



**Multi-  
Currency**  
*User Guide*  
Version 5.20

# *Multicurrency ♦ User Guide*

*Version 5.20*

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Fourth Generation Software Solutions Corporate: (770) 432-7623  
700 Galleria Parkway, Suite 480 Fax: (770) 432-3447  
Atlanta, GA 30339E-mail: sales@fitrix.com  
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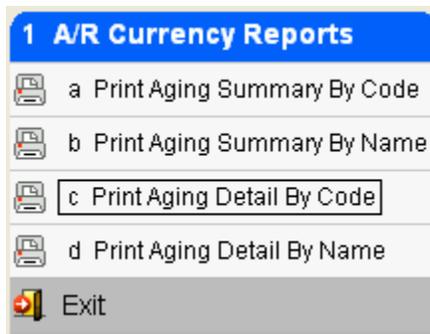
# OVERVIEW OF THE MULTICURRENCY MENUS

The Multicurrency module acts as a currency “translation” facility. It take the financial data from one or more accounting modules, combines this data with information about currencies and exchange rates, and restates the data in the proper currency for the required document or report. Because this “translation” is the main task of Multicurrency, most of the module’s menus contain only report generation options. All other Multicurrency specific operations such as updating of currencies, currency exchange rates, and currency defaults are performed from the Set Up Multicurrency menu.

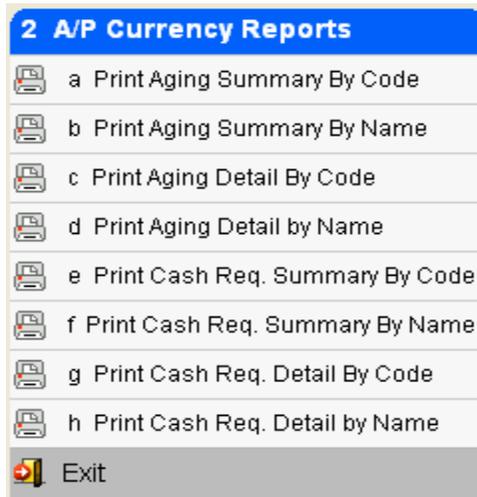
## Foreign Currency Reports Menus

All the reports generated from the Multicurrency module are just like the corresponding report in the other Fitrix modules except that they print amounts in the customer’s or vendor’s currency rather than your home currency.

### AR Currency Reports:



### AP Currency Reports:



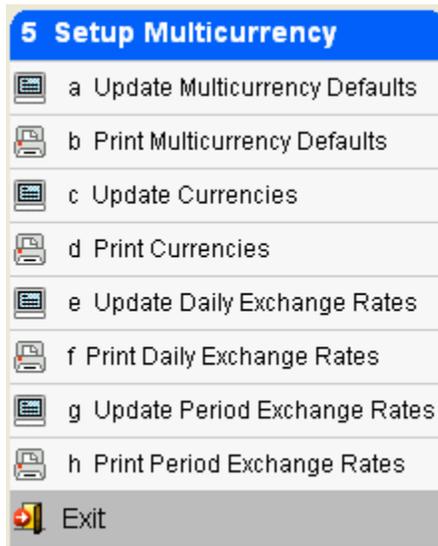
**OE Currency Reports:**

<b>3 O/E Currency Reports</b>	
	a Print Open Order Summary
	b Print Open Order Detail
	c Print Salesperson Summary
	d Print Salesperson Detail
	e Print Open Order Item Summary
	f Print Open Order Item Detail
	g Print Customer Order Summary
	h Print Customer Order Detail
	Exit

**PO Currency Reports:**

<b>4 P/O Currency Reports</b>	
	a Order Summary by PO Num
	b Order Summary by Buyer
	c Order Summary by Vendor
	d Order Detail by PO Num
	e Order Detail by Buyer
	f Order Detail by Vendor
	g Price Change Report
	Exit

## Setup Multicurrency menu:



This menu is used for both setting up Multicurrency and for maintaining currency codes and exchange rates. Each update option has a Print option counterpart. The menu options are as follows:

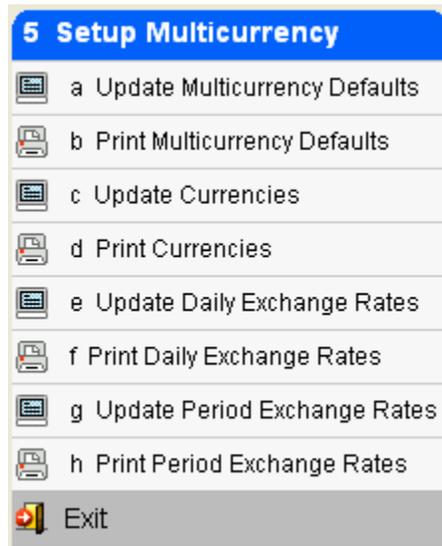
**Update Multicurrency Defaults** – this program is used to define the home currency for your company, specify which Fitrix modules will use Multicurrency, and to assign an exchange rate type for each module that will use Multicurrency.

**Update Currencies** – this program is used to set up your foreign currency codes and define the GL account numbers that will be the Difference on Exchange account for each currency.

**Update Daily Exchange Rates** - this program is used to enter an exchange rate for each currency code and specify the date for which this exchange rate applies.

**Update Period Exchange Rates** – this program is used to enter an exchange rate for each currency code and specify the period and year to which this exchange rate applies.

# MULTICURRENCY SET UP



## Update Currencies (menu option MC-5-c)

The first step in setting up Multicurrency is to set up your currency codes including a currency code for your home currency.



