the date selected for the job will depend on whether the job is run at the end of one day or at the beginning of the following day.

The conversion of the transaction data is when outstanding purchase orders in the old currency are converted. Sales invoices are converted from this date onwards.

You should leave as much time as possible between the conversion of the master data and this conversion, because the longer this period of time, the fewer transactions will have to be converted.

Rate Code

Enter the rate code that is to provide the exchange rate for the new currency.

Exchange Rate (Untitled)

When you have completed the fields on this window, press Enter. The exchange rate that it will use in the conversion is displayed in this field.

If you are converting from an In currency to the Euro, this rate is set up from Euro to the In currency as a multiply. In this case the Multiply/Divide field will be the opposite: **D** for divide.

If you are converting from an In currency to an Out currency, the exchange rate displayed here may be part of the triangulation process. If so, only the variable part of the exchange rate is displayed in this field.

***Note:** See the Triangulation Glossary entry for more details.*

Multiply/Divide

When you have completed the fields on this window, press Enter.

One of the following is displayed:

M - If the From currency value will be multiplied by the displayed exchange rate to calculate the To currency value

D - If the From currency value will be divided by the displayed exchange rate to calculate the To currency value

Note: *See the Triangulation Glossary entry for more details.*

Type of Data

Enter one of the following:

1 - If you are changing suppliers' currency

2 - If you are changing customers' currency

Press Enter. The window is validated and, if there are no problems, values will be displayed in the untitled Exchange Rate field and the Multiply/Divide field.

Press Enter again to display the next window.

If you entered 1 in the Type of Data field, the Add Supplier Conversion Control Details window will be displayed.

If you entered 2 in the Type of Data field, the Add Customer Conversion Control Details window will be displayed.

Add Supplier Conversion Control Details Window

To display this window, enter 1 in the Type of Data field and then press Enter on the Add Conversion Control Details (Style) window.

Fields

Smallest Currency Unit for Values

This field displays the smallest currency unit for the To currency.

This field defaults to the smallest unit set up for the target currency in the General Ledger.

Prices

You can enter a different smallest currency unit for pricing, if you wish. So, for example, although one penny may be the smallest unit in a pound sterling, you may wish to price your goods to a tenth of a penny.

This field defaults to the smallest unit set up for the target currency in the General Ledger.

Suppliers

Enter here the suppliers you want to convert. If you need to list more suppliers than there are fields on the window, use **Page Down** to see more fields.

You cannot select suppliers who are part of a planned or ongoing conversion. You can select suppliers who have previously been converted.

Note that although you may have set up many branches for each supplier, each with a separate address, their currencies are always the same, and so you do not need to specify which supplier branches you are converting.

If you want to convert all the suppliers for a currency, enter an asterisk in the first field. You are most likely to find this useful as a catch-all run, just before the expiry date of a currency. The software will select all suppliers with that currency who are not part of a planned or ongoing conversion.

Press Enter. The window is validated and **Update (F8)** is displayed. Select **Update (F8)** to update.

Add Customer Conversion Control Details Window

To display this window, enter 2 in the Type of Data field and then press Enter on the Add Conversion Control Details (Style) window.

Fields

Smallest Currency Unit for Values

This field displays the smallest currency unit for the To currency.

This field defaults to the smallest unit set up for the target currency in the General Ledger.

This field is displayed when you first see this window. You have to press Enter again to see the list of Customer fields.

Prices

You can enter a different smallest currency unit for pricing, if you wish. So, for example, although one penny may be the smallest unit in a pound sterling, you may wish to price your goods to a tenth of a penny.

This field defaults to the smallest unit set up for the target currency in the General Ledger.

This field is displayed when you first see this window. You have to press Enter again to see the list of Customer fields.

Dependent Co

Enter the Accounts Receivable company of the customers whose currency you want to change.

This field is displayed when you first see this window. You have to press Enter again to see the list of Customer fields.

Customers

Enter the customers you want to convert. If you need to list more customers than there are fields on the window, use **Page Down** to see more fields.

Different customer delivery addresses can have different currencies, so enter the particular delivery addresses you want to convert.

To select all the addresses for a customer, enter an asterisk against the customer code.

To select all addresses for all customers, enter an asterisk in both the customer and address fields. You are most likely to find this useful as a catch-all run, just before the expiry date of a prime currency. The software will select all customers who are not part of a planned or ongoing conversion.

Delivery Addresses (Untitled)

For each customer, enter the delivery addresses (or branches) whose currency you want to convert.

To select all the addresses for a customer, enter an asterisk against the customer code.

To select all addresses for all customers with the From currency, enter an asterisk in both the customer and address fields. You are most likely to find this useful as a catch-all run, just before the expiry date of a currency. The software will select all customers with the From currency who are not part of a planned or ongoing conversion.

