

## About this Book

The **Qube Global Commerce User Guide** provides information about the Global Commerce module. This book includes such topics as International Tax Structure, Maintaining Currency Exchange Rate Data, Tax Codes & Tax Rates, Value Added Tax, and Language Codes & Descriptions.

Use this book as a general reference book.

The **Qube Global Commerce User Guide** is part of a 14-volume set. The other books in the set are:

- General Information User Guide
- System Administration User Guide
- Inventory Management User Guide
- Production Scheduling and Bills of Material User Guide
- Sales Order Management User Guide
- Purchasing Management User Guide
- Accounting with Qube User Guide
- Accounting with Dynamics User Guide
- Job Costing User Guide
- Order Configuration User Guide
- Implementation Workbook
- Qube Sample Reports Book
- Index

## Overview

This user guide contains the following topics:

- Introduction to Global Commerce
- International Tax Structure
- Countries & Currencies
- Maintaining Currency Exchange Rate Data
- Using Currency Codes in Data Entry
- Tax Codes & Tax Rates
- Value Added Tax
- Language Codes & Descriptions
- Custom Document Labels
- Printing Reports

## Introduction to Global Commerce

Global Commerce is an optional Accounting module that may be purchased separately. This module provides multiple-currency conversion and management for Qube ERP™ Accounting.

When the Global Commerce feature is enabled, you can use this module to:

- Set up country codes, currency codes, and language conventions.
- Download up-to-the-minute currency conversion rates.
- Automatically convert current rates to home country currency.
- Track and convert historic rates for a given date or for a given currency.

## Getting Started

The following setup function must be completed in order to use Global Commerce.

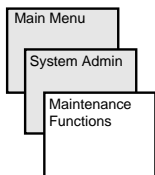
### Features Set

Global Commerce is an optional, for-sale module. It must therefore be activated in the **Features Set** window in order to be available for use (see [“Application Features Set Window” on page SYS-138](#)).

Access is Allowed to Checked Features	
<input checked="" type="checkbox"/>	Core modules
<input type="checkbox"/>	Basic Production Planning
<input checked="" type="checkbox"/>	Advanced Production Planning
<input checked="" type="checkbox"/>	Accounting
<input checked="" type="checkbox"/>	Indented Bill of Materials
<input type="checkbox"/>	Serial Number Tracking
<input checked="" type="checkbox"/>	Lot and Batch Tracking
<input type="checkbox"/>	"5-Options" Option Selection
<input type="checkbox"/>	"Unlimited Options" Option Selection
<input type="checkbox"/>	"Modular Building" Option Selection
<input checked="" type="checkbox"/>	Basic Job Costing
<input type="checkbox"/>	Advanced Job Costing
<input type="checkbox"/>	Basic Service Order Tracking
<input type="checkbox"/>	Advanced Service Order Tracking
<input type="checkbox"/>	Available to Promise
<input checked="" type="checkbox"/>	Vendor Qualification & Performance
<input checked="" type="checkbox"/>	Sales Commission Tracking
<input type="checkbox"/>	Great Plains Interface
<input type="checkbox"/>	Ad Specialties Interface
<input checked="" type="checkbox"/>	Multiple Shipping Warehouses
<input type="checkbox"/>	Fifo/Lifo Job Costing
<input type="checkbox"/>	Fifo/Lifo Integrated with General Ledger
<input checked="" type="checkbox"/>	Physical Inventory
<input checked="" type="checkbox"/>	Bar Code Bundle
<input checked="" type="checkbox"/>	Contract Pricing
<input type="checkbox"/>	Multiple Zones Tax Accounting
<input type="checkbox"/>	Pallet Position Tracking
<input checked="" type="checkbox"/>	Executive Information System
<input checked="" type="checkbox"/>	Global Commerce

Make sure Global Commerce is active →

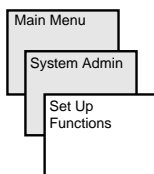
### Set Up Windows







If your data file has Global Commerce enabled, you will see the following selections in the System Administration module, in the **Maintenance Functions** group.

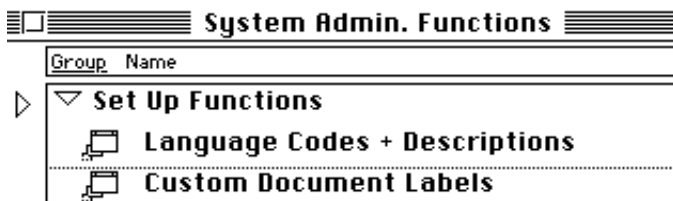
**If this feature is not already enabled, go to Maintenance Functions under the System Administration module. Double-click on Feature Set and you will see the Applications Feature Set win-**

down. Click **Edit Feature Set** and click in the **Global Commerce** checkbox.



-  **International Tax Structure**
-  **Countries & Currencies**
-  **Currency Exchange Rates**
-  **Get Currency Rates from WWWeb**

You will also see the following selections in the **Set Up Functions** list under the System Administration Module.



The **International Tax Structure** item allows you to manage tax codes and tax rates. A tax code may or may not be related to a country code. International Tax Structure also helps you manage Value Added Tax (VAT), if the home country tax code charges VAT.

The **Countries and Currencies** item allows you to set up country and currency codes.

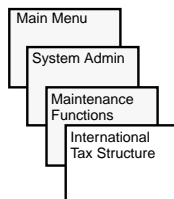
The **Currency Exchange Rates** item allows you to manage current and historic currency exchange rates.

The **Get Currency Rates from WWWeb** item allows you to download up-to-the-minute currency conversion rates, as long as your Internet connection is already established.

The **Language Codes and Descriptions** item allows you to describe items being sold or purchased in the language in which the customer or vendor prefers to see it.

The **Custom Document Labels** item allows you to set up documents for printing translated document labels.

## International Tax Structure



The **International Tax Structure** window allows you to manage tax codes and tax rates. A tax code may or may not be related to a country code. International Tax Structure also helps you manage Value Added Tax (VAT), if the home country tax code charges VAT.

Tax Codes and Rates			
Tax Code	QUEBEC		<input checked="" type="checkbox"/> This tax is reportable
Description	quebec		Charge to GL Account Code 1270-820/00
Country Code	CND	Canada	Corporate Taxes Receivable-Due
Rate to Non-Trading Partner:		Total Tax Rate = 7.100%	
gltr	5.000 %	Also apply these tax rates to... <input checked="" type="checkbox"/> Tax 1 <input type="checkbox"/> Tax 2 <input type="checkbox"/> Tax 1 <input type="checkbox"/> Tax 2 <input checked="" type="checkbox"/> Tax 3 <input type="checkbox"/> Tax 1 <input type="checkbox"/> Tax 2 <input type="checkbox"/> Tax 3 <input type="checkbox"/> Tax 4	
out	2.100 %		
	%		
	%		
Tax Code	Description	Country	
quebec	quebec	CND	5.000 2.000

## Windows Functions

### Tax Code

Enter the tax code.

### This tax is reportable

{Checkbox} Check this box if tax is reportable.

### Description

Enter a description of the tax code.

### Country Code

Enter the country code.

### Charge to GL account number

Enter the GL account number to which you wish to charge.

### Rate to Non-Trading Partner

Enter the rate charged to non-trading partners.

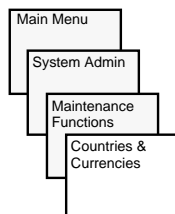
## Total Tax Rate

The total tax rate is computed here.

## Also apply these tax rates to...

Check the boxes to indicate to which other tax rates these international tax rates should be applied.

## Countries & Currencies



The **Countries & Currencies** window is used to set up country and currency codes. These codes are used to validate entries in customer and vendor files and to default the currency code on transactions which relate to these records.

**Countries & Currencies**

Code

☒ Multiply currency exchange rates    ☒ This is the home country  
☐ Divide currency exchange rates    ☒ Charge Value Added tax (VAT)  
☒ Position the currency symbol on the LEFT    ☐ Include Shipping Charges in Sales Tax Computations  
☐ Position the currency symbol on the RIGHT

Primary Currency Symbol     Secondary Currency Symbol

Singular Name     Singular Name

Plural Name     Plural Name

Code	Description		
AUL	Australia	\$	Dollar
AUST	Austria	??	Schilling
CD	Canada	\$	C Dollar
FR	France	¢	Cent
IT	Italy	FR	Franc
SP	Spain	??	Centime
		L	Lira
		??	??
		P	Peseta
		??	????
UK	United Kingdom	£	Pound
		S	Shilling
USA	United States of America	\$	Dollar
		¢	Cent

The previous screen shot shows the display when the Home Country is selected. The top portion of the window is slightly different when a non-home country is selected.

**Countries & Currencies**

Code

☐ Multiply currency exchange rates    ☐ This is the home country  
☒ Divide currency exchange rates    ☒ This is a Trading Partner country  
☐ Position the currency symbol on the LEFT  
☐ Position the currency symbol on the RIGHT

## Windows Functions

### Code

*{Alphabetic}* Enter a code for the country in the first field and the name of the country in the second field.

### Multiply currency exchange rates

*{Radio button}* Select this button if you wish to multiply currency exchange rates.

### Divide currency exchange rates

*{Radio button}* Select this button if you wish to divide currency exchange rates.



**Position the currency symbol on the LEFT**

*{Radio button}* Select this button if you wish to position the currency symbol on the LEFT.

**Position the currency symbol on the RIGHT**

*{Radio button}* Select this button if you wish to position the currency symbol on the RIGHT.

**This is the home country**

*{Checkbox}* Check this box if this is the home country.

**Charge Value Added tax (VAT)**

*{Checkbox}* This option only appears if **This is the home country** is selected. Check this box if the home country tax code charges VAT.

**Include Shipping Charges in Sales Tax Computations**

*{Checkbox}* This option only appears if **This is the home country** is selected. Check this box if you wish to include shipping charges in sales tax computations.

**This is a Trading Partner country**

*{Checkbox}* This option only appears if **This is the home country** is not selected. Check this box if this is a trading partner country.

**Primary Currency Symbol**

*{Field, editable}* Enter the symbol for the primary currency.

**Singular Name**

*{Alphabetic Field, editable}* Enter the name of one unit of the primary currency.

**Plural Name**

*{Alphabetic Field, editable}* Enter the name of multiple units of the primary currency.