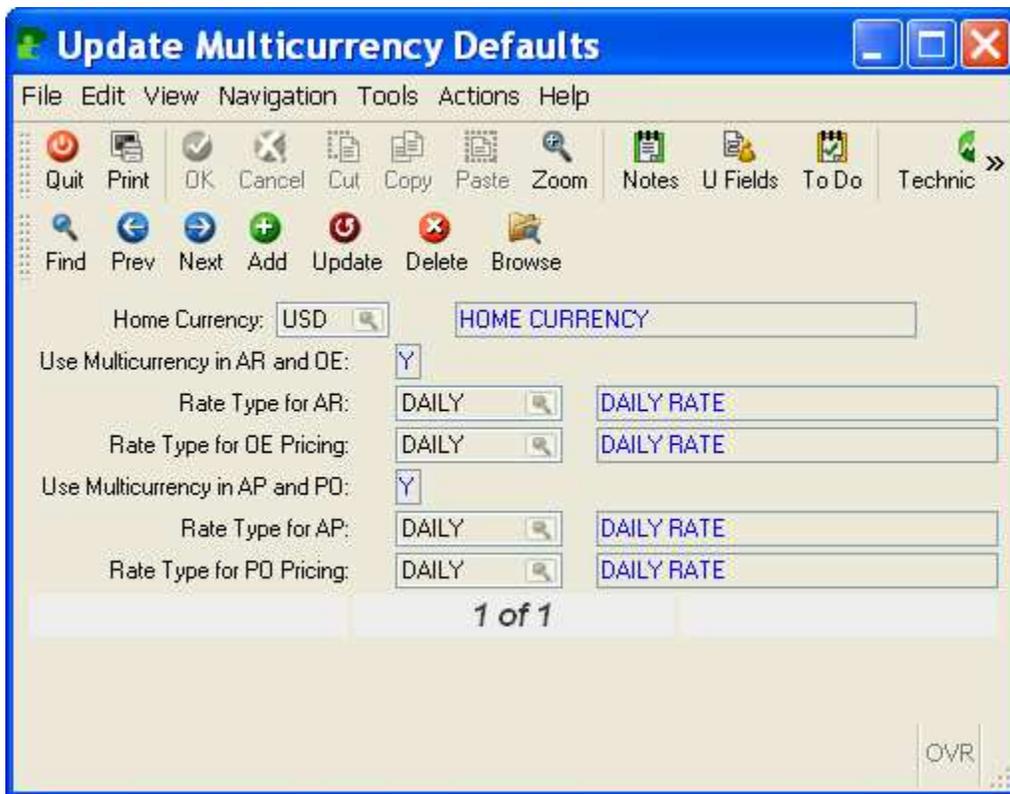
**Currency Code** – enter a currency code of up to three characters.

**Description** - enter a description for the currency code.

**Difference in Exchange Account** – enter the GL account for posting the differences that arise from changes in the exchange rate. You can use the same account number for each currency code or a different one for each code. Running the Post Cash Receipts option posts the difference between the amount you expected to get in home currency and what you actually received in home currency. Running the Post AP Check program posts the difference between what you expected to pay in home currency and what you actually paid in home currency.

### Update Multicurrency Defaults (menu option MC- 5 –a)

The next step is to activate Multicurrency using this program.



**Home Currency**- enter the currency code for your home currency.

**Use Multicurrency in AR and OE** – Enter Y to activate Multicurrency in Accounts Receivable and Order Entry. Leave set to N if you will not be using multicurrency in these modules.

**Rate Type for AR** – enter the rate type you want to use for the AR module. The rate types are DAILY (rate is good for one day) and STAND (rate is good for an entire accounting period)..

**Rate Type for OE Pricing** – enter the rate type you want to use for the OE module. The rate types are DAILY (rate is good for one day) and STAND (rate is good for an entire accounting period).

**Note: If you choose to use Multicurrency for OE you MUST also use it for AR.**

**Use Multicurrency in AP and PO** – Enter Y to activate Multicurrency in Accounts Payable and Purchasing. Leave set to N if you will not be using multicurrency in these modules.

**Rate Type for AP** – enter the rate type you want to use for the AP module. The rate types are DAILY (rate is good for one day) and STAND (rate is good for an entire accounting period).

**Rate Type for PO Pricing** – enter the rate type you want to use for the PO module. The rate types are DAILY (rate is good for one day) and STAND (rate is good for an entire accounting period).

**Note: If you choose to use Multicurrency for Purchasing you MUST also use it for AP.**

When you press ESC to exit and save the Multicurrency Default table, if you have changed the Use Multicurrency in AR/OE (AP/PU) from N to Y, you will see the following prompt:

*You have activated Multicurrency for AR/OE (AP/PU).  
Enter 'Y' to set all currency codes in the customer (or vendor) and activity tables to the home currency value shown above. Press 'N' to cancel.*

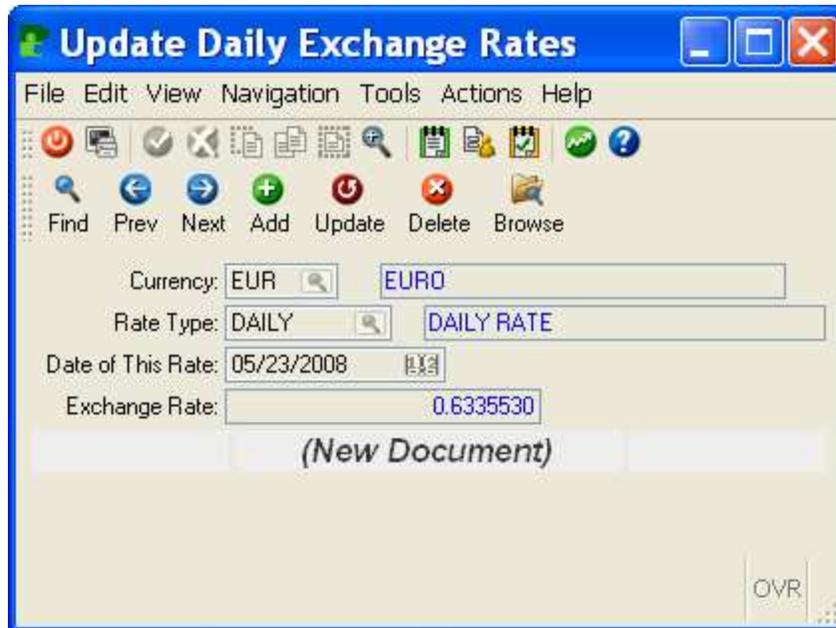
If you answer 'Y' to this prompt, the home currency is inserted into every record for:

- | AR/OE                     | AP/PU                        |
|---------------------------|------------------------------|
| • existing customers      | existing vendors             |
| • outstanding AR invoices | outstanding AP invoices      |
| • AR Cash Receipts        | AP Cash Disbursements        |
| • AR Activity Records     | AP Activity Records          |
| • all existing orders     | all existing purchase orders |

You must then go into specific customers and vendors and enter their multicurrency code.

## Update Daily Exchange Rates (menu option MC-5-e)

The records entered with this program must be unique combinations of currency code and date. You cannot add two records with the same currency code and date. Daily exchange rates are only valid for a single date.



**Currency code** – enter a currency code that has previously set up using the Update Currencies program. Zoom is available.