Press Enter to validate the window. Press Enter again to display the Default To Lists pop-up.

Default To Lists Pop-up

To display this pop-up, press Enter on the Add Customer Conversion Control Details window.

Fields

Price

Enter the new price list for the customers. The currency of the new list must match the customers’ new currency. The list you enter here will be entered as the default against each customer you have selected on the previous window. You can change it against a specific customer as necessary.

Discount

You can optionally enter a new discount list for the customers. The currency of the new list must match the customers’ new currency. The list you enter here will be entered as the default against each customer you have selected on the main window. You can change it against a specific customer as necessary.

Select **Confirm (F8)** to return to the previous window. This now lists the default price and discount lists against each customer.

Add Customer Conversion Control Details Window with Lists

To display this window, select **Confirm (F8)** on the Default To Lists pop-up.

You must specify a price list against each customer and you can also specify a discount list. The defaults on the window are those you entered on the Default To Lists pop-up.

Fields

Prices From

This field displays the customer’s former price list.

Prices To

This field defaults to the price list you entered on the Default To Lists pop-up, but you can change it.

Discounts From

This field displays the customer’s former discount list, if they had one.

Discounts To

This field defaults to the discount list you entered on the Default to Lists pop-up, but you can change it.

Select **Update (F8)** to update the data.

The pages of customers will be displayed one after another. You update each in turn.

Remove Control Details [2/TXS]

This task deletes records from the control file that were written by the Add Control Details task.

Only control file records with a status of Planned can be deleted. Those that have been processed cannot be deleted.

Remove Conversion Control Details (Style) Window

To display this window, select the Remove Control Details task. Its structure is similar to that of the Add Control Details task.

Fields

From Currency

Enter the original From currency of the records you want to delete.

To Currency

Enter the original To currency of the records you want to delete.

Type of Data

Enter the original type of data of the records you want to delete.

Press Enter to display the next window.

If you entered 1 in the Type of Data field, the Remove Supplier Conversion Control Details window is displayed.

If you entered 2 in the Type of Data field, the Remove Customer Conversion Control Details window is displayed.

Remove Supplier Conversion Control Details Window

To display this window, enter 1 in the Type of Data field and then press Enter on the Remove Control Details (Style) window.

You use this window to list the suppliers whose records you want deleted from the control file.

Fields

Suppliers

Enter the suppliers whose records you want deleted from the control file.

Enter an asterisk to delete the records for all suppliers for the current company and specified To and From currencies.

If you need to list more suppliers than there are fields on the window, use **Page Down** to see more fields.

Press Enter to validate the window and then select **Confirm Deletion (F11)** to delete the data.

Remove Customer Conversion Control Details Window

To display this window, enter 2 in the Type of Data field and then press Enter on the Remove Control Details (Style) window.

You use this window to list the customers whose records you want deleted from the control file.

Fields

Dependent Co

Enter the Accounts Receivable company of the customers whose records you want to delete.

This field is the first to be displayed when you see this window. You have to press **Enter** again to see the list of Customer fields.

Customers

Enter the customers whose records you want deleted from the control file.

If you need to list more customers than there are fields on the window, use **Page Down** to see more fields.

Different customer branches can have different currencies, so enter the particular branches whose records you want to delete.

To select all the addresses for a customer, enter an asterisk against the customer code.

To select all addresses for all customers, enter an asterisk in both the customer and address fields.

Delivery Addresses (Untitled)

For each customer, enter the delivery addresses (or branches) whose records you want to delete.

To select all the addresses for a customer, enter an asterisk against the customer code.

To select all addresses for all customers, enter an asterisk in both the customer and address fields.

Press Enter to validate the window and then select **Confirm Deletion (F11)** to delete the data.

Item Supplier Profile [3/TXS]

Use this task to maintain item details or prices against a supplier contract.

Caution: This task is the Style Purchase Management Item Supplier Profile task. However, when you call the task from within the Prime Currency Conversion module it looks at the Prime to Prime Conversion files instead of the normal Style Purchase Management files.

For more details on how to use the task, refer to the Maintenance chapter of the Style Purchase Management product guide.

Control Data Report [11/TXS]

Use this task to print a list of all the transactions in the control file. This will include transactions that have been processed as well as transactions waiting to be processed.

The customer report is sequenced by record type within branch, within account, within dependent company.

The supplier report is sequenced by record type within supplier.

Select Conversion Control Report Details Window

To display this window, select the Control Data Report task.

Fields

From Currency

Enter the From currency on which you want to report. The report will only pick up those control details with this as their From currency.