**Secondary Currency Symbol**

*{Field, editable}* Enter the symbol for the secondary currency.

**Singular Name**

*{Alphabetic Field, editable}* Enter the name of one unit of the secondary currency.



**Plural Name** *{Alphabetic Field, editable}* Enter the name of multiple units of the secondary currency.

**Language Setup** Card #2 of this window set allows you to enter selected language conventions.

Regional Settings: Language

Code

UK

United Kingdom

☒ This is the home country

Local Terminology

Cash disbursements are called a

Cheque

"Labor" in American English is referred to as

Labour

"Color" in American English is spelled

Colour

"State" in American English is referred to as a

Province

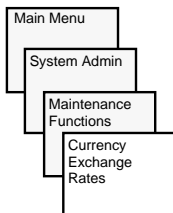
"ZIP Code" in American English is referred to as

Postal Code


The values selected for the home country will determine the labels used for the selected terms on the customer master, vendor master and other window and menu labels.

**Note:** It is not feasible to run a data file in one home currency and then switch to a different home currency. All currency conversions for sales orders, invoices, POs, vendor invoice, cash receipts, disbursements, journal entries and GL balances are based on one currency. Conversion of all this data to a different home currency is not feasible and should not be attempted.

## Maintaining Currency Exchange Rate Data




The **Currency Exchange Rates** window is used to download currency conversion rates from the Internet. You must have an Internet connection established before clicking the button labeled **UPDATE RATES LIST**. If you are connected, Qube ERP™ will download the latest currency rates from the Federal Reserve Bank of New York web site.

Currency Exchange Rates			
Rates as of 12 noon, March 06, 1997		Home Country is United States of America	
Rates from the Federal Reserve Bank of New York			
Country	Monetary Unit	Dollars per Foreign Currency Unit	Foreign Currency Units per Dollar
* Ireland	Pound	1.5590	0.6414
- Israel	Shekel		
Italy	Lira	0.0006	1701.1000
Japan	Yen	0.0082	121.2800
Malaysia	Ringgit	0.4038	2.4763
Mexico	Peso	0.1248	8.0140
Netherlands	Guilder	0.5174	1.9328
* New Zealand	Dollar	0.7031	1.4223
Norway	Krone	0.1442	6.9355
- Philippines	Pesos		
Portugal	Escudo	0.0058	172.2000
Singapore	Dollar	0.6986	1.4315
South Africa	Rand	0.2244	4.4560
South Korea	Won	0.0011	871.5000
Spain	Peseta	0.0069	145.2000
Sri Lanka	Rupee	0.0173	57.8500
Sweden	Krona	0.1305	7.6630
Switzerland	Franc	0.6729	1.4860
Taiwan	N.T. Dollar	0.0363	27.5300
Thailand	Baht	0.0385	25.9600
* United Kingdom	Pound	1.6131	0.6199
Venezuela	Bolivar	0.0021	478.5000
- Rate not available at last update			
Update Rates List			
		<input checked="" type="checkbox"/> <input type="checkbox"/>	

## Home Country

If the home country is not the USA, Qube ERP™ will convert the information based on your home country. The window will appear like this if your home country is the UK:

Currency Exchange Rates			
Rates as of 12 noon, March 06, 1997		Home Country is United Kingdom	
Rates from the Federal Reserve Bank of New York			
Country	Monetary Unit	Pounds per Foreign Currency Unit	Foreign Currency Units per Pound
* Ireland	Pound	1.5590	0.6414
- Israel	Shekel		
Italy	Lira	0.0004	2744.1523
Japan	Yen	0.0051	195.6445
Malaysia	Ringgit	0.2503	3.9947
Mexico	Peso	0.0774	12.9279
Netherlands	Guilder	0.3207	3.1179
* New Zealand	Dollar	0.7031	1.4223
Norway	Krone	0.0894	11.1881
- Philippines	Pesos		
Portugal	Escudo	0.0036	277.7867
Singapore	Dollar	0.4331	2.3092
South Africa	Rand	0.1391	7.1883
South Korea	Won	0.0007	1405.8719
Spain	Peseta	0.0043	234.2366
Sri Lanka	Rupee	0.0107	93.3215
Sweden	Krona	0.0809	12.3617
Switzerland	Franc	0.4171	2.3972
Taiwan	N.T. Dollar	0.0225	44.4104
Thailand	Baht	0.0239	41.8777
* United States of America	Dollar	0.6199	1.6131
Venezuela	Bolivar	0.0013	771.8987
- Rate not available at last update		Update Rates List 	<input checked="" type="checkbox"/> <input type="checkbox"/>

If you exit the window by clicking the SAVE button (not the X CANCEL button), Qube ERP™ will look for a match of the countries listed in the table. If this country is found to be among the countries found in the data file, the current exchange rate for the selected country will be set up in the data file. Currency exchange rates may also be entered manually. Use of the WWWeb download is not required.

## Historic Rates

Historic currency exchange rates may be viewed and edited using the **Currency Exchange Rates** window:

**Currency Exchange Rates**

Date: 02/28/97 Currency: ALL United Kingdom

Date	Currency Code	Description	Country	Exchange Rate
02/28/97	AUL	Dollar	Australia	Divide Dollars by 0.7765
02/28/97	AUST	Schilling	Austria	Multiply Dollars by 11.8770
02/28/97	CD	C Dollar	Canada	Multiply Dollars by 1.3670
02/28/97	FR	Franc	France	Multiply Dollars by 5.6930
02/28/97	IT	Lira	Italy	Divide Dollars by 1689.3000
02/28/97	SP	Peseta	Spain	Multiply Dollars by 143.4000
02/28/97	UK	Pound	United Kingdom	Divide Dollars by 1.6287
02/28/97	USA	Dollar	United States of Amer	Divide Dollars by 1.0000

Navigation buttons: Find, Previous, Next, First, Last, Add, Delete

The above rates were downloaded with the US dollar set as the home currency. Qube ERP™ will convert the exchange rates if other currencies are the home currency. For example, the following conversion rates were downloaded with the UK Pound set as the home currency.

**Currency Exchange Rates**

Date: 02/28/97 Currency: ALL Australia

Date	Currency Code	Description	Country	Exchange Rate
02/28/97	AUL	Dollar	Australia	Divide Pounds by 0.4768
02/28/97	AUST	Schilling	Austria	Multiply Pounds by 19.3441
02/28/97	CD	C Dollar	Canada	Multiply Pounds by 2.2264
02/28/97	FR	Franc	France	Multiply Pounds by 9.2722
02/28/97	IT	Lira	Italy	Divide Pounds by 1037.2076
02/28/97	SP	Peseta	Spain	Multiply Pounds by 233.5556
02/28/97	USA	Dollar	United States of Amer	Divide Pounds by 0.6140

Navigation buttons: Find, Previous, Next, First, Last, Add, Delete

You can display all currency exchange rates for a given date by clicking the **FIND** button, then clicking the **FWD** and **PREVIOUS** buttons on the **Date** field. You can display all exchange rates for a given currency by clicking the **FIND** button, then clicking the **FWD** and **PREVIOUS** buttons on the **Currency** field in the header portion of the window.

Currency Exchange Rates					
Date 02/28/97		Currency UK United Kingdom			
Date	Currency Code	Description	Country		Exchange Rate
01/22/97	UK	Pound	United Kingdom	Divide Dollars by	1.6632
01/24/97	UK	Pound	United Kingdom	Divide Dollars by	1.6283
01/27/97	UK	Pound	United Kingdom	Divide Dollars by	1.6283
01/28/97	UK	Pound	United Kingdom	Divide Dollars by	1.6200
02/03/97	UK	Pound	United Kingdom	Divide Dollars by	1.6135
02/24/97	UK	Pound	United Kingdom	Divide Dollars by	1.6333
02/26/97	UK	Pound	United Kingdom	Divide Dollars by	1.6330
02/28/97	UK	Pound	United Kingdom	Divide Dollars by	1.6287





Using Currency Codes in Data Entry

Each customer and vendor record will have a default currency code associated with it.

Order Entry

When entering sales orders, the currency code will default from the customer record. At that point, Qube ERP™ will also look up the most current exchange rate available for the selected currency. The header records will display the currency code and the exchange rate and will place the currency symbol to the left or right as is specified in the country’s record.

Currency	FR	Order Item Subtot	347.07 FR
	CA	% Sales Tax #1	0.00
		% Sales Tax #2	0.00
Multiply Dollars by		Shipping	0.00
	5.4985	Handling	0.00
		Total	347.07

All of these fields will only be visible if the data file indicates that the Global Commerce feature has been enabled.

You may override both the currency code and the exchange rate. For example, a customer may normally purchase goods in US dollars, but on a particular order may wish to purchase in francs or pounds. As the currency code or exchange rate is changed, the screen display will also change immediately to reflect the new exchange rate.

For example, the screen above will look like this when changed to US dollars (when the USA is the home country):

Currency	USA	Order Subtotal	\$	63.12
CA		% Sales Tax #1		0.00
		% Sales Tax #2		0.00
Currency Conversion Rate		Shipping		0.00
	1.0000	Handling		0.00
		Total		63.12

It will look like this if UK Pounds are selected:

Currency	UK	Order Subtotal	£	38.76
CA		% Sales Tax #1		0.00
		% Sales Tax #2		0.00
Divide Dollars by		Shipping		0.00
	1.6283	Handling		0.00
		Total		38.76

All data will be stored in the both the original and the home currency. It is essential that the original value of the entry be preserved and be free from rounding errors which come from converting from home currency equivalents. However, it is also essential that you be able to print reports of booked orders, invoiced sales, purchases, etc. and update the Executive Information Module in a common currency. Without this conversion, the reports would not make sense, since it is not useful to add francs, pounds, drachma and dollars into a single subtotal.

The conversions to home currency are based on the date of the most detailed level of the data. For example, sales orders carry a date on the header and each line item may contain a different date. This can occur if a customer places an order on, say, January 1st but calls in later to add a new item to the order. The item ordered on January 1st would carry with it the home currency value based on the conversion rate of January 1st. The item dated January 24th would carry with it the conversion rate on that date.