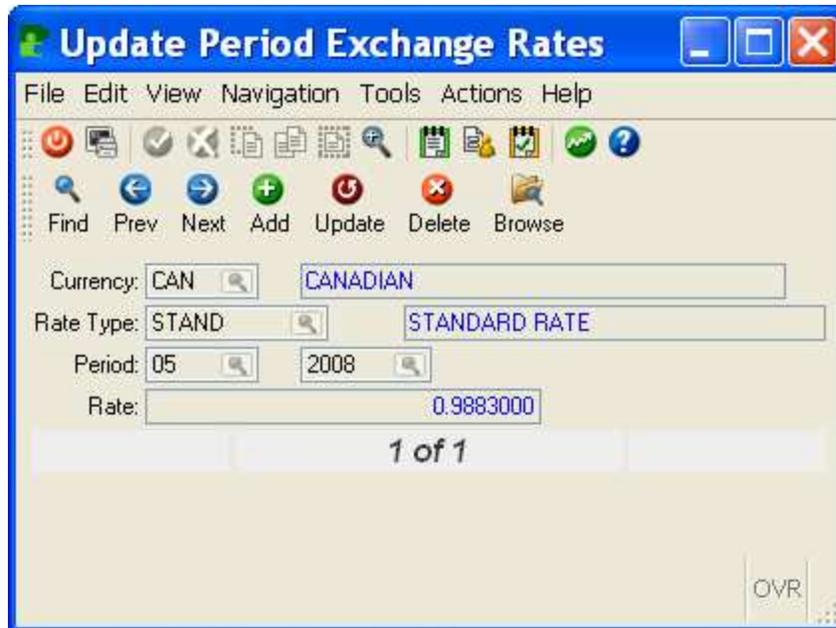
**Rate Type** – Defaults to Daily

**Date of This Rate** – the date this exchange rate is good for.

**Exchange Rate** – enter to exchange rate for this currency code is it relates to one of your home currency. In the example above the home currency defined in the Update Multicurrency program is U.S. dollars so \$1.00 equals .6335530 Euros.

## Update Period Exchange Rates (menu option MC-5-g)

The records entered with this program must be unique combinations of currency code and period. You cannot add two records with the same currency code and period.



**Currency code** – enter a currency code that has previously set up using the Update Currencies program. Zoom is available.

**Rate Type** – Defaults to STAND

**Period** – the period and year this exchange rate is good for.

**Exchange Rate** – enter to exchange rate for this currency code is it relates to one of your home currency. In the example above the home currency defined in the Update Multicurrency program is U.S. dollars so \$1.00 equals .9883 Canadian dollars.

# MUTICURRENCY IN ACCOUNTS PAYABLE

## Update Vendor Information (menu option AP-3-a)

Once you have set up your currency codes and activated the Multicurrency module you must now go into each vendor record and change the multicurrency code from your home currency code to their foreign currency code. Please note that you cannot change the currency code of a vendor that has existing activity on the system. This is to ensure that the balance and activity for the vendor remain in a single currency.

Update Vendor Information

File Edit View Navigation Tools Actions Options Help

Payto Activity Aging Terms

Find Prev Next Add Update Delete Browse

Vendor: 4000 Name: ABC SUPPLY

Contact: JOHN SMITH Phone: 770-432-4567

Cell: 770-345-6543 Fax: 770-431-3232 Currency: CAN

Address: 100 SPRING RD

C/S/Z/C: VAN COUVER X6C3N2 CA CANADA

Email: Backord:

Web: Tax Code: Last Pay: 01/01/1980

Flight Tax: Misc Tax Code:

Hold: N Ship:

Take Disc: N Bill:

Discount: Balance: 0.00

Buyer: CATHY CATHY SELIN On Account: 0.00

A/P Terms: C NET PAYMENT 15 DAYS Limit:

Acct.Grp: ETA Days: 45

Pay Mthd: AP ACCOUNTS PAYABLE

FedTax ID: 1099 Required: N

Accts A/P: 200000000 .000 Cash: 100000000 .000 EXP.COG: 500000000 .000

(New Document)

OK Cancel

Enter the name of this vendor. OVR

## Update Payable Documents (menu option AP-1-a):

The currency code is automatically retrieved from the Vendor Information table and appears on this screen. You cannot change the currency code.

If the exchange rate for the invoice date used for the invoice is not found, an error message will display and the adding of the invoice is terminated.

**Update Payable Documents**

File Edit View Navigation Tools Actions Options Help

Batch Options Vendor Payto Chart

Find Prev Next Add Update Delete Browse

Date: 05/23/2008 Gross Amt Entry: N Dept: 000 Posted: N

Vendor: 4000 ABC SUPPLY

Pay-To: PAYTO Recurrent Code: Recurrent Times:

Doc. Type: 1 : 22432 Ref. No:

Invoice Date: 05/23/2008

Default Tax: NOTAX

Terms: C NET PAYMENT 15 DAYS

Pay On: 06/07/2008 Due: 06/07/2008 Disc.: 05/23/2008 Disc%: 0.000

P.O. No.: 0449 P.O. Date:

Acct. Grp: Cash: 100000000 - 000

Account	Dpt	Description	Code	Amount		
500300000	000	ELECTRICAL COGS	NOTAX	5000.00	5000.00	DB

Currency: CAN Multilevel-Tax: 0.00 0.00 DB

TTL: 200000000 000 ACCOUNTS PAYABLE 5000.00 5000.00 CR

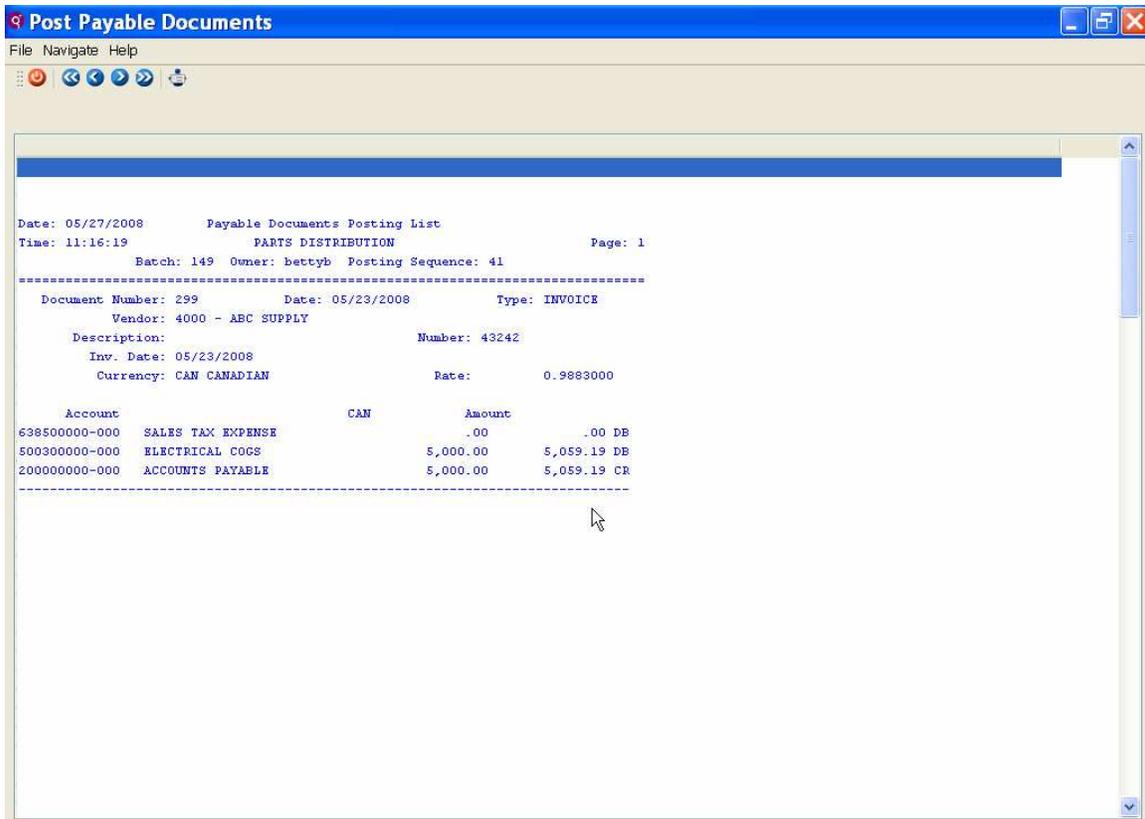
(New Document) Batch ID: 149

View Detail

OVR

Print Payable Listing and Posting Report (menu options AP-1-b and c):