To Currency

Enter the To currency on which you want to report. The report will only pick up those control details with this as their To currency.

From Master Date/To Master Date

Enter the date range of the control details on which you want to report. The report will pick up those control details whose date is within this range.

Type

Enter one of the following:

1 - To report on suppliers

2 - To report on customers

Level

Enter one of the following:

1 - Finance

2 - Distribution

3 - Both

Status - Planned

Enter one of the following:

0 - Not to include planned control details in the report

1 - To include planned control details in the report

Status - In Progress

Enter one of the following:

0 - Not to include control details that are currently being processed in the report

1 - To include control details that are currently being processed in the report

Status - Completed

Enter one of the following:

0 - Not to include completed control details in the report

1 - To include complete control details in the report

Press Enter to validate and then press Enter again to display the next window.

If you entered 1 in the Type field, the Select Conversion Control Report Details Suppliers window is displayed.

If you entered 2 in the Type field, Select Conversion Control Report Details Customers window is displayed.

Select Conversion Control Details Supplier Window

To display this window, enter 1 in the Type field and then press Enter twice on the Select Conversion Control Report Details window.

You use this window to list the suppliers whose control details you want to print.

Fields

Supplier

Enter the suppliers you want to print. If you need to list more suppliers than there are fields on the window, use **Page Down** to see more fields.

If you want to print all the suppliers for a company, enter an asterisk in the first field.

Note that although you may have set up many branches for each supplier, each with a separate address, their currencies are always the same, so you do not need to specify which supplier branches you are printing.

Select **Submit (F8)** to submit a job to print the report.

Select Conversion Control Details Customer Window

To display this window, enter 2 in the Type field and then press Enter twice on the Select Conversion Control Report Details window.

You use this window to list the customers whose control details you want to print.

Fields

Dependent Co

Enter the Accounts Receivable company of the customers whose control details you want to print.

You see this field when the window is displayed. You have to press **Enter** again to see the list of Customer fields.

Customer

Enter the customers you want to print. If you need to list more customers than there are fields on the window, use **Page Down** to see more fields.

Different customer branches can have different currencies, so enter the particular branches you want to print.

To select all the addresses for a customer, enter an asterisk against the customer code.

To select all addresses for all customers, enter an asterisk in both the customer and address fields.

Delivery Addresses (Untitled)

For each customer, enter the delivery addresses (or branches) whose currency you want to print.

To select all the addresses for a customer, enter an asterisk against the customer code.

To select all addresses for all customers, enter an asterisk in both the customer and address fields.

Select **Submit (F8)** to submit a job to print the report.

Submit Conversion [21/TXS]

The task simply carries out all the processing of the records in the control file. See below for more detail.

We highly recommend that you use Machine Manager to run this job automatically as a day-start or day-end job. The task is best run out of hours because otherwise it might need to access data being accessed by users.

If you are running this job via Machine Manager, the date selected for the job will depend on whether the job is run at the end of one day or at the beginning of the following day.

The Processing

Each record in the control file may be processed several times by the Submit Conversion task.

If you are converting a supplier, the first time this task is run it will copy the pricing data.

When the date you specified as the master date is reached, the task will change the supplier's currency and copy the data back. You can now enter orders in the new currency.

When the date you specified as the transaction date is reached, the task converts any orders that have deliveries outstanding.

Prime to Prime Conversion Submission Window

To display this window, select the Submit Conversion task.

Fields

Conversion Date

Enter the date to be used to pick up the conversion records in the control file. Any records with a master or transaction date that matches this date will be processed.

Select **Submit (F8)** to submit a job to process the records.

Convert Purchase Orders (Ad Hoc) [22/TXS]

You would use this task to convert a purchase order to the new currency so that you can match it. There are two reasons why you might need to use this task.

- You might have purchase orders on the software that were not converted en masse using the Add Control Details and Submit Conversion tasks. If so, the order would be in the original currency, while the invoice would be in the new currency, and therefore could not be matched.
- Your supplier might send you an invoice in their new currency before you have run the en masse conversion.

Order Summary Selection Window

To display this window, select the Convert Purchase Orders (Ad Hoc) task.

Fields

Order

Enter the order that is in the supplier’s original currency. The supplier has already been converted to the new currency.

Press Enter to display the Order Summary window.

Order Summary Window

To display this window, press Enter on the Order Summary Selection window.

Fields

Option (*)

There are 13 options:

1 - Text

This takes you into the Style Purchase Management module and displays in a window any text associated with the order.

2 - Status

This takes you into the Style Purchase Management module and displays the order line status. See the relevant section of the InfoBase for more details.

3 - Receipts

This takes you into the Style Purchase Management module and displays any line receipts made for this order.