Below is an example of how this might look:

Sales Order Items										
10002 XYZ COMPANY		2034 - 1 of 3								
Item Code	Date	Status	Ordered	Shipping	Invoiced	B/O	Price	Unit	Extension	
0001	01/01/97	H	1	1	0	1	300.000	EA	300.00	
0001	01/01/97	H	1	1		1	300.000	EA	300.00	
0001	01/24/97	H	1	1		1	300.000	EA	300.00	
0001	02/01/97	H	1	1		1	300.000	EA	300.00	
Description of 0001						Credit Hold			900.00	

The middle portion of the window shows the currency conversion rate and currency associated with each order item. The conversion rates will default to that rate which is most closely associated with the date associated with the sales order item. You may edit the conversion rate to override the defaulted rate.

Rep Commission		Batch		Scheduling Priority		Discounts %	20.00	10
Acct Mgr Comissn	99.50	Budget \$	1010.000	0.000 Hrs	Pre-Invoice		5	2
Multiply Dollars by	5.4821	Currency	FR	France		Home Unit Price	\$54.72	

Note that each item carries with it the quoted unit price and extension regardless of the currency exchange rate. The same order, however, printed using the booked orders by item code, shows different values (in home currency) for each item on the order.

Order Date	Order Line #	Shipped to Company Name	Ship-To State	Quantity Ordered	Unit	Amount
0001		Description of 0001				
01/01/97	2034-1	XYZ COMPANY	CA	1 Each		54.72
01/24/97	2034-2	XYZ COMPANY	CA	1 Each		54.60
02/01/97	2034-3	XYZ COMPANY	CA	1 Each		54.56
Total Orders for 0001 Description of 0001				3		163.88

This is correct because there is a different currency exchange rate associated with the selected currency for each date.

Currency Exchange Rates					
Date	01/22/97	Currency	FR	France	
Date	Currency Code	Description	Country		Exchange Rate
01/22/97	FR	Franc	France	Multiply Dollars by	5.4821
01/24/97	FR	Franc	France	Multiply Dollars by	5.4950
01/27/97	FR	Franc	France	Multiply Dollars by	5.4985

These exchange rates are saved in each order item record and will be changed if the date associated with the order item or the currency code associated with the order header is changed.

## Sales Invoices and Credit Memos

In the Accounts Receivable module, the exchange rate and currency information are displayed on the **Payments** card. Below are two examples of this display.

Original Balance Due, Dollars	777.23	Original Balance Due, Dollars	1554.46
Prepayment Amount	0.00	Prepayment Amount	0.00
Date Paid in Full		Date Paid in Full	
Days to Full Payment		Days to Full Payment	
Currency of Issue	UK United Kingdom	Currency of Issue	FR France
Amount Due, Pounds	£ 477.33	Amount Due, Francs	8,547.20FR
Multiplied by		Divided by	
Currency Exchange:	1.6283	Currency Exchange:	5.4985
Equals	Dollars 777.23	Equals	Dollars 1,554.46

Each item on each sales invoice is assumed to have the same currency exchange rate. Therefore, the currency exchange rate is not displayed on the **Sales Invoice Items** window.

Currency code and exchange rate will be copied from the order header and order items at the time the order is invoiced. Qube ERP™ will also check to see if there is a more current exchange rate available so that the invoice may have an exchange rate appropriate to the date the invoice was issued and that may be different than the exchange rate associated with the order (which would be based on the order date shown on the order header).

There are two other points at which the exchange rate may be updated. When a Trial Post is run and when the actual posting is run, Qube ERP™ will update the exchange rate. This allows order entry and invoicing to proceed without having to worry about having the latest currency exchange rates input before the fact.

Both the currency code and the exchange rate may be overridden manually before the invoice is posted, using the **Invoice Payments** window.

## Credit Memos

When you execute the Draft Credit Memo procedure, Qube ERP™ will default the currency from the invoice from which the credit memo is being drafted. Those values will be displayed at the top left of the **Draft Credit Memo** window. The conversion rate will be updated to the latest conversion rate. If you wish to change either of these values, you may do so after the credit memo has been drafted.

DRAFT CREDIT MEMO: Items on Invoice 5207 from Order #2030					
Currency is TEST Multiply by 2.0000 -> Dollars					
Item Code	Description	Unit Price	Quantity Shipped	Quantity To Credit	Batch #
0001	Description of 0001	2424.000	2		
0002	Table Leg Nuts	200.000	2		

## Posting Credit Memos

A gain or loss on currency conversion is possible when posting a credit memo, just as it is when posting cash receipts and adjustments. The invoice and the credit memo may have different exchange rates. The credit memo may be intended to bring the invoice to a zero balance due condition, but since the exchange rate is different, only the foreign balance due would be set to zero. The gain or loss on currency conversion would complete the posting, forcing the balance due to zero based on the fact that the foreign balance due is now zero. Below is an example of an invoice valued at £1,746.00 or \$2,843.02. A credit memo is issued for £1,746.00 which is worth only \$2,841.79 based on the exchange rate on the date of the credit memo. The \$1.23 difference is posted to gain or loss on currency exchange and is displayed in the **Invoice Payments** window to help explain how the home balance due was brought to zero.

		Date	Transaction #	Amount Posted?
Original Balance Due, Dollars	2,843.02	03/27/97 Credit Memo	CM5222	2841.79 YES
		03/27/97 Currency Exchange	CM5222	1.23 YES

## Cash Accounts

The **Checking Accounts** window (Accounts Payable module) will require a currency code. This allows you to establish the currency in which the funds are held by the bank in each account. Balances are displayed in both the home currency and the selected foreign currency.

Checking Account Information		
General Ledger Code	1000-200/00	
Account Name	Funds are held in Francs	
Account Number		
Next Check Number	1004	
Currency in which funds are held	FR	Francs
	France	

	Value in Dollars	Value in Francs
Current Account Balance	20,065.30	110,000.00
Balance End of Period 1	0.00	0.00

Any balance sheet account may be set up in any currency, except in three cases: accounts payable, accounts receivable, and inventory accounts must be held in the home currency. Without this restriction, the detail values from each transaction (sales invoice items or vendor invoice items), which are income statement accounts (sales or expenses) and are therefore always held in the home currency would not add up to the subtotal which is charged to accounts receivable or accounts payable.

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**Note: Once any journal entries have been posted to any account, its currency code may not be changed.**

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## Cash Receipts

A separate window will be used for entry of cash receipts when the Global Commerce feature is enabled. The window allows the entry of receipts in whatever currency is provided. It will default to the currency in which the invoice or order was issued, but it will allow you to override the default. For example, the invoice may have been issued in US dollars but payment may have been received in francs. In each case, Qube ERP™ will look up the most recent exchange rate for the selected currency.

Below is an example of cash receipts entered in three different currencies in the same transaction.

Cash Receipt Transactions																																																																																						
Transaction # 51068		Posted to JE #		Bank Code 1000-000/00		Currency in which funds are held: Dollars																																																																																
Date 01/28/97		Period /		Bank of America		United States of America																																																																																
<table border="1"> <thead> <tr> <th>C</th> <th>Customer</th> <th>Invoice or Order #</th> <th>Currency Code</th> <th>G/L Account Code</th> <th>Check Number</th> <th>Balance Due</th> <th>Amount Received</th> <th>Discount Taken</th> <th>Amount Received in Dollars</th> <th>Discount Taken in Dollars</th> </tr> </thead> <tbody> <tr> <td>I</td> <td>5121</td> <td></td> <td>UK</td> <td>1200-000/00</td> <td>11111111</td> <td>1,072.28</td> <td>1,000.00</td> <td>72.28</td> <td>3,256.60</td> <td>235.39</td> </tr> <tr> <td>I</td> <td>5121</td> <td></td> <td>UK</td> <td>1200-000/00</td> <td>11111111</td> <td>1,072.28</td> <td>1,000.00</td> <td>72.28</td> <td>3,256.60</td> <td>235.39</td> </tr> <tr> <td>I</td> <td>5113</td> <td></td> <td>FR</td> <td>1200-000/00</td> <td>2222</td> <td>2,749.25</td> <td>2,700.00</td> <td>49.25</td> <td>491.04</td> <td>8.96</td> </tr> <tr> <td>I</td> <td>5005</td> <td></td> <td>USD</td> <td>1200-100/00</td> <td>33333333</td> <td>1,625.00</td> <td>1,600.00</td> <td>25.00</td> <td>1,600.00</td> <td>25.00</td> </tr> <tr> <td colspan="6"></td> <td colspan="2">Bank of America</td> <td colspan="2">Multiply Pounds by 3.2566 --&gt; Dollars</td> <td></td> </tr> <tr> <td colspan="6"></td> <td colspan="2"></td> <td colspan="2">5,347.64</td> <td>269.35</td> </tr> </tbody> </table>										C	Customer	Invoice or Order #	Currency Code	G/L Account Code	Check Number	Balance Due	Amount Received	Discount Taken	Amount Received in Dollars	Discount Taken in Dollars	I	5121		UK	1200-000/00	11111111	1,072.28	1,000.00	72.28	3,256.60	235.39	I	5121		UK	1200-000/00	11111111	1,072.28	1,000.00	72.28	3,256.60	235.39	I	5113		FR	1200-000/00	2222	2,749.25	2,700.00	49.25	491.04	8.96	I	5005		USD	1200-100/00	33333333	1,625.00	1,600.00	25.00	1,600.00	25.00							Bank of America		Multiply Pounds by 3.2566 --> Dollars											5,347.64		269.35
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Note that the values are displayed in both foreign and home currency. The data is stored in both the foreign amounts and converted home currency values. Storing data in foreign amounts is necessary since the actual amount of money received cannot be derived from converted home currency values without running the risk of experiencing slight rounding differences. These numbers must be stored exactly as they are entered. Storing data in home currency is necessary to enable totaling in reports and to enable proper updating of the Executive Information module, since you cannot total different currencies without first converting them to a common currency.

Just as with the invoicing process, the currency exchange rate may be updated at various times. For example, the exchange rates may not have been updated at the time the cash receipt was entered. Therefore, even though the cash receipt is dated Jan. 28, Qube ERP™ will use whatever it finds as the most current exchange rate for the selected currency.

There are two other points at which the exchange rate may be updated. When a Trial Post is run and when the actual posting is run, Qube ERP™ will update the exchange rate. In this case, the rate would be updated from the rate effective on Jan. 27th to that dated Jan. 28th.