The currency code and exchange rate are printed for each document. The foreign currency amount is printed as well as the home currency amount that will be posted to the General Ledger. In the example below, \$5,000 Canadian dollars equals 5,059.19 US dollars at an exchange rate of .9883.



### **Create Recurring Documents (menu option AP-1-h):**

Create Recurring documents will use the current exchange rate and the same currency code as the original documents. If a current exchange rate is not found, an error message is printed and the recurring document is not created.

### **Print Payment Due Report and Create Automatic Checks (menu options AP-2-a and c):**

If using multicurrency in AP, the currency code appears on the Select vendors screen. The reports are sorted by currency code and there are subtotals for each currency.

While the Create Automatic Checks program can be used to create checks on foreign currency, in most if not all cases you will create checks for your home currency vendors only. This is accomplished by specifying your home currency in the Select vendors screen below.



## Print Check Listing (menu option AP-2-f)

The currency code and exchange rate are printed for each check. The foreign currency amount is printed as well as the home currency amount that will be posted to the General Ledger. If an exchange rate for the check date is not found, an error message will print on the report:

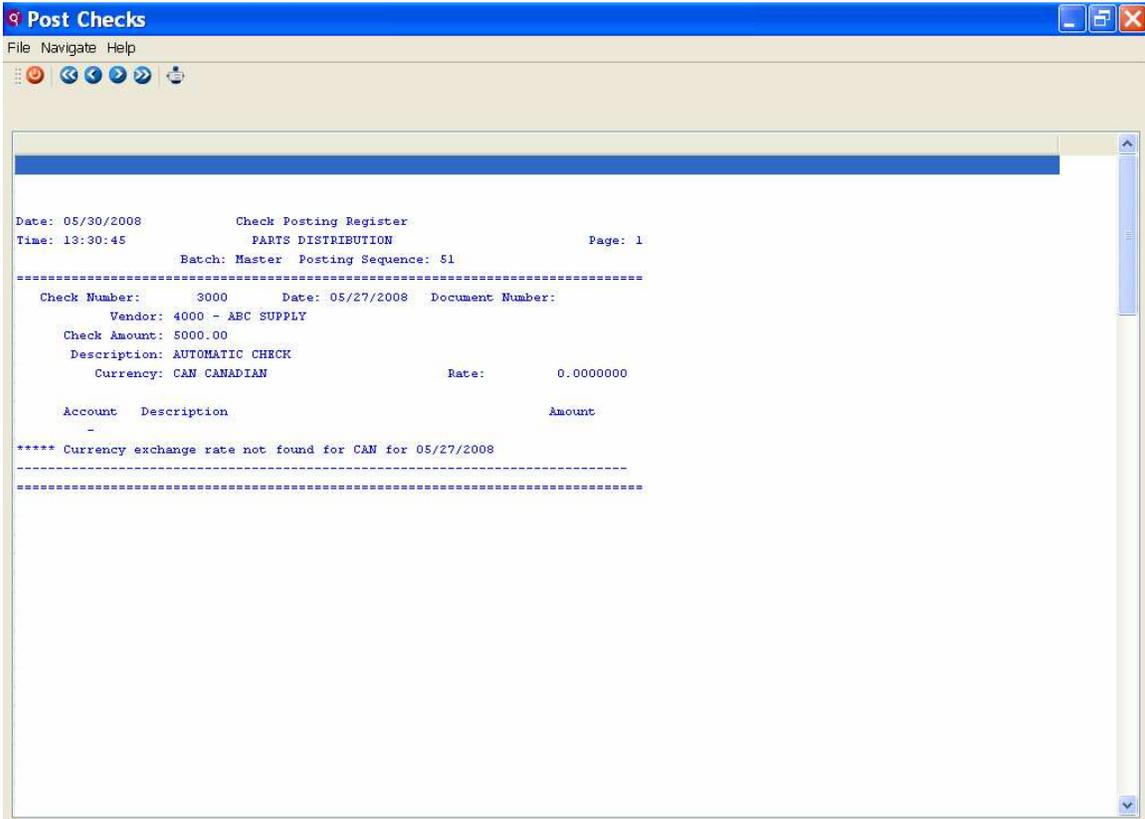


Before you can print checks you must enter an exchange rate a date that corresponds to the check date.

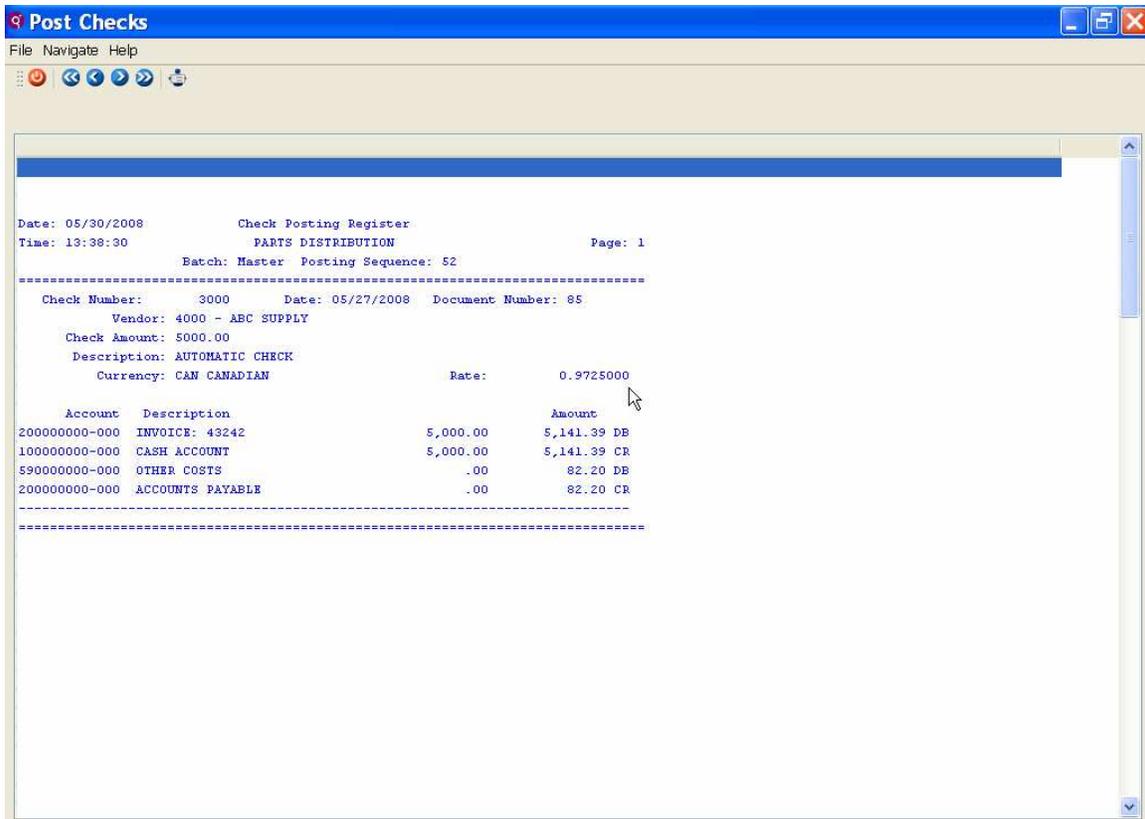
## Post Checks (menu option AP-2-h):