4 - Reservations

This takes you into the Style Inventory Management module and displays any reservations made for this order.

5 - Dates/Costs

This displays additional cost and date details for the order, including freight and insurance costs, and the dates of arrival at port and in warehouse.

6 - Container

This takes you into Style Purchase Management and displays the associated container details for the order.

7 - Landed costs

This takes you into Style Purchase Management and displays the landed costs for the order.

8 - Matrix

This takes you into Style Purchase Management and displays the Colour/Size Matrix for the style.

A - This takes you into the Style application and displays the order quantity in matrix format.

B - This takes you into the Style application and displays the receipt quantity in matrix format.

C - This takes you into the Style application and displays the outstanding quantity in matrix format.

D - This takes you into the Style application and displays the invoiced quantity in matrix format.

E - This takes you into the Style application and displays the purchase price for the SKU. Prices are displayed only for those SKUs ordered.

Functions

Convert Order Currency (F20)

Use this to convert the purchase order to the supplier’s new currency. No more windows are displayed. The processing is carried out immediately.

Select **Convert Order Currency (F20)** to carry out the conversion.

Convert Sales Order Rates [23/TXS]

Use this task to change the currency exchange rate on your sales orders when a currency joins the Euro.

The standard Add Control Details task will mean that any *new* orders will be in the correct currency for the customer and this task will not be needed. You only need this task to bring the exchange rate of *existing* sales orders up to date.

You run this task if either of the following is true:

- Your own country is about to enter the European Monetary Union.
- Your customer's country is about to enter the European Monetary Union.
- You would run it on the date on which the currency was due to enter the Euro mechanism.

If, for example, your company's base currency is pounds sterling, but you have a customer's sales order in French francs, the exchange rate will be from pounds to the Euro to the franc. This rate will be displayed as a partial rate.

Suppose that the pound sterling then joins the Euro. The rate required for the sales order is now not that partial rate, but the full franc - Euro - pound fixed rate.

You should run this task on the date the currency changes; all existing sales orders will be brought up to date.

Prime to Prime Conversion Submission Window

To display this window, select the Convert Sales Order Rates task.

Fields

Conversion Date

Enter the date to be used to pick up the conversion records in the control file. Any records with a master or transaction date that matches this date will be processed.

Select **Submit (F8)** to submit a job to process the records.

Chapter 4 Finance

4

Introduction

The Prime Currency Conversion module converts the currency of your suppliers and customers. You can specify a single supplier or customer for conversion, or you can select a number for conversion at once.

Once converted, any supplier or customer can be converted again to another currency, as required.

You should only use the Finance Prime to Prime Conversion tasks if you have the standard Finance modules installed, and no Distribution modules. The only exception to this is the Default Bank Accounts task, which is used by everyone who wants to convert a prime currency.

The General Ledger is a prerequisite for running Prime to Prime Conversion.

You must also have Accounts Payable running in a multi-currency mode to convert suppliers and Accounts Receivable running in multi-currency mode to convert customers.

Default Bank Accounts [1/TXF]

You must use this task to change your default bank accounts before converting your prime currencies.

Each commercial bank account you use has an equivalent bank account set up in the General Ledger. The ones you use most are set up as defaults in the following places:

Miscellaneous creditors

The Accounts Payable company profile

Supplier Maintenance

The Accounts Receivable company profile

Customer Maintenance

Use the Default Bank Accounts task to change one default account to another. It will change the account number whenever it appears, with the following exceptions:

The bank account selected for use with a payment run will not be changed. If there are any payment runs in progress when you select this task, the payments will still be made from the original bank account. The new account will apply to all future payment runs.

The bank account on existing collection documents will not be changed.

Note: *You cannot use this task to change a single customer's or supplier's bank account. This is an en masse task only.*

Convert Default Bank Accounts Window

To display this window, select the Default Bank Accounts task.

Fields

Current Default Bank Account

Enter the account you want to change.

New Default Bank Account

Enter the GL bank account you want to become the new default. This must have already been set up in the General Ledger.

When you have entered your account, select **Submit (F8)** to submit a job to change the accounts.

Add Conversion Control [5/TXF]

Use this task to specify which customer(s) or supplier(s) you want to convert, and which currency you are converting them from and to.

This task does not perform the conversion itself. Instead, it reviews the database to pick up any records and fields that need updating and writes appropriate records to a control file.

To perform the actual conversion, you need to select the Submit Conversion task, which acts on the information supplied in the control file.

You can change a customer's or a supplier's currency manually instead of using the Prime Currency Conversion tasks. However, the benefit of using this task is that the control file acts as an audit file: a record of which customers and suppliers you have converted, and when.