Let's say that the exchange rate for the 27th was 2.000 but it changed to 1.6283 by the time you received payment for the invoice. Before receiving payment, the invoice values were as follows:

Original Balance Due, Dollars	7,524.37
Prepayment Amount	0.00
Date Paid in Full	
Days to Full Payment	
Currency of Issue	UK United Kingdom
Amount Due, Pounds	£ 3,762.18
Multiplied by	
Currency Exchange Rate	2.0000
Equals Dollars	7,524.37

The cash receipt looks like this:

Cash Receipt Transactions									
Transaction #	51131	Posted to JE #		Bank Code	1000-000/00	Currency in which funds are held = Dollars			
Date	03/07/97	Period	/	Bank of America		United States of America			
						Deposit Slip # T23RSDFGT5876			
C									
I	Customer								
I	Invoice or Order #	Currency Code	G/L Account	Check Number	Balance Due	Amount Received	Discount Taken	Amount Received in Dollars	Discount Taken in Dollars
I	5212	UK	1200-000/00	5555555	3762.18	3700.00	62.18	5,931.84	99.69
I	5212	UK	1200-000/00	5555555	3,762.18	3,700.00	62.18	5,931.84	99.69
					Accounts Receivable - Trade	Multiply Pounds by 1.6032 -> Dollars		5,931.84	99.69

You have a receivable worth \$7,524.37 in home currency. The cash receipt fully satisfies the balance due in the currency of issue. But, by the time the cash is received, it is worth \$1,492.83 less than the invoice's balance due, expressed in home currency.

## Posting Cash Receipts

Posting the cash receipt will therefore fully satisfy the receivable but put less than the expected amount in the bank (in home currency). The difference is applied to gain/loss on currency conversion (account 4006-000/00) and accounts receivable (account 1200-000/00). Account 4006 is set up as an expense account. Therefore, the debit to this account, in this example, reflects a loss on currency conversion.

Transaction	Receipt	Cash Applied To Order or	1200-000/00	4900-000/00	4006-000/00
<u>Number</u>	<u>Date</u>	<u>Invoice</u>	<u>1000-000/00</u>	<u>4900-000/00</u>	
51128	03/08/97	5212	5,931.84		
51128	03/08/97	5212		-6,031.53	
51128	03/08/97	5212			99.69
51128	03/08/97	5212		-1,492.84	
51128	03/08/97	5212			1,492.84
			5,931.84	-7,524.37	99.69 1,492.84

In this example, the value of the cash receipt in the foreign currency in which it was issued is fully satisfied by the funds received, but it does not fully satisfy the balance due on the invoice in home currency (\$7,524.36). The invoice will nevertheless end with a balance due of zero since the balance due in the currency of issue is the controlling amount. The cash receipt transaction will include an amount which reflects the gain or loss on currency conversion so that a complete audit trail is provided.

The **Invoice Payment Information** window will detail all elements of the transaction.

		Date	Transaction #	Amount Posted To
Original Balance Due, Dollars	7,524.37	03/08/97 Payment	51128	6031.53 YES 1
Prepayment Amount	0.00	03/08/97 Currency Exchange	51128	1492.84 YES 1

**Note:** The gain or loss on currency conversion is determined by comparing the amount received in home currency using the currency exchange rate in effect on the invoice date with the amount received in home currency using the exchange rate on the cash receipt date. These comparisons may produce small rounding errors. Qube ERP™ will automatically eliminate rounding errors of 0.02 or less and leave larger differences untouched. These larger differences may be removed using the Small Balance Write Offs function.

## A/R Adjustments

This window also requires a currency code and conversion rate. The default value for currency is the currency used when issuing the sales invoice against which the adjustment is being made.

Accounts Receivable Adjustments			
Sales Account to Post to:			
4005-000/00	Sales Adjustments		
Date	01/01/97		
Number	51071		
Transaction Type	<input checked="" type="radio"/> Credit <input type="radio"/> Debit	<input type="radio"/> Bad Debt <input type="radio"/> Finance Charge	Posted? NO to _____ Period
Customer: 10002			
XYZ COMPANY			
P.O. Box: 4455			
Chatsworth CA 90123			
Invoice Number	Balance Due At Time Of Transaction	Document #/Explanation	Transaction Amount
5005	1625.00		£1500.00

Gain or loss on currency conversion also applies to A/R adjustments. For example, an invoice may show a current balance due of 1,746 UK pounds (\$2,843.02 US) at the rate applying to the selected invoice). An A/R adjustment may be issued for the same amount in pounds. But, since the currency exchange rate is different, the adjustment would not zero out the balance due in home currency. The gain or loss on currency exchange would apply the correct amount to result in a zero balance due in both currencies.

Transaction Number	Receipt Date	Cash Applied To		1200-000/00	4005-000/00
		Order or Invoice			
51141	03/17/97	5121	4006-000/00		2,787.49
51141	03/17/97	5121		-2,787.49	
51141	03/17/97	5121			55.53
51141	03/17/97	5121	-55.53		
			-55.53	-2,787.49	2,843.02

## Customer Service Orders

Service orders also have the ability to be issued in foreign currencies. Each item on each order may carry a separate currency conversion rate.



□

This function will also provide for the entry of currency codes and currency conversion rates. It functions in the same way as order entry, providing a field to enter a currency code, a display of the conversion rate and currency symbol on the quotation header.

Each quotation item will also display its conversion rate (which you can edit) plus its currency code.



Quotation Items									
10001		ABC COMPANY				20008 of 5			
Item Code	Date	Status	Ordered	Shipping	B/O	Price	Unit	Extension	
9111	02/08/97	0	10	0	10	2778.000	EA	27,780.00	
9111							02/08/97	0	10
Series 9 chair							Open	27,780.00	
Note 1									
Note 2									
<input type="checkbox"/> Print Note 1 on Quotation Document Multiply Dollars by 5.5560					<input type="checkbox"/> Print Note 2 on Quotation Document Currency FR France				

## Purchase Orders and Requisitions

PO requisition functions include the same currency conversion features. You may select a currency code to use on the header and each line item may have a different currency exchange rate associated with it.

Currency	FR	Sub-Total	19,278.75FR
	7.000	% Sales Tax #1	4,198.00
		% Sales Tax #2	0.00
Total Weight	1000.00 Lbs	Shipping	250.00
Multiply Dollars by	5.5560	Total	23,726.75

<input type="checkbox"/> Print Notes 1	Unit Conversion Factor	1.00
<input type="checkbox"/> Print Notes 2	Unit Wt	5.00 Lbs
<input type="checkbox"/> Rework		
Multiply Dollars by	5.5560	Currency FR France

## Draft Vendor Invoice

This function will display the currency associated with the selected purchase order which is used as the basis for drafting a vendor invoice. Also the unit cost values will load based on the currency values issued on the purchase order.



Draft Vendor Invoice from a PO							
Enter your Purchase Order # here:		60131		Morris Industries			
Enter the Vendor Invoice # here:		123456		<input type="radio"/> Use Quantities Received <input checked="" type="radio"/> Use Quantities Ordered			
Please enter the Vendor Invoice Date:		02/12/97		Currency FR		Multiply Dollars by 5.5560	
Item Code	Description	Quantity Received, not yet Invoiced	Quantity This Invoice Unit	Unit Cost	Extended Cost		
0001	Description of 0001	100.00	10 ER	280.57800	2,805.78		
30092	198, Cellitech, Bulk pcd	50.00	20 HG	77.11500	1,542.30		
0001	Description of 0001.	100.00	30 ER	280.57800	8,417.34		
Cash Discount %		2.0		Discount Amount \$		256.21	
Discount Due		02/22/97		Subtotal		12,765.42	
Payment Due		03/14/97		Shipping		45.00	
				Total		12,810.42	

If the invoice has been issued by the vendor in a currency which is different than that shown on the purchase order, the currency and exchange rate can be changed right on this window, while setting up the draft invoice.

## Vendor Invoices and Debit Memos

The currency associated with each vendor invoice is displayed on the invoice header.

Shipped Via...		Currency FR	
Payment Terms	2.0 % 10	DAYS Net	30
<div style="border: 1px solid black; height: 40px; width: 100%;"></div>		Invoice Subtotal 12,765.42	
		0.000% Tax #1 0.00	
		0.000% Tax #2 0.00	
		Shipping & Handling 45.00	
Balance Due 12,810.42 Francs		Invoice Total 12,810.42 FR	

Each item on each vendor invoice is assumed to have the same currency exchange rate. Therefore, the currency exchange rate is not displayed on the **Vendor Invoice Items** window. However, it is useful to display the home currency unit price associated with each item. This is especially useful since the standard unit cost of each item will always be displayed in the home currency. Therefore, these additional fields are displayed on the **Vendor Invoice Items** window.

Currency of Issue	FR Francs
Home Currency Unit Cost	50.50018
<u>Standard Unit Cost</u>	150.50000
Unit Purchase Price Variance	130.07900
Total Purchase Price Variance	1,315.23

The **Payments** window also displays the values in both home currency and foreign currency, also showing the conversion rate.

Original Balance Due, Dollars	2,305.69
Currency of Issue	FR
	France
Amount Due, Francs	12,810.42FR
Divide Francs by	5.5560
Equals... Dollars	2,305.69

## Posting Debit Memos

This is another event which may generate a gain or loss on currency exchange. For example, an invoice was posted in the amount of 3,489.20 francs (worth \$628.00 at 5.5560 francs/dollar). A debit memo was then issued for 3,489.20 francs, but the exchange rate was 5.7285, making it worth only \$563.40. When the debit memo is posted, the \$64.60 difference will go to gain or loss on currency exchange, bringing the balance due to zero. The **Invoice Payments** window will look like this:

Date	Check/Dr Memo #	Amount	Posted?	To Period
03/01/97 Debit Memo	DM030797	563.40	YES	2
03/01/97 Currency Exchange	DM030797	64.60	YES	2
Original Balance Due, Dollars	628.00	628.00		
Currency of Issue	FR			
	France			
Amount Due, Francs	FR			
Divide Francs by	5.5560			
Equals... Dollars	-0.00			

## Cash Disbursements

Cash Disbursements are handled in a fashion similar to cash receipts. Values are entered in any selected currency and displayed in both

home and selected currency. Although it would be normal to pay all invoices issued in one currency from a bank account whose funds are carried in that currency, Qube ERP™ will allow entries in multiple currencies within one cash disbursement transaction, as shown below. Selection of a posted vendor invoice which is found in the data base will force the currency code to that found on the selected vendor invoice. If the invoice is not found on file (direct payment), you may enter any currency code. The currency into which all entries are converted for display and printing will be the currency in which the selected bank's funds are held.