This program will calculate the difference between the home currency amount originally posted for the invoice (the amount that posted to the General Ledger) and the home currency equivalent of the foreign currency at the current exchange rate in place when checks are posted. This difference will post to the difference on exchange GL account number associated with the foreign currency code in the Update Currency Codes program.

If a current exchange rate is not found an error message will print and the cash disbursement will not post.



You must an exchange rate that has a date that matches the check date and then the check will post.



The Gain/Loss on foreign exchange was calculated as follows:

	Canadian	Dollars	Exchange rate
AP Invoice	5,000.00	5059.19	.9883
Cash Disb	5,000.00	5141.39	.9765
Gain/Loss		(82.20)	

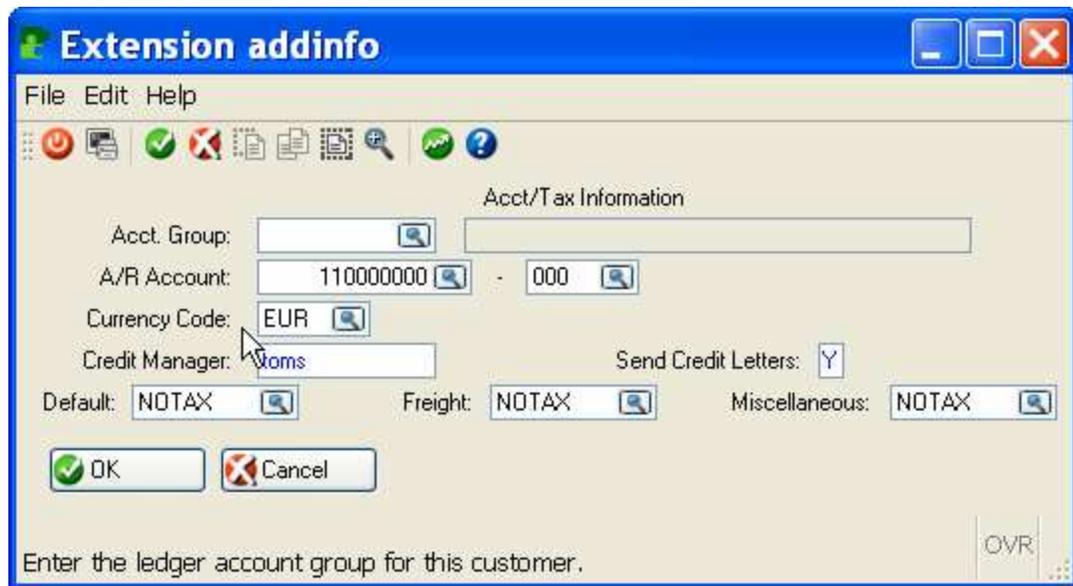
Because the value of the US dollar to the Canadian dollar decreased between the time the vendor invoiced you and you made payment (1 Canadian dollar was .9883 US dollars and then decreased to .9765 US dollars) there was a loss booked on the difference in exchange rate since more US dollars had to be paid by you.

## MUTICURRENCY IN ACCOUNTS RECEIVABLES

### Update Customer Information (menu option AR-2-a):

Once you have set up your currency codes and activated the Multicurrency module you must now go into each customer record and change the multicurrency code from your home currency code to their foreign currency code. Please note that you cannot change the currency code of a customer that has existing activity on the system. This is to ensure that the balance and activity for the customer remain in a single currency.

To change the currency code click on the Addl Info icon on the toolbar and this screen will display:



Extension addinfo

File Edit Help

Acct/Tax Information

Acct. Group: [ ]

A/R Account: 110000000 - 000

Currency Code: EUR

Credit Manager: Vorms

Send Credit Letters: Y

Default: NOTAX Freight: NOTAX Miscellaneous: NOTAX

OK Cancel

OVR

Enter the ledger account group for this customer.

### Update Receivable Documents (AR-1-a):

The currency code is automatically retrieved from the Customer Information table and appears on this screen. You cannot change the currency code.

If the exchange rate for the invoice date used for the invoice is not found, an error message will display and the adding of the invoice is terminated.

**Update Receivable Documents**

File Edit View Navigation Tools Actions Options Help

Doc Date: 05/23/2008 
 Inv Date: 05/23/2008 
 Dept No: 000 
 Gross Amt Entry: N

Cust.: ABC  ABC SUPPLY
 Ship-To: SHIPTO

Type.: I Invoice : 433432
 Recur.: 
 Ref.No.: 
 Tax: NOTAX

Desc.: 
 Acct. Group:

Terms: A  NET 30
 P.O.: 
 Posted: N

Item No	Qty	Unit	Description	Tax Cd	Price	Amount
ITEM		1.0 EA	DESCRIPTION	NOTAX	2000.00	2000.00

Currency: EUR
 Sub-Total: 2000.00

Misc.: 0.00 
 Freight: 0.00

Net: 2000.00
 Tax: 0.00
 Total: 2000.00

-Account: 
 Dept.: 
 Description: 
 Amount - DB/CR:

(New Document)