Add Conversion Control Details Selection Window

To display this window, select the Add Conversion Control task.

Fields

From Currency

Enter the current currency of the supplier or customer.

To Currency

Enter the currency to which the supplier or customer is converting.

Date to Convert Master Data

The conversion of the master data is when the actual currency code of the supplier or customer is changed. All orders will henceforth be produced in the new currency. Invoices, however, will be produced in the currency of the original order.

Enter the date on which you want the currency code to change.

If you are running this job via Machine Manager, the date selected for this job will depend on whether the job is run at the end of one day or at the beginning of the next.

Rate Code

Enter the rate code that is to provide the exchange rate for the new currency.

Exchange Rate (Untitled)

When you have completed the input on this window, press Enter. The exchange rate that it will use in the conversion is displayed in this field.

If you are converting from an In currency to the Euro, this rate is set up from Euro to the In currency as a multiply. Therefore in this case, the Multiply/Divide field will be the opposite: **D** for divide.

If you are converting from an In currency to an Out currency, the exchange rate displayed here may be part of the triangulation process. If so, only the variable part of the exchange rate is displayed in this field.

Note: *See the Triangulation glossary entry for more details.*

Multiply/Divide

When you have completed the input fields on this window, press Enter.

One of the following is displayed:

M - If the From currency value will be multiplied by the displayed exchange rate to calculate the To currency value

D - If the From currency value will be divided by the displayed exchange rate to calculate the To currency value

Note: *See the Triangulation glossary entry for more details.*

Type of Data

Enter one of the following:

1 - If you are changing a supplier's currency

2 - If you are changing a customer's currency

Press Enter. The window is validated and, if there are no problems, the values will be displayed in the untitled Exchange Rate field and the Multiply/Divide field.

Press Enter again to display the next window.

If you entered 1 in the Type of Data field, the Add Supplier Conversion Control Details window is displayed.

If you entered 2 in the Type of Data field, the Add Customer Conversion Control Details window is displayed.

Add Supplier Conversion Control Details Window

To display this window, enter 1 in the Type of Data field and then press Enter on the Add Conversion Control Details Selection window.

Fields

Suppliers

Enter the suppliers you want to convert. If you need to list more suppliers than there are fields on the window, use **Page Down** to see more fields.

You cannot select suppliers who are part of a planned or ongoing conversion. You can select suppliers who have previously been converted.

Note: *Although you may have set up many branches for each supplier, each with a separate address, their currencies are always the same, so you do not need to specify which supplier branches you are converting.*

If you want to convert all the suppliers for a currency, enter an asterisk in the first field. You are most likely to find this useful as a catch-all run, just before the expiry date of a currency. The software will select all suppliers with that currency who are not part of a planned or ongoing conversion.

Press Enter. The window is validated and **Update (F8)** is displayed. Select **Update (F8)** to update.

Add Customer Conversion Control Details Window

To display this window, enter 2 in the Type of Data field and then press Enter on the Add Conversion Control Details Selection window.

Fields

Dependent Co

Enter the Accounts Receivable company of the customers whose currency you wish to convert.

This field is the first to be displayed when you see this window. You have to press Enter again to see the list of Customer fields.

Customers

Enter the customers you want to convert. If you need to list more customers than there are fields on the window, use **Page Down** to see more fields.

To select all addresses for a customer, enter an asterisk against the customer code.

To select all addresses for all customers for a currency, enter an asterisk in both the customer and address fields. You are most likely to find this useful as a catch-all run, just before the expiry date of a currency. The software will select all customers with that currency who are not part of a planned or ongoing conversion.

Delivery Addresses (Untitled)

For each customer, enter the delivery addresses (or branches) whose currency you wish to convert.

To select all addresses for a customer, enter an asterisk against the customer code.

To select all addresses for all customers for a currency, enter an asterisk in both the customer and address fields. You are most likely to find this useful as a catch-all run, just before the expiry date of a currency. The software will select all customers with that currency who are not part of a planned or ongoing conversion.

Press Enter. The window is validated and **Update (F8)** is displayed. Select **Update (F8)** to update.

Remove Control Details [6/TXF]

This task deletes records from the control file that were written by the Add Conversion Control task.

Only control records with a status of Planned can be deleted. Those that have been processed cannot be deleted.

Remove Conversion Control Details Selection Window

To display this window, select the Remove Control Details task. Its structure is similar to that of the Add Conversion Control task.

Fields

From Currency

Enter the original From currency of the records you wish to delete.

To Currency

Enter the original To currency of the records you wish to delete.

Type of Data

Enter the original type of data of the records you wish to delete.

Press Enter to display the next window.

If you entered 1 in the Type of Data field, the Remove Supplier Conversion Control Details window is displayed.