There are three different conditions which can be encountered when paying bills. In the first example, the bank's funds are held in the home currency (US dollars) and the vendor invoice being paid is also held in US dollars.

Cash Disbursements									
Pay to the Order of:									
HORIIND Morris Industries 121 Industrial Way Commerce, CA 91234						Check No. 5075 Date 02/22/97			
The Sum of One Thousand, Nine Hundred Dollars and 00 Cents						\$1,900.00			
Payment to <input checked="" type="radio"/> Vendor <input type="radio"/> Employee or Outside Rep <input type="radio"/> Customer									
Currency in which funds are held = Dollars United States of America									
Transaction Number		Type	<input checked="" type="checkbox"/> Printed	<input checked="" type="checkbox"/> Cleared Bank	Bank Code	1000-000/00	Bank of America	Posted on J/E	To Period
51089		Payment							
Invoice Number	Currency Code	Invoice Date	G/L Account Code	Balance Due	Payment Amount	Discount	Amount Paid in Dollars	Discount Taken in Dollars	
33333	USA	11/25/92		1900.00	1900.00		1,900.00		

In this second example, the funds are held in a non-home currency (francs) and the vendor invoice which is being paid is also held in francs.

Cash Disbursements									
Pay to the Order of:									
HORIIND Morris Industries 121 Industrial Way Commerce, CA 91234						Check No. 5075 Date 02/22/97			
The Sum of Twelve Thousand, Five Hundred Seventy-Nine Francs and 54 Centimes						12,579.54 FR			
Payment to <input checked="" type="radio"/> Vendor <input type="radio"/> Employee or Outside Rep <input type="radio"/> Customer									
Currency in which funds are held = Francs France									
Transaction Number		Type	<input checked="" type="checkbox"/> Printed	<input checked="" type="checkbox"/> Cleared Bank	Bank Code	1000-200/00	Funds are held in Francs	Posted on J/E	To Period
51087		Payment							
Invoice Number	Currency Code	Invoice Date	G/L Account Code	Balance Due	Payment Amount	Discount	Amount Paid in Francs	Discount Taken in Francs	
U160131	FR	02/17/97		12836.27	12579.54	256.73	12,579.54	256.73	✓
U160131	FR	02/17/97		12,836.27	12,579.54	256.73	12,579.54	256.73	✓
Funds are held in Francs				Divide Francs by 5.5560 -> Dollars			12,579.54	256.73	



The third and most complex condition involves a check issued against an account in which the funds are held in a non-home currency account and which is paying a vendor invoice which has been set up in another non-home currency.

Cash Disbursements									
Pay to the Order of: MORIND Morris Industries 121 Industrial Way Commerce, CA 91234					Check No. _____ Date 02/22/97				
The Sum of \$									
Payment to <input checked="" type="radio"/> Vendor <input type="radio"/> Employee or Outside Rep <input type="radio"/> Customer					Currency in which funds are held = C Dollars Canada				
Transaction Number _____		Type _____		<input type="checkbox"/> Printed <input type="checkbox"/> Cleared Bank Bank Code 1000-300/00		Funds held in Canadian Dollars		Posted on J/E _____ To Period _____	
Invoice Number	Currency	Invoice Date	G/L Account Code	Balance Due	Payment Amount	Discount	Amount Paid in C Dollars	Discount Taken in C Dollars	
U160131	FR	02/17/97		12836.27	12579.54	256.73	3,041.65	62.08	✓

Once again, the transaction will be recorded in the data file in two values: home currency and foreign currency. The selected foreign currency in this example is Canadian dollars, not francs.

If you load payment value with the selected bank account chosen incorrectly, Qube ERP™ will allow you to change the bank account (and therefore the currency in which the funds are being disbursed) while entering the transaction. When a change is made like this, Qube ERP™ will recompute the field values appropriately. For example, click the **LOAD PAYABLES** button and enter a selected vendor. The bank defaults to the first checking accounts and loads open invoices based on the currency in the default checking account and the payable values.

It may look like this at the initial load:

Commerce, CA 91234									
The Sum of Nineteen Thousand, Two Hundred Forty-Three Dollars and 66 Cents					\$19,243.66				
Payment to <input checked="" type="radio"/> Vendor <input type="radio"/> Employee or Outside Rep <input type="radio"/> Customer					Currency in which funds are held = Dollars United States of America				
Transaction Number 51099		Type Payment		<input type="checkbox"/> Printed <input type="checkbox"/> Cleared Bank Bank Code 1000-000/00		Bank of America		Posted on J/E _____ To Period _____	
Invoice Number	Currency	Invoice Date	G/L Account Code	Balance Due	Payment Amount	Discount	Amount Paid in Dollars	Discount Taken in Dollars	
1	CD	02/01/97	1400-000/00	10,000.00	10,000.00		7,443.80		✓
2	FR	02/01/97	1400-000/00	10,000.00	10,000.00		1,799.86		⊕
3	CD	02/01/97	1400-000/00	10,000.00	10,000.00		7,443.80		⊕
Bank of America				Divide Francs by 5.9560 -> Dollars				19,243.66	

Then you decide to pay these funds out of the account which holds funds in francs. You change the Bank Code and, when you tab out of

the bank code field, Qube ERP™ recomputes the values to look like this:

The Sum of Commerce, CH 91234		106,917.75 FR	
One Hundred Six Thousand, Nine Hundred Seventeen Francs and 75 Centimes			
Payment to <input checked="" type="radio"/> Vendor <input type="radio"/> Employee or Outside Rep <input type="radio"/> Customer		Currency in which funds are held = Francs	
Transaction Number		France	
Type	<input type="checkbox"/> Printed	Posted on J/E	
51099 Payment	<input type="checkbox"/> Cleared Bank	Bank Code 1000-200/00	Funds are held in Francs To Period

Invoice Number	Currency Code	Invoice Date	G/L Account Code	Balance Due	Payment Amount	Discount	Amount Paid in Francs	Discount Taken in Francs
2	FR	02/01/97	1400-000/00	10000.00	10000.00		10,000.00	
1	USD	02/01/97	1400-000/00	10,000.00	10,000.00		55,560.00	
2	FR	02/01/97	1400-000/00	10,000.00	10,000.00		10,000.00	
3	CD	02/01/97	1400-000/00	10,000.00	10,000.00		41,357.75	
Inventory - Raw Materials				Divide Francs by 5.5560 -> Dollars			106,917.75	

Then you change your mind and decide to pay the check from the account which is set up in Canadian dollars. When you change the bank code, Qube ERP™ changes the values appropriately.

The Sum of Commerce, CH 91234		\$25,851.93	
Twenty-Five Thousand, Eight Hundred Fifty-One C Dollars and 93 Cents			
Payment to <input checked="" type="radio"/> Vendor <input type="radio"/> Employee or Outside Rep <input type="radio"/> Customer		Currency in which funds are held = C Dollars	
Transaction Number		Canada	
Type	<input type="checkbox"/> Printed	Posted on J/E	
51099 Payment	<input type="checkbox"/> Cleared Bank	Bank Code 1000-300/00	Funds held in Canadian Dollars To Period

Invoice Number	Currency Code	Invoice Date	G/L Account Code	Balance Due	Payment Amount	Discount	Amount Paid in C Dollars	Discount Taken in C Dollars
3	CD	02/01/97	1400-000/00	10000.00	10000.00		10,000.00	
1	USD	02/01/97	1400-000/00	10,000.00	10,000.00		13,434.00	
2	FR	02/01/97	1400-000/00	10,000.00	10,000.00		2,417.93	
3	CD	02/01/97	1400-000/00	10,000.00	10,000.00		10,000.00	
Funds held in Canadian Dollars				Divide Francs by 5.5560 -> Dollars			25,851.93	

An important fact which is not visible on the **Cash Disbursements** window is that the value of the transaction is also recorded in home currency amounts. This is necessary if cash disbursement reports are to be printed and allowed to total properly. The value in home currency is the value displayed in the column labeled **Amount Paid In** (foreign currency units) converted to home currency at the current conversion rate. In the example above, the home currency value of this transaction would be \$25,851.93 Canadian converted to the home currency (US dollars) at 1.3434 Canadian dollars per US dollar or US\$19,243.66. The value in home currency will always be posted to the general ledger account. If the account funds are held in foreign currency, the transaction amount in foreign currency (CD\$25,851.93) will also be posted to the general ledger.



The value in foreign currency is the value in the **Payment Amount** column. This is the amount manually entered by you and is based on the currency code of the payable document against which the disbursement is applied. This is the amount which is applied against each payable. Each payable above shows a balance due of 10,000.00 foreign currency units. In each case, the full amount due will be applied to each payable, regardless of what its value is in either the home currency or the currency in which the account's funds are held.

The table below will summarize these three examples.

Base Currency	Payable Based in	IC_FOR_AMOUN Amount Paid in Payable's Currency	ICAMOUN Stored But not Displayed	Amount Paid in Base Currency (Not stored in Data file)
USA	USA	10,000.00	10,000.00	10,000.00
USA	FR	10,000.00	1,799.86	1,799.86
USA	CD	10,000.00	7,443.80	7,443.80
CD	USA	10,000.00	10,000.00	13,434.00
CD	FR	10,000.00	1,799.86	2,417.93
CD	CD	10,000.00	7,443.80	10,000.00
FR	USA	10,000.00	10,000.00	55,560.00
FR	FR	10,000.00	1,799.86	10,000.00
FR	CD	10,000.00	7,443.80	41,357.75



## Gain or Loss on Currency Conversion in Cash Disbursements

Let's take an example of a vendor invoice issued in francs with the home currency in US dollars. The exchange rate on the invoice date (2/11/97) was 5.5560 francs per US dollar.