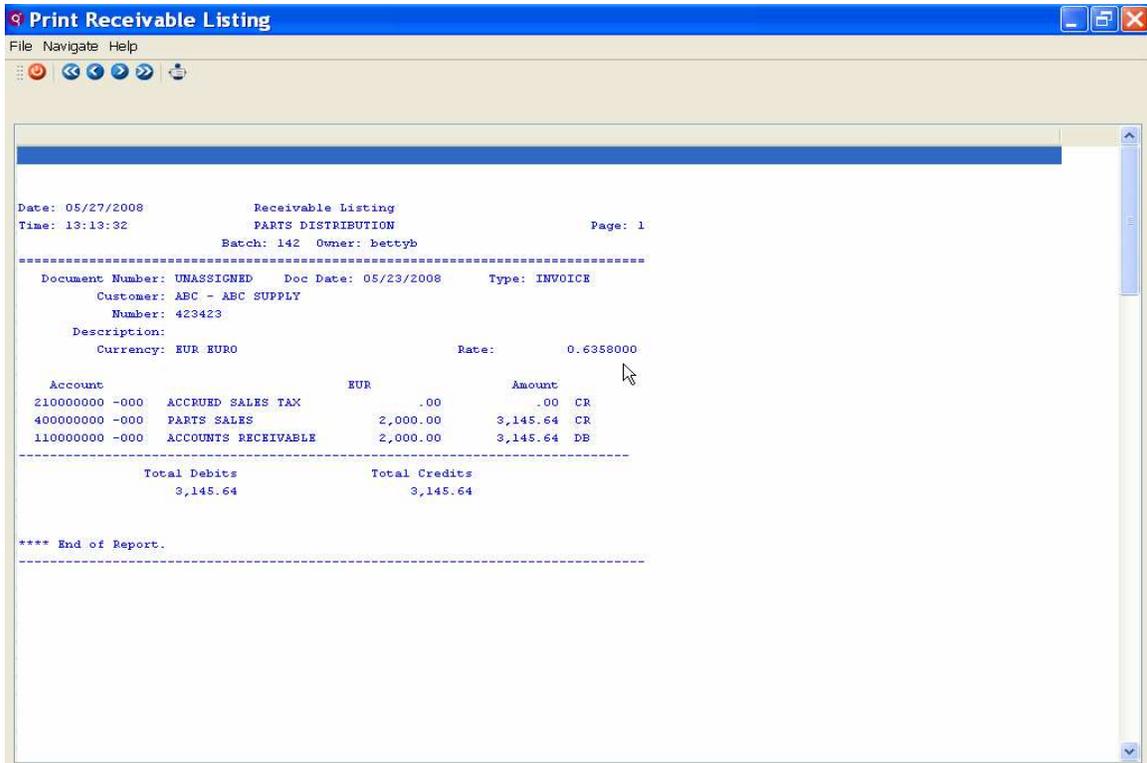
Batch ID: 142

Enter the GL Date. OVR...

## Print Receivable Listing (menu option AR-1-b)

The currency code and exchange rate are printed for each document. The foreign currency amount is printed as well as the home currency amount that will be posted to the General Ledger. If an exchange rate for the invoice date is not found, an error message will print on the report.

In the example below, 2,000 Euros equals 3,145.64 US dollars at an exchange rate of .6358.



### **Print Invoices (menu option AR-1-c)**

The currency code and description will print in the heading of the invoice.

### **Post Receivable Documents (menu option AR-1-d):**

This program posts the currency code, currency exchange rate, and home currency amounts to the AR activity and AR open item tales. The home currency amount posts to the General Ledger. Just like the Receivable Listing report, this report prints both the home currency amounts and foreign currency amounts.

### **Update AR Cash Receipts (menu option AR-1-f):**

The currency code is automatically retrieved from the Customer Information table. The currency code for the customer cannot be changed.

**Update A/R Cash Receipts**

File Edit View Navigation Tools Actions Options Help

Batch Options

Find Prev Next Add Update Delete Browse

Date: 05/27/2008 Currency Code: EUR

Customer: ABC ABC SUPPLY

Check Number: 312321 Description:

Receipt Amount: 2,000.00 On Account: 0.00 Deposits: 0.00

Automatic Pay:  Cash Account: 100000000 - 000

Non-Attached:  Posted:

Cmd?	Invoice	Due Date	Dsc. Date	Dsc. Bal	Balance	Discount	Applied
	423423	06/22/2008	05/23/2008	0.00	0.00	0.00	2,000.00

Available: 0.00 Total Discount Allowed: 0.00

Total Applied: 2,000.00

Total Charge Backs/Write-offs: 0.00

1 of 1

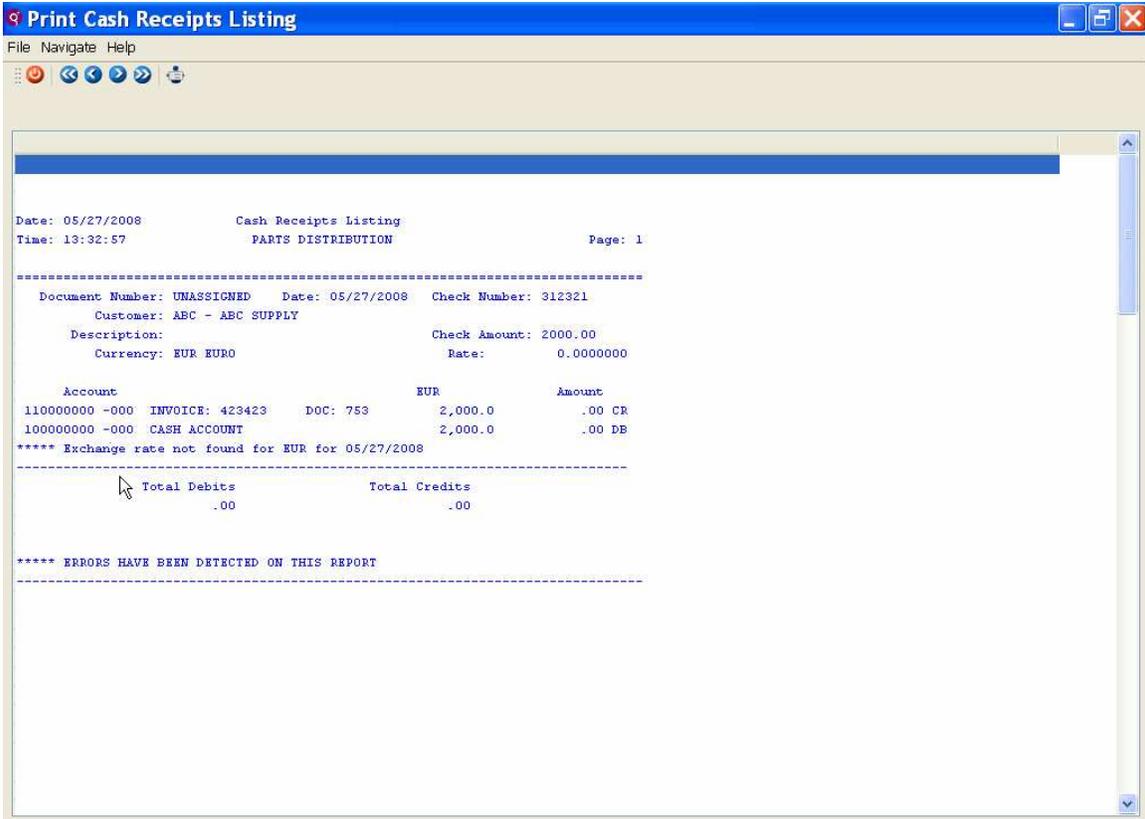
View Detail

OVR

**Print Cash Receipts Listing (menu option AR-1-g):**

The currency code and exchange rate are printed for each cash receipt. The foreign currency amount is printed as well as the home currency amount that will be posted to the General Ledger.