If you entered 2 in the Type of Data field, the Remove Customer Conversion Control Details window is displayed.

Remove Supplier Conversion Control Details Window

To display this window, enter 1 in the Type of Data field and then press Enter on the Remove Conversion Control Details Selection window.

Fields

Suppliers

Enter the suppliers whose records you want deleted from the control file. If you need to list more suppliers than there are fields on the window, use **Page Down** to see more fields.

Enter an asterisk to delete the records for all suppliers for the current company and specified To and From currencies.

Press Enter to validate the window and then select **Confirm Deletion (F11)** to delete the data.

Remove Customer Conversion Control Details Window

To display this window, enter 2 in the Type of Data field and then press Enter on the Remove Conversion Control Details Selection window.

Fields

Dependent Co

Enter the Accounts Receivable company of the customers whose records you wish to delete.

This field is the first to be displayed when you see this window. You have to press **Enter** again to see the list of Customer fields.

Customers

Enter the customers whose records you wish to delete from the control file. If you need to list more customers than there are fields on the window, use **Page Down** to see more fields.

To select all addresses for a customer, enter an asterisk against the customer code.

To select all addresses for all customers for a currency, enter an asterisk in both the customer and address fields.

Delivery Addresses (Untitled)

For each customer, enter the delivery addresses (or branches) whose records you wish to delete.

To select all addresses for a customer, enter an asterisk against the customer code.

To select all addresses for all customers for a currency, enter an asterisk in both the customer and address fields.

Press Enter to validate the window and then select **Confirm Deletion (F11)** to delete the data.

Submit Default Currency Conversion [11/TXF]

Once the control file contains the records you wish to process, you can submit the conversion using this task.

The task simply carries out all the processing of the records in the control file.

You could set this up to run as a day-end task. This would be a good idea if your system were not used overnight as the task requires sole use of the software.

There are no windows or selection parameters for this task.

Select **Confirm (F8)** Submit to submit the job.

Conversion Control Report [21/TXF]

Use this task to print selected details of the control file.

Select Conversion Control Report Details Window

To display this window, select the Conversion Control Report task.

Fields

From Currency

Enter the From currency on which you wish to report.

The From and To currency fields here are not a range. You are selecting the To and From currency combination on which you wish to report.

To Currency

Enter the To currency on which you wish to report.

The From and To currency fields here are not a range. You are selecting the To and From currency combination on which you wish to report.

From Master Date/To Master Date

Enter the range of conversion dates you want to include in the report. For example, you can report on all the conversions which took place over two days, or over a week.

Type

Enter one of the following:

1 - To report on supplier conversions

2 - To report on customer conversions

Level

Enter one of the following:

1 - Finance

2 - Distribution

3 - Both

Status - Planned

Enter one of the following:

0 - Not to include planned control details in the report

1 - To include planned control details in the report

Status - In Progress

Enter one of the following:

0 - Not to include control details that are currently being processed in the report

1 - To include control details that are currently being processed in the report

Status - Completed

Enter one of the following:

0 - Not to include completed control details in the report

1 - To include complete control details in the report

Press Enter to validate and then press Enter again to display the next window.

If you entered 1 in the Type field, the Select Conversion Control Report Details Suppliers window is displayed.

If you entered 2 in the Type field, Select Conversion Control Report Details Customers window is displayed.

Select Conversion Control Report Details Suppliers Window

To display this window, enter 1 in the Type field and then press Enter twice on the Select Conversion Control Report Details window.

Fields

Supplier

Enter the suppliers you wish to print. If you need to list more suppliers than there are fields on the window, use **Page Down** to see more fields.

Note: *Although you may have set up many branches for each supplier, each with a separate address, their currencies are always the same, so you do not need to specify which supplier branches you are converting.*

If you want to print all the suppliers for a company, enter an asterisk in the first field.

Select **Submit (F8)** to submit a job to produce the report.

Select Conversion Control Report Details Customers Window

To display this window, enter 2 in the Type field and then press Enter twice on the Select Conversion Control Report Details window.

Fields

Dependent Co

Enter the Accounts Receivable company of the customers you wish to print.

You see this field when the window is displayed. You have to press **Enter** again to see the list of Customer fields.

Customer

Enter the customers you wish to print. If you need to list more customers than there are fields on the window, use **Page Down** to see more fields.

If you wish to print all the customers for a company, enter an asterisk in the first field.

Delivery Addresses (Untitled)

For each customer, enter the delivery addresses (or branches) whose records you wish to print.

To select all addresses for a customer, enter an asterisk against the customer code.

To select all addresses for all customers for a currency, enter an asterisk in both the customer and address fields.