Original Balance Due, Dollars	2,310.34
Currency of Issue	FR
	France
Amount Due, Francs	12,836.27FR
Divide Francs by	5.5560
Equals...	Dollars 2,310.34

The invoice may be paid at a later date, when the exchange rate is different. If the date of the disbursement was 3/14/97, the exchange rate would be 5.7599 francs per US dollar. Issuing the disbursement for the full amount of the payable in the currency in which the payable was issued (francs) would fully satisfy the payable in francs. But the 12,836.27 francs would be worth only \$2,228.56 US dollars. It would not fully satisfy the payable in US dollars (\$2,310.34). The difference will post to gain or loss on currency conversion. In this case, there is a gain (i.e., fewer US dollars required to satisfy a payable than was originally expected). The disbursement will look like this:

Invoice Number	Currency Code	Invoice Date	G/L Account Code	Balance Due	Payment Amount	Discount	Amount Paid in Francs
U160131	FR	02/17/97		12836.27	12836.27		2,228.56

When the disbursement is posted, the journal entry will reflect the difference in gain/loss on currency conversion.

Account Code	Description	Debit	Credit
1000-000/00	MORIND Payment #51140		2228.56
1000-000/00	MORIND Payment, #51140		2,228.56
2000-000/00	MORIND Payment, #51140	2,228.56	
2000-000/00	MORIND Payment, #51140		81.78
4006-000/00	MORIND Payment, #51140	81.78	
		2,310.34	2,310.34

The net effect will be displayed on the **Vendor Invoice Payment** window, like this:

Date	Check/Dr Memo #	Amount	Posted?
03/15/97 Payment	5125	2,228.56	YES
03/15/97 Currency Exchange	5125	81.78	YES
Original Balance Due, Dollars	2,310.34	2,310.34	
Currency of Issue	FR		
	France		
Amount Due, Francs	FR		
Divide Francs by	5.5560		
Equals...	Dollars	0.00	

## Gain or Loss on Currency Conversion in Debit Memos

Debit memos can also involve a gain or loss on currency conversion. The vendor invoice may have been issued with one conversion rate; the debit memo, issued later, may have a different conversion rate. The **Vendor Invoice Payment** window looks like this:

Original Balance Due, Dollars	628.00
Currency of Issue	FR
	France
Amount Due, Francs	3,489.20FR
Divide Francs by	5.5560
Equals...	Dollars 628.00

A debit memo, drafted for the full amount of the invoice (3489.20 francs), has a payment window that looks like this, because the conversion rate is different.

Original Balance Due, Dollars	609.10
Currency of Issue	FR
	France
Amount Due, Francs	3,489.20FR
Divide Francs by	5.7285
Equals...	Dollars 609.10

When the debit memo is posted, the journal entry will post the difference to gain/loss on currency conversion.

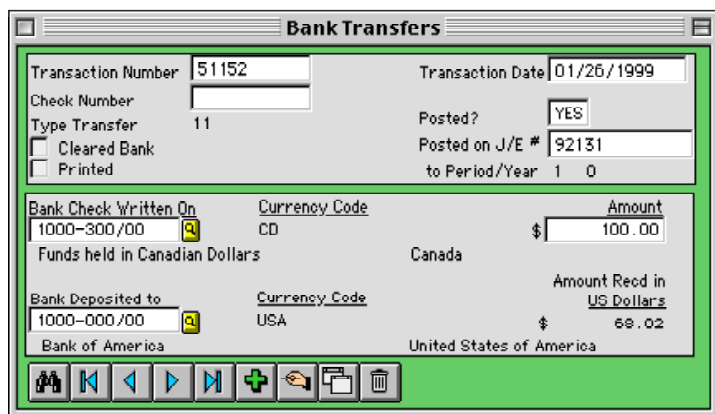
Account Code	Description	Debit	Credit
2000-000/00	Posting Payables 03/15/97	628.00	
2000-000/00	Posting Payables 03/15/97	628.00	
4006-000/00	Posting Payables 03/15/97		64.60
5000-000/00	Posting Payables 03/15/97		366.59
5000-100/00	Posting Payables 03/15/97		69.83
5000-200/00	Posting Payables 03/15/97		117.31
6510-000/00	Posting Payables 03/15/97		9.67
		628.00	628.00

The payments window of the vendor invoice will display the gain/loss to account for the different conversion rates.

Date	Check/Dr Memo #	Amount
03/01/97 Debit Memo	DM030797	609.10
03/01/97 Currency Exchange	DM030797	18.90
Original Balance Due, Dollars	628.00	628.00
Currency of Issue	FR	
	France	
Amount Due, Francs	FR	
Divide Francs by	5.5560	
Equals...	Dollars	0.00

## Bank Transfers

This is another type of transaction which moves funds from one account to another. The window provides all the options available on the cash receipts and disbursements window in terms of allowing selection of accounts held in home and non-home currency. The amount transferred is always stored in the data file in its exact amount. The value of this in home currency and in the currency of the receiving account (if that is different than the sending account) is calculated based on the exchange rate appropriate to the date of the transaction. Below is a picture of the window:



The screenshot shows a software window titled "Bank Transfers". It contains several input fields and checkboxes. The "Transaction Number" is 51152 and the "Transaction Date" is 01/26/1999. The "Check Number" field is empty. The "Type Transfer" is 11. There are checkboxes for "Cleared Bank" and "Printed", both of which are unchecked. The "Posted?" checkbox is checked (YES). The "Posted on J/E #" is 92131 and the "to Period/Year" is 1 0. Below these are two sections for currency conversion. The first section, "Bank Check Written On", shows "1000-300/00" with a magnifying glass icon, "Currency Code" CD, "Amount" \$ 100.00, and "Funds held in Canadian Dollars" with "Canada" listed. The second section, "Bank Deposited to", shows "1000-000/00" with a magnifying glass icon, "Currency Code" USA, "Amount Recd in US Dollars" \$ 68.02, and "Bank of America" with "United States of America" listed. At the bottom of the window is a toolbar with icons for a group of people, a left arrow, a right arrow, a double left arrow, a double right arrow, a plus sign, a hand, a document, and a trash can.

Transaction Number	51152	Transaction Date	01/26/1999
Check Number		Posted?	YES
Type Transfer	11	Posted on J/E #	92131
<input type="checkbox"/> Cleared Bank		to Period/Year	1 0
<input type="checkbox"/> Printed			
Bank Check Written On	1000-300/00	Currency Code	CD
			Amount
			\$ 100.00
Funds held in Canadian Dollars		Canada	
Bank Deposited to	1000-000/00	Currency Code	USA
			Amount Recd in
			US Dollars
			\$ 68.02
Bank of America		United States of America	

Note that there is no gain or loss on currency conversion on a bank transfer. Gain or loss on currency occurs when you expect to pay or receive funds at a different rate than you actually experienced (i.e., you invoice someone in foreign currency when the exchange rate is XX% and get paid on the same invoice when the exchange rate is YY%). In a bank transfer, that doesn't happen; you are moving the money directly and both sides of the transaction are happening immediately at the expected exchange rate.

## Journal Entries

General journal entries may reference accounts which carry funds in foreign currency. However, the entries must all be made in home currency values. If this restriction were not imposed, the journal entry would not balance. However, when the journal entry records are created, the home currency values will be converted to foreign currency values based on the date of the journal entry. The home currency values will update the home currency balances and the foreign currency values will update the foreign currency balances in the general ledger.

General Ledger Journal Entries				
Journal Number	Type	Posted?	To Period/Year	Date
92106	GENL	NO	/	01/10/97
Account Code	Description	Debit	Credit	
1000-200/00	Funds are held in Francs		10000.00	
1000-100/00	Payroll Bank Account	10,000.00		
1000-200/00	Funds are held in Francs		10,000.00	
Funds are held in Francs		10,000.00	10,000.00	

## Revaluation

The general ledger provides a revaluation function.

General Ledger Functions	
Group	Name
▶	General Ledger Set Up Functions
▼	General Ledger Transactions
▶	Journal Entries
▶	Currency Revaluation

Selecting this function will display this window:

General Ledger Revaluation			
G/L was last updated to reflect current Exchange Rates on		02/03/97	
Update Accounts using exchange rates on this date		02/19/97	<input type="button" value="Begin"/>
Click Load Accounts to view a list of GL Accounts for which revaluation may be appropriate. These will include all Accounts Payable and Accounts Receivable accounts plus any balance sheet account which has been set up to be held in a foreign currency.			
<input type="button" value="Load All Accounts"/>			
Account Code	Name	Type	
1000-200/00	Funds are held in Francs	AC	Current Assets
1000-300/00	Funds are held in Pesettas	AC	Current Assets
1200-000/00	Accounts Receivable - Trade	AC	Current Assets
1200-100/00	Accounts Receivable Other	AC	Current Assets
2000-000/00	Accounts Payable - Trade	LC	Current Liabilities
2001-000/00	Estimated Accounts Payable	LC	Current Liabilities

Asset and liability accounts held in foreign currencies are revaluated based on the current exchange rate of the currency associated with the selected account. No changes are made to detail transactions (cash receipts, disbursement and transfers). With accounts receivable and payable accounts, each open receivable and payable invoice is read and the currency exchange rate associated with each transaction is compared with the current exchange rate for the currency associated with each invoice. If there is a difference, the value of this difference in the invoice header amounts and detail transaction amounts (invoice items) is computed. This value is placed in an adjustment amount field in the invoice header and invoice items. Use of an adjustment amount field is preferred over changing the original values. If the original values were changed, then it would be impossible to later reconcile the sales or purchases journal, which would have been posted based on the original values.

The total of these adjustments for each invoice associated with each account is added to the home currency value of that account. A supporting journal entry is also created. An example is shown below.

General Ledger Journal Entries				
Journal Number	Type	Posted?	To Period/Year	Date
92110	GENL	YES	1 /	02/28/97
Account Code	Description	Debit		Credit
4006-000/00	Revalue Currency			72949.39
4006-000/00	Revalue Currency			72,949.39
1000-200/00	Revalue Currency			8,201.88
1200-000/00	Revalue Currency	3,363.30		
1200-100/00	Revalue Currency			5,328.75
2000-000/00	Revalue Currency	83,116.72		
Gain <Loss> on Currency		86,480.02		86,480.02

The Current Adjustments are reflected in each invoice balance due and are displayed on the **Invoice Payments** window, like this:

Date	Transaction #	Amount
03/27/97	Currency Revaluation 51141	-1.23

The date will be the latest revaluation date; the amount will be the total adjustment for all revaluations effecting the selected invoice.