If a current currency exchange rate is not found an error will print on this report as shown here and the cash receipt will not post:



You must enter a current exchange rate with a date that matches the cash receipt date and run the posting again. After entering a currency exchange rate for EUROS here is the posting report.



### **Create Recurring Documents (menu option AR-1-m):**

Create Recurring documents will use the current exchange rate and the same currency code as the original documents. If a current exchange rate is not found, an error message is printed and the recurring document is not created.

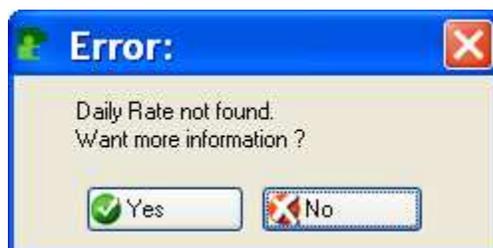
# MUTICURRENCY IN ORDER ENTRY

## Update Customer Orders (menu option OE-1-a):

The currency code that displays on this screen is no entry and is retrieved from the Customer Information table. Prices that you enter on the customer order should be prices in the foreign currency amounts (ie- if the currency code is for EUROS then the price you enter for each item should be the price in Euros).

Ln	Type	Stg	Item Code	U/M	Quantity	Price	Net Amount
1	STK	ORD	12104	EA	1000.000	15.000	15000.00

If you use an order date for a foreign currency customer for which there is no exchange rate for that date an error will display and you will not be able to enter the order.



Enter the exchange rate for the order's date and then you may continue.

The exchange rate in effect when the order is entered is stored with the order. When the order is posted and the AR open item created the exchange rate stored with the order is also stored with the AR open item. When the payment is received from the customer the system will compare the original exchange rate with the exchange rate in effect when the payment is received, calculate the difference in exchange rates, and post this dollar amount to the Difference on Exchange GL account number assigned to the customer's currency code using the Update Currencies program.

**Print Order Acknowledgements (menu option OE-1-b):**

The currency code and currency description print on the order acknowledgement.

**Print Invoices and Memos (menu option OE-1-f):**

The currency code and currency description print on the invoice/memo.

**Print Edit List / Post Order Entry Documents (menu options OE-1-j and k):**

The amounts that print on this report are translated to the home currency. Amounts posted to General Ledger are translated to the home currency. Amounts posted to Accounts Receivable are maintained in the customer's currency. In the example below the price to the customer was 15.00 euros and the exchange rate when the order was processed was .60 euros to \$1.00 . This translates into a sales price of \$25.00 USD (15.00 EUR / .60 = \$25.00 USD).

Print Order Entry Edit List

File Navigate Help



Date: 06/05/2008      Order Entry Edit List      Page: 1  
Time: 15:13:48      PARTS DISTRIBUTION

-----  
Order Number: 1826  
Order Date: 06/05/2008 Orig Doc:      Doc: 1826  
Invoice Date: 06/05/2008 Type: REG Invoice Doc: 780      Invoice: 780  
Bill To: ABC - ABC SUPPLY  
Sold To: ABC - ABC SUPPLY  
Sold To: SHIPTO - ABC SUPPLY      Pay Method: AR  
Entry: bettyb      06/05/2008 15:08:28 Modified: bettyb      06/05/2008 15:08:28

Item	Whse	Quantity	Unit	Price	Extension
12104	SEATTLE	1,000.000	EA	25.000	25,000.00
	401000000 000		STEREO SALES		25,000.00 CR
			----- Invoice Totals -----		
	110000000 000		ACCOUNTS RECEIVABLE		25,000.00 DE

-----  
No errors were detected.

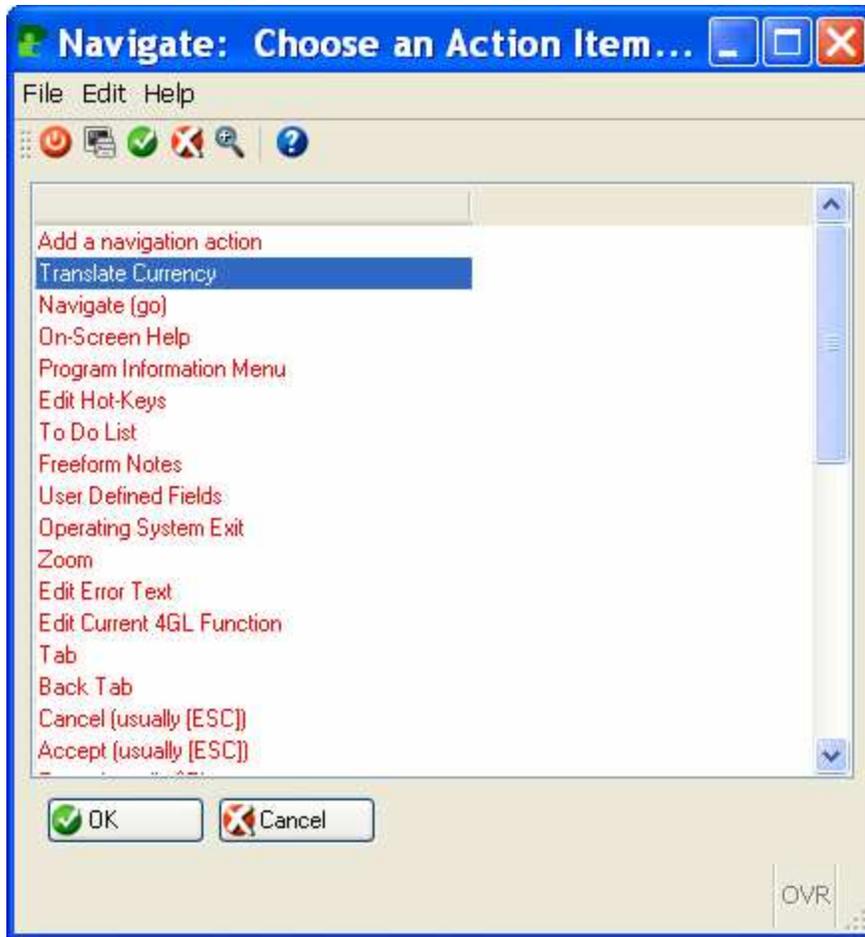
# MUTICURRENCY IN PURCHASING

## Update Item Catalog (menu option PU-4-g-b):

The currency code is retrieved from the vendor record. The cost amount entered here can be in either the home or foreign currency.