Select **Submit (F8)** to submit a job to produce the report.

Submit Consolidation Conversion [25/TXF]

This conversion will allow General Ledger companies, set up as targets for consolidation purposes in an IN currency or other currency, to be converted to the Euro. There is no requirement for the GL companies used a source to have had their base currency converted as a pre-requisite.

The General Ledger company used as a target for consolidation contains postings from all the source General Ledger companies at a detailed or summary level. When posting a consolidation, the base value of the source General Ledger company postings is converted to the base currency of the target General Ledger company and becomes the prime and base value in that company.

The first stage will be to convert the base currency of the target General Ledger Company to the Euro. The Base currency conversion application (EB) should be used to do this. It will be a prerequisite to the second stage being described here.

The second stage will be to convert the records that support the consolidation (in file FLP064) in the source General Ledger companies using this task. The records are held in the base currency of target General Ledger Company and you should be signed on to the target GL company to do this. The conversion is necessary in order to ensure accuracy of subsequent consolidation postings to the target GL company.

Select the required criteria and then select **Confirm (F8)** Submit to submit the job.

Chapter 5 Converting Manually

5

Introduction

The Prime Currency Conversion tasks are provided to help you change your suppliers and customers from one prime currency to another. However, you do not have to use these activities to perform such a conversion.

The following guidelines will help you if you decide to perform a conversion without using the Prime Currency Conversion tasks.

Converting Generic Modules Manually

Converting a Supplier's Currency Manually

- First, either set up the supplier you want to convert from scratch, including all their associated data. Alternatively, go into the Maintain Suppliers task in Accounts Payable, change the supplier's currency and make the supplier a multi-currency supplier.
- Delete all the item/supplier profile details in the supplier's former currency.
- Enter the new item/supplier profile details, either using the Item Supplier Profile task, or during order entry.
- Make sure that all orders are invoiced in their own currency. This may require the supplier's invoices to be manually converted before they are logged. You cannot do this once the currency has expired.

Converting a Customer's Currency Manually

- Create the new price and discount data.
- Do one of the following:
- Set up a new customer branch.
- Change the customer's currency and make the customer a multi-currency customer using the Accounts Receivable Maintain Customers task.
- If you are using standard pricing, change the customer's price and discount lists using the Maintain Customers task in Sales Order Processing.

- Agree a changeover period with the customer that is long enough to invoice all orders raised in the former currency. Orders outstanding at the end of this period or when the currency expires must be cancelled and re-entered.

Currency Conversions Summary

If you are dealing with low volumes of data a manual approach is feasible, but it is more labour intensive, has no audit trail, no automation, and relies on the co-operation and goodwill of the suppliers and customers concerned.

Converting Service and Equipment Servicing Manually

Customer Currency Conversions

- Create the new price and discount data for parts.
- Agree a transition period with the customer that is long enough to invoice all outstanding jobs.
- You must reconcile, complete and re-enter meter billed contracts that are still outstanding at the end of the transition period, or when the currency expires.
- Do one of the following:
- Set up a new customer branch.
- Change the customer's currency and make the customer a multi-currency customer, using the Accounts Receivable Maintain Customers task.
- If you are using Service Management or Equipment Servicing with standard pricing, change the customer's price and discount lists using the Maintain Additional Customer Details task in Equipment Servicing or the Customer Additional Details task in Service Management, as appropriate.
- Create new labour price lists for new currencies as appropriate. If the customer has a labour price list, change it manually (this applies to both Service Management and Equipment Servicing).

Converting Automotive Modules Manually

Supplier Currency Conversions

- Set up a new supplier and all the associated data, to replace the original supplier.
- At the time when the original currency expires, de-activate all active contracts for the original supplier, remove all current schedules from the original supplier's contracts and cancel all open purchase orders attached to contracts for the original supplier.
- When the original currency expires, activate all contracts for the new supplier, and re-run Vendor Scheduling to create schedules against the new supplier.

- If you are using EDI, trading partner information, CDAC codes and so on will have to be set up for the new supplier. You might also have to modify your EDI maps to point to the new CDAC codes.

Customer Currency Conversions

- Set up a new customer branch and all associated contract information.
- On the date you want to change currency, de-activate all active contracts for the old customer, remove all current schedules from the old customer’s contracts and cancel all open consignments for the customer.
- When the original currency expires, activate all contracts for the new customer, manually add the current schedules from the old customer’s contracts to the new customer’s contracts and build and despatch against the new contracts.
- If you are using EDI, you must set up trading partner information, CDAC codes and so on for the new customer. You might also have to modify your EDI maps to point to the new CDAC codes.