## Tax Codes & Tax Rates

The following screen shots display the window used to maintain tax codes and rates. A tax code may or may not be related to a country code. The window allows you to flag codes as zero rate but still reportable.

**Tax Codes and Rates**

Tax Code: QUEBEC ☒ This tax is reportable  
 Description: Quebec, Canada ☒ Trading Partner Country ☒  
 Country Code: CD Canada Charge to GL Account Code: 2400-000/00

	Rate to Non-Trading Partner	Rate To Trading Partner	Total Tax Rate =
Basic	10.000 %		0.000%
GST	5.000 %		Also apply these tax rates to....
PST	2.000 %		<input checked="" type="checkbox"/> Tax 1 <input type="checkbox"/> Tax 2
			<input type="checkbox"/> Tax 1 <input type="checkbox"/> Tax 2 <input type="checkbox"/> Tax 3
			<input type="checkbox"/> Tax 1 <input type="checkbox"/> Tax 2 <input type="checkbox"/> Tax 3 <input type="checkbox"/> Tax 4

Tax Code	Description	Country				
QUEBEC	Quebec, Canada	CD	10.000	5.000	2.000	Value Added
SPAIN	Spain	SP	10.000	5.000		
UK	United Kingdom	UK	17.500	8.000		Value Added
10	Ten percent rate	USA	10.000			Value Added

Navigation icons:

Note that the total tax rate shown is 0.000%. This is correct in this example since the country to which the tax code is associated is a trading partner. Therefore, the trading partner rates apply.

The tax rate in the first tax field defaults from the customer record. When the Global Commerce feature is in use, Qube ERP™ ignores the state or province field value and the tax rate for each new customer defaults from **System Set Up Card #2**, unless:

- the customer is tax exempt
- tax tables are in use
- the home country uses VAT

The fields and field labels which relate to Trading Partner tax rates will disappear when a record is selected for which that does not ap-

ply. Also, the total tax rate reflects the selection of the non-trading partner individual tax rates. For example:

Tax Codes and Rates									
Tax Code	QUEBEC				<input checked="" type="checkbox"/> This tax is reportable				
Description	Quebec, Canada								
Country Code	CD	Canada	Charge to GL Account Code		2400-000/00				
Rate to Non-Trading Partner			Total Tax Rate = 17.810%						
Basic	10.000 %	<u>Also apply these tax rates to....</u>							
GST	5.000 %	<input checked="" type="checkbox"/> Tax 1							
PST	2.000 %	<input checked="" type="checkbox"/> Tax 1 <input checked="" type="checkbox"/> Tax 2							
	%	<input type="checkbox"/> Tax 1 <input type="checkbox"/> Tax 2 <input type="checkbox"/> Tax 3							
	%	<input type="checkbox"/> Tax 1 <input type="checkbox"/> Tax 2 <input type="checkbox"/> Tax 3 <input type="checkbox"/> Tax 4							
Tax Code	Description	Country	10.000	5.000	2.000	Value Added			
QUEBEC	Quebec, Canada	CD	10.000	5.000	2.000	Value Added			
SPAIN	Spain	SP	10.000	5.000	Value Added				
UK	United Kingdom	UK	17.500	8.000	Value Added				
10	Ten percent rate	USA	10.000	Value Added					



## Value Added Tax

If the home country tax code charges VAT, the following will apply. VAT associates tax codes to individual items in the item master file. Therefore, it is not useful to associate one tax rate to a given sales order, invoice, etc. The tax rates may be applied differently to different items on the order or invoice. In Qube ERP™, tax codes are associated with items on the Item Master File Card #2.

<input checked="" type="checkbox"/> Rebateable	<input checked="" type="checkbox"/> Rebateable
<input checked="" type="checkbox"/> Discountable	<input checked="" type="checkbox"/> Discountable
VAT Tax Code <input type="text" value="00"/>	VAT Tax Code <input type="text" value=""/>
Reportable; Tax Rate is 7.25%	Not Reportable; Tax Rate is 0%

When the home country does not use VAT, this section of the window looks like this:

<input checked="" type="checkbox"/> Rebateable
<input checked="" type="checkbox"/> Discountable
<input checked="" type="checkbox"/> Taxable When Sold

The header section of orders and invoices is also different. When the home country charges VAT, the bottom right section of the window may look like this:

Currency <input type="text" value="USA"/>	Subtotal	3,000.00
	VAT Tax	100.00
<input type="text" value="10.000"/> %	Tax #2	300.00
Currency Exchange Rate	Shipping	0.00
<input type="text" value="1.0000"/>	Handling	0.00
	Total \$	3,400.00

Then if the home country does not charge VAT, it might look like this:

Currency	Order Subtotal	3,000.00
<input type="text" value="5.000"/> %	Tax #1	150.00
<input type="text" value="10.000"/> %	Tax #2	300.00
Currency Exchange Rate	Shipping	0.00
	Handling	0.00
	Total \$	3,450.00

Note that, when the home country charges VAT, there is no tax rate associated with the header. The tax rate is instead associated with each item and might look like these examples:

VAT Tax Code	EXEMPT	Reportable; Tax Rate is	0 %
VAT Tax Code	10	Reportable; Tax Rate is	10 %
VAT Tax Code		Not Reportable; Tax Rate is	0 %

The header field labeled Tax #2 is left visible, in case a user may want to use it for other purposes. Whatever rate is entered into this field will be applied to all items on the order/invoice uniformly, not only to those items showing a non-zero tax rate.

In this example, the order includes three different items, but only two of them have a positive tax rate associated. Therefore, the total VAT amount displayed on the header is \$200.

Item Code	Date	Status	Ordered	Shipping	Invoiced	B/O	Price	Unit	Extension
0001	01/22/97	0	10	1	0	10	100.000	ER	1,000.00
0001	01/22/97	0	10	1		10	100.000	ER	1,000.00
0002	01/28/98	0	10	1		10	100.000	ER	1,000.00
0003	01/28/98	0	10	1		10	100.000	ER	1,000.00
Description of 0001						Open			3,000.00

The VAT is also sensitive to whether or not the ship-to country is a trading partner. Each tax code has two sets of tax rates, one for trading partner countries and the other for non-trading partner countries. In order to make appropriate decisions in this regard, references to countries for sites using VAT are made not with text strings but with country codes. For example, the bill-to and ship-to addresses found in the customer master file may look like this:



Country Code  France

When the home country does not use VAT, the country designation is provided by an invalidated text string, like this:

Country

For example, if the ship-to country is a non-trading partner country, full tax amounts are likely to be charged.

In this example, two items have been flagged with tax code 10, which has a 10% tax rate applied to non-trading partner countries and a zero tax rate for trading partner countries. Shipping to a non-trading partner country produces a \$200.00 tax, as shown below.

Ship To  10001		Order  2039	
ABC COMPANY			
Software Products Division			
1234 15th Street			
Glendale		CA	
92155		Country Code SP	
User Bob Jones			
Call		Hours Before Delivery	



  

Shipping Location 6		✓	
Requested Ship Date 02/27/97		UPS Zone	
Last Shipped On 02/27/97			
Shipment Terms PPL		Via P. I. E.	
Change #		Change Date	
Sub 000	Dept 00	Deposit = \$	

Currency USA	Order Subtotal	3,000.00
	VAT Tax	200.00
10.000 %	Tax #2	300.00
Currency Exchange Rate	Shipping	0.00
1.0000	Handling	0.00
	Total \$	3,500.00

If you change the ship-to country code to that of a trading partner country, Qube ERP™ will recalculate the tax on each line and also on the header. The result is a zero tax amount, as shown below.

Ship To  10001		Order  2039	
ABC COMPANY			
Software Products Division			
1234 15th Street			
Glendale		CA	
92155		Country Code CD	
User Bob Jones			
Call <input type="text"/>		<input type="text"/> Hours Before Delivery	

Shipping Location <input type="text"/> 6		<input checked="" type="checkbox"/>	
Requested Ship Date <input type="text"/> 02/27/97		UPS Zone <input type="text"/>	
Last Shipped On <input type="text"/> 02/27/97			
Shipment Terms <input type="text"/> PPL		Via <input type="text"/> P. I. E.	
Change # <input type="text"/>		Change Date <input type="text"/>	
Sub <input type="text"/> 000	Dept <input type="text"/> 00	Deposit = \$	

Currency <input type="text"/> USA	Order Subtotal	3,000.00
	VAT Tax	0.00
<input type="text"/> 10.000 %	Tax #2	300.00
Currency Exchange Rate	Shipping	0.00
<input type="text"/> 1.0000	Handling	0.00
	Total \$	3,300.00

## VAT Registration Number on Purchases

In these transactions, your company is required to have a VAT registration number or VAT tax will always be charged. This number can be entered on System Set Up Card #1.

System Set Up Card #1			
<b>Company Identification</b>			
Company Name	World Class Industries		
Street Address	12345 Broadway		
City	Irvine		
State	CA	Zip Code	92658 Country Code
Phone Number	714-559-5659	Fax	714-551-1621
<b>Custom Version Code</b>		VAT Registration # 1234567890	

## Tax on Shipping

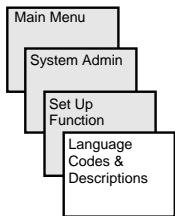
The field previously labeled “Tax #2” is used to record the tax percentage to be applied to shipping when VAT is used. In this case, the percentage is applied regardless of whether or not the ship-to country is a trading partner or not.

These features have been implemented in the following sets of windows:

- Sales Quotations
- Sales Forecasts
- Sales Orders
- Sales Invoices
- Credit Memos
- Purchase Orders
- Vendor Invoices
- Debit Memos

In addition, windows used to draft upward transactions (e.g., draft vendor invoice from a PO, draft a credit memo, convert a quote to an order or forecast, generate requisitions from sales orders, generate requisitions (stock to maximum and select sales orders), etc.) have been modified to set up the new field values appropriately.

## Language Codes & Descriptions

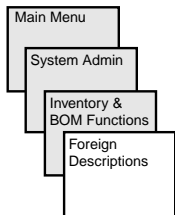


The **Language Codes & Descriptions** feature allows you to describe items being sold or purchased in the language in which the customer or vendor prefers to see it. When you select this function, a window will display on which you can set up language codes and descriptions. Language codes must be treated separately from country codes, since some countries have more than one language or dialect in common use. For example, a customer located in Quebec may have a language preference of English or French.