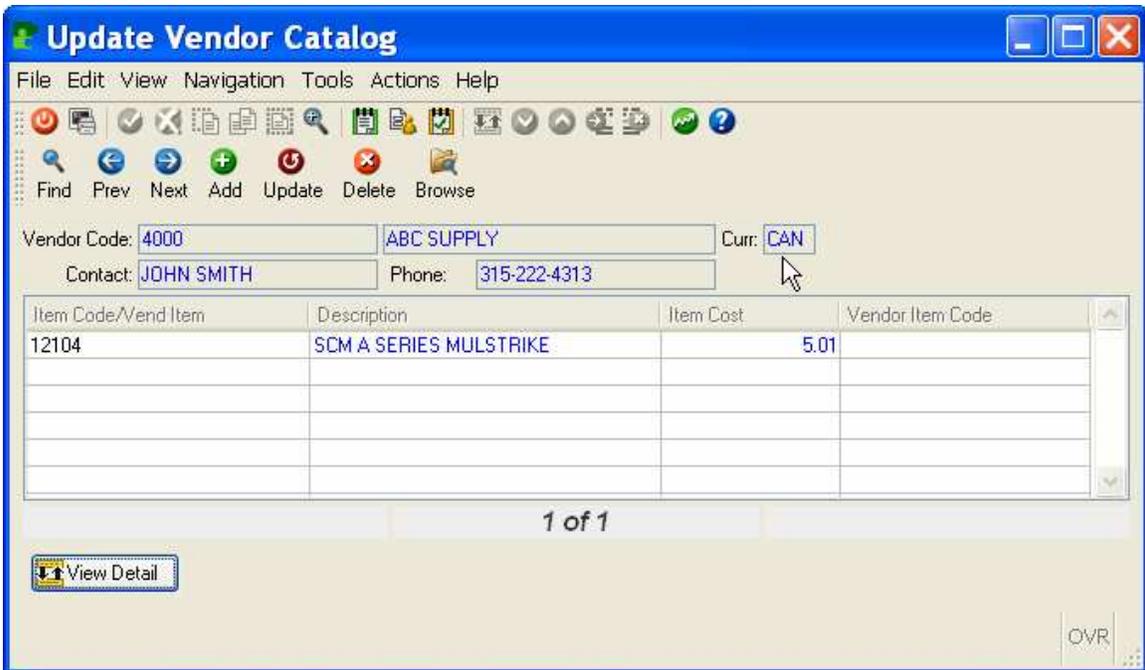


To toggle back and forth between the home currency and the foreign currency select Navigation events from the Tools option on the toolbar or press Ctrl G and select Translate Currency Event from the navigation screen that displays.



### **Update Vendor Catalog (menu option PU-4-g-c):**

The currency code is retrieved from the vendor record. The cost amount entered here can be in either the home or foreign currency.

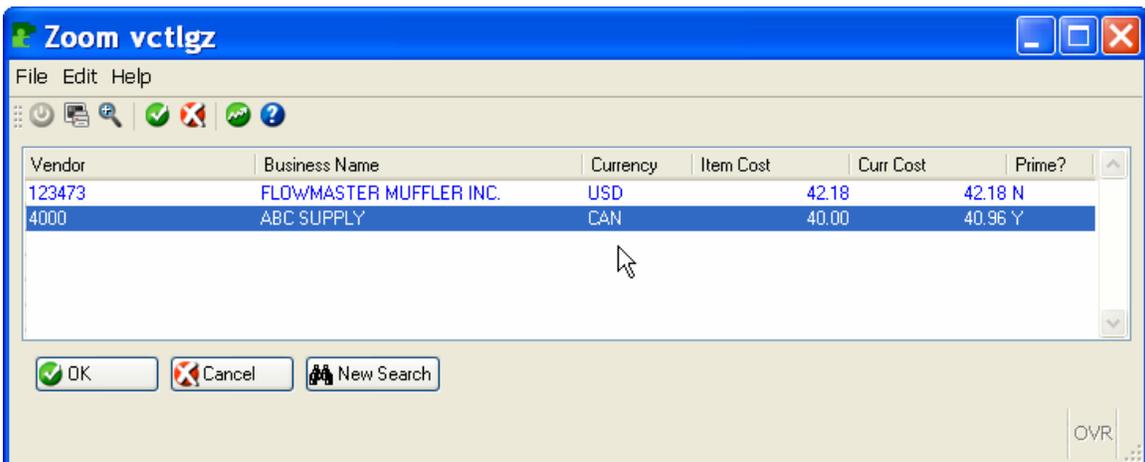


To toggle back and forth between the home currency and the foreign currency select Navigation events from the Tools option on the toolbar or press Ctrl G and select Translate Currency Event from the navigation screen that displays.

### Requisitions Menu (menu option PU-1):

#### Assign vendors (menu option PU-1-c):

The foreign and home currency costs display on the vendor zoom screen.



### Create PO from Requisition (menu option PU-1-d):

The currency code and description print on the purchase order. The amounts on the purchase order are in the foreign currency.

### Update Purchase Orders (menu option PU-2-a):

Prices that you enter on the vendor purchase order should be prices in the foreign currency amounts (ie- if the currency code is for Canadian dollars then the price you enter for each item should be the price in Canadian dollars).

N	Ln	Typ	Stg	Item Code	PU	Quantity	Cost	Net Amount
	1	STK	POG	FM4810	EA	100.0000	40.000	4000.00

If you use a purchase order date for a foreign currency vendor for which there is no exchange rate for that date an error will display and you will not be able to enter the purchase order. Enter the exchange rate for the purchase order's date and then you may continue.

The exchange rate in effect when the purchase order is entered is stored with the purchase order. When the purchase order is posted through to AP the AP open item created the exchange rate stored with the purchase order is also stored with the AP open item. When payment is made to the vendor the system will compare the original exchange rate with the exchange rate in effect when the payment is made, calculate the difference in exchange rates, and post this dollar amount to the Difference on Exchange GL account number assigned to the vendor's currency code using the Update Currencies program.

**Print Purchase Orders (menu option PU-2-b):**

The currency code and description print at the bottom of the purchase order.

**Print Receipts Edit and Post (menu options PU-2-e and f):**

All amounts posted to Inventory and General Ledger are translated to the home currency.

**Update AP Invoices (menu option PU-2-g):**

The currency of the invoice is determined by the currency of the vendor. Amounts entered for a foreign currency vendor are in the foreign currency. The exchange rate used for an invoice is the same as that of the purchase order.

**Print Invoice Edit and Post Invoices (menu options h and i):**

The amounts posted to the General Ledger are translated into the home currency. The amounts posted to AP are in the foreign currency as balances due from vendors are maintained in their foreign currency.