Currency Conversions Summary

If you are dealing with low volumes of data, a manual approach is feasible, but it is more labour intensive, has no audit trail, no automation, and relies on the co-operation and goodwill of the suppliers and customers concerned.

Converting Job Management Manually

Customer Currency Conversions

- Create the new price and discount data.
- Do one of the following:
  - Set up a new customer branch.
  - Change the customer’s currency and make the customer a multi-currency customer using the Accounts Receivable Maintain Customers task.
- If you are using standard pricing, change the customer’s price and discount lists using the Maintain Customers task in Sales Order Processing.

Job Income Currency Conversions

- Change the income currencies of the jobs whose customers’ old currencies match with the existing income currencies.
- Delete any stage payments for the above jobs and re-enter them using the new job income currencies.
- Amend any sundry invoice/credit note entry for the jobs whose income currencies have already been changed. Re-enter the invoice values according to the new income currencies.

The above procedure may become labour intensive as the volumes of data increase.

Converting Style Modules Manually

Supplier Currency Conversions

- Do one of the following:
  - Set up a new supplier and all the associated data to replace the original one.
  - Change the supplier's default trading currency and flag the supplier as multi-currency using the Maintain Suppliers and Maintain Despatch Addresses tasks in Accounts Payable.
- Delete all the item/supplier profile details recorded in the supplier's former currency. You can only do this if there are no purchase orders recorded for that item against the supplier.
- Enter the new item/supplier profile and landed cost details in the new trading currency, either by using the Item Supplier Profile task, or automatically when placing the first supply order in the new trading currency.
- Make sure that all orders are invoiced in the appropriate currency. You might have to convert a supplier's invoices manually before they are logged in Accounts Payable. All supply orders recorded in the original trading currency have to be matched before the currency expires.

Customer Currency Conversions

- Create price and discount data in the new trading currency.
- Do one of the following:
  - Set up a new customer branch.
  - Change the customer's default trading currency and flag the customer as multi-currency using the Maintain Customers and Maintain Delivery Addresses tasks in Accounts Receivable.
- Agree a changeover period with the customer that is long enough to invoice all orders recorded in the former trading currency. Any sales orders that are outstanding at the end of this period, or when the trading currency expires, must be cancelled and re-entered in the new currency.

Trading Currency Conversions Summary

If you are dealing with low volumes of data, a manual approach is feasible, but is more labour intensive, has no audit trail and relies on the co-operation and goodwill of the trading partners involved in the process.

Appendix A Glossary

A

Base

Every company on the system has a base currency, to which all values are converted and in which values are stored. Any other currency used by the company is a prime currency.

Control File

There are various control files in the software, but within the Prime Currency Conversion module this term has a special significance. When you want to make a conversion, you use the Add Control Details tasks (Add Conversion Control in the case of the Finance-only task) to enter the details of the records you want to convert.

These tasks do not do the actual processing. Instead, they write the conversion details to the control file. Then, when you want to run the conversion, you use the relevant Submit Conversion task, which processes the records whose details are in the control file.

The control file acts as an audit file, and you can review it at any time to check which conversions you have performed, and when.

Cost Element

You use cost elements to breakdown an item or item/stockroom level standard cost into a number of elements. The maximum is 15. You can define a current and a future value in any defined currency. You can use different currencies for the different elements of a standard cost, and for the current and future values.

Group Costs

This is a special elemental cost that you can associate with many items which all have the same element value. To change all the costs in a group, you just change the group code value and roll this change to the items that use this group cost.

In Currency

An In currency is a currency that has joined the European Monetary Union, and that therefore has a fixed exchange rate with the Euro.

Out Currency

An Out currency is a currency that has not joined the European Monetary Union.

Partial Rate

See Triangulation.

Prime

The word prime refers to a prime currency, sometimes known as a transaction currency. A company has a base currency, to which all values are converted and in which values are stored. Any other currency used by the company is a prime currency.

Every supplier and customer has a currency specified against it, and that currency is the one which will be used for payment and invoicing.

Prime to prime currency conversion is when you change the currency of a supplier or customer.

Rates to Euro

The Rates to Euro flag is a field in the Euro Currencies option in the General Ledger. You use it to specify variable conversion rates to and from the Euro instead of to and from the In currencies themselves.

If your company's base currency is an In currency, the Rates to Euro flag must be set on, to indicate that triangulation is to be used.

If your company's base currency is an Out currency, you can choose whether you want to set the Rates to Euro flag on, and use triangulation, or whether you prefer to set it off, and convert directly between In and Out currencies.

Triangulation

A currency conversion that involves a currency that has joined the European Monetary Union (that is, an In currency) will use the triangulation rules. This means that the conversion is performed in two steps, source currency to Euro, then Euro to In currency.