**Language Codes**

Code	Description
UK	British
CD	Canadian
FR	French
JM	Jamaican
MO	Missouri
TX	Texan

These language codes are used to set up different descriptions for different items. Access this function from the Inventory Module.



**Inventory & BOM Functions**

Group	Name
Item Master File	
Item Master Card #1	⌘ I
Item Master Card #2	
Qualified Vendors & Mfrs	
Foreign Descriptions	

**Note:** If your display does not show the expected functions, you may be able to refresh your display using the invisible button. The invisible button is located in the upper left corner of all the function selection lists, just above the display button in the upper left corner of the window. This button provides new functions that may not appear the first time.


Selecting the **Foreign Descriptions** function will display a window that looks like this:

Foreign Item Descriptions	
0001	Description of 0001
Country Code	Description
UK	British description of 0001
CD	Canadian description of 0001
FR	French description of 0001
JM	Jamaican description of 0001


There are two other places where the language codes are used: the Customer Master File and the Vendor Master File. Both of these windows contain a field where you may enter the language preference of each vendor or customer.

Language  
Preference

Setting up different descriptions associated with different items and languages and setting the language preference for selected customers and vendors can produce a different default description when entering a sales order or purchase order in Qube ERP™. For example, enter a sales order to a customer who prefers to see things described in French. If you enter the item 0001 (which has a record translating the item's description into French), Qube ERP™ will default the item description on the sales order appropriately.

Item Code		Date	Status
0001		05/08/98	H
0001		05/08/98	H
French description of 0001			

If you enter an item which has no French translation, Qube ERP™ will default the item's description based on the value found in the Item Master File.

<u>Item Code</u>		<u>Date</u>	<u>Stat</u>
0002		05/08/98	
0002		05/08/98	
Table Leg Nuts			

As usual, you may override the default description, if that seems appropriate. If the customer's language preference is UK, the description will be defaulted differently.

<u>Item Code</u>		<u>Date</u>	<u>Status</u>
0001		05/08/98	
0001		05/08/98	
British description of 0001			

The same logic is applied when entering a purchase order. Since the item's description is saved in each sales order item and PO item, and since it will have a default value set appropriately to the language preference of the selected customer or vendor, then all documents printed from these files will also communicate appropriately with the customer or vendor (sales order, packing slip, sales invoice and purchase order).



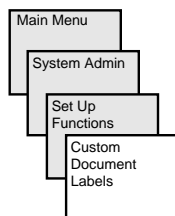
The **PO Receipts** window also displays item descriptions based on the value found in the PO item record, so this description also displays a value appropriate to the vendor's language preference.

P.O. Receipts									
Please Enter a Quantities Received and Where Sent. Then Press Enter									
Vendor Code				<input checked="" type="radio"/> Default Quantities to Zero <input type="radio"/> Default Quantities to Full Amount					
Transaction #				Header Comment					
Purchase Order	60141								
Receipt Date	05/08/98			Item Comment					
Requested by	Samuel Database User								
<b>** INSPECT ON RECEIPT **</b>									
Item Code	Expected Receipt Date	Quantity Ordered	Quantity Received	Prev. Rec'd	Sent To Unit	Internal Location	Lot/Batch #	Lot/Batch Expire Date	No. of Labels
0001	05/07/98	10			ER	1			
0001	05/07/98	10			ER	1			
French description of 0001									

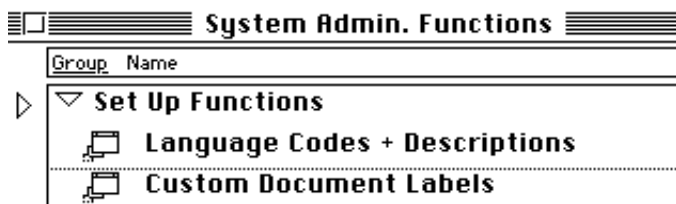
## Custom Document Labels

The field labels of selected documents may also be printed with language-translated values. These documents include the following:

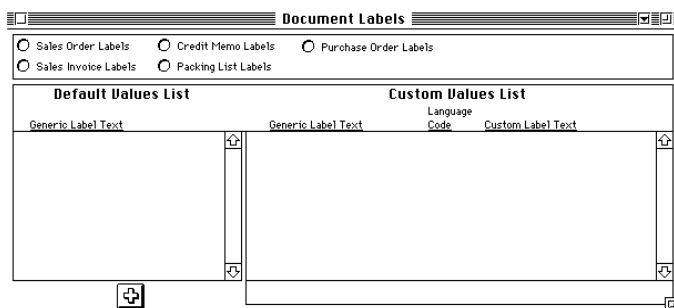
- Sales Order
- Sales Invoice
- Credit Memo
- Packing List
- Purchase Order.



To set up documents to print translated document labels, select **Custom Document Labels** from the System Administration **Set Up Functions**.



Qube ERP™ will display a window where you may set up field label values for each document in any language.



You may select document labels for one document at a time by clicking on any of the radio buttons at the top. Two lists are displayed, one containing default values (field labels used on the generic Qube

ERP™ form) and custom values for each field. If no custom labels have been set up, clicking one of the document types will display only the default values.

**Custom Document Labels**

☐ Sales Order Labels   
 ☐ Credit Memo Labels   
 ☒ Purchase Order Labels  
☐ Sales Invoice Labels   
 ☐ Packing List Labels

Default Values List		Custom Values List		
Generic Label Text		Generic Label Text	Language Code	Custom Label Text
1 PURCHASE ORDER	Header			
2 Purchase Order Number	Header			
3 Project	Header			
4 P.O. Date	Header			
5 Change *	Header			
6 Confirm to	Header			
7 Page #	Header			
8 Bill To	Header			
9 Vendor	Header			
10 Ship Via	Header			
11 FOB Point	Header			
12 Payment Terms	Header			
13 P.O. Entered By	Header			
14 Ship to	Header			
20 Item Code	Middle			
21 Description	Middle			
22 Line 1 Qty Ordered	Middle			
23 Line 2 Qty Ordered	Middle			
24 Line 1 Qty Received	Middle			
25 Line 2 Qty Received	Middle			
26 Line 3 Qty Received	Middle			

☒ ☐ ☐

Please enter a Language Code.

The default values list represents all of the labels that might be used on the selected document. You cannot add or remove a label; you can only set up a language translation of the given label. The records containing the default values are included in all starter data files delivered after July 1, 1998. If you are adding the function to a data file which was initially delivered prior to July 1, 1998, these records must be imported. An Omnis Data Transfer (ODT) format export file is provided for this purpose. Use Omnis7 utilities, setting up the import like this:

**Import data**

Import file:

Format:

☒ Insert records  
☐ Update records

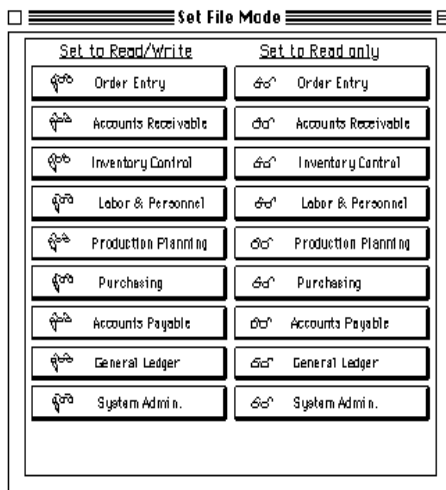
Main file:

Fields:

1	LN_SEQUENCE
2	LN_LG_KEY
3	LN_Type
4	LN_KEY
5	LN_Alias
6	LN_Term
7	LN_GenericLabel
8	LN_SystemNumber
9	LN_Section
10	
11	
12	

Name:


Be sure to set the main file to Read/Write by using the **File Mode** window. The **File Mode** window can be opened by selecting **File Mode** from the **File** menu. This selection is only available when you log on as developer. Click the *SYSTEM ADMINISTRATION* button to set the main file to Read/Write.



The **Set File Mode** dialog box contains two columns of buttons. The left column is titled **Set to Read/Write** and the right column is titled **Set to Read only**. Each column contains nine buttons corresponding to different system files.

Set to Read/Write	Set to Read only
Order Entry	Order Entry
Accounts Receivable	Accounts Receivable
Inventory Control	Inventory Control
Labor & Personnel	Labor & Personnel
Production Planning	Production Planning
Purchasing	Purchasing
Accounts Payable	Accounts Payable
General Ledger	General Ledger
System Admin.	System Admin.

**Keep in mind that importing a special character on PCs often trashes its value, so you may need to click the *FIX SPECIAL CHARACTERS* button to execute this procedure.**

Custom label values are created by clicking the  button. Qube ERP™ will respond by prompting the user for a language code.



**Please enter a Language Code.**

Then Qube ERP™ will load the Custom Values List with values that are identical to those found in the Default Values List. You can edit each value. The edited values will be saved to disk after you click the *SAVE* button.

Custom Document Labels

☐ Sales Order Labels
☐ Credit Memo Labels
☒ Purchase Order Labels

☐ Sales Invoice Labels
☐ Packing List Labels

Default Values List

Generic Label Text	
21 Description	Middle
22 Line 1 Qty Ordered	Middle
23 Line 2 Qty Ordered	Middle
24 Line 1 Qty Received	Middle
25 Line 2 Qty Received	Middle
26 Unit	Middle
27 Unit Cost	Middle
28 Extension	Middle
29 Job #	Middle
30 Shipping Info	Middle
31 Due Date	Middle
32 Qty Due	Middle
33 Received	Middle
34 Back Ordered	Middle
35 Revision #	Middle
41 Sub-Total	Totals
42 Shipping	Totals
43 Tax #1	Totals
44 Tax #2	Totals
45 Order Total	Totals

Custom Values List

Generic Label Text	Language Code	Custom Label Text
1 PURCHASE ORDER		PURCHASE ORDER *
3 Project		Project
4 P.O. Date		P.O. Date
5 Change #		Change #
6 Confirm to		Confirm to
7 Page #		Page #
8 Bill To		Bill To
9 Vendor		Vendor
10 Ship Via		Ship Via
11 FOB Point		FOB Point
12 Payment Terms		Payment Terms
13 P.O. Entered By		P.O. Entered By

Please enter a Language Code.

After custom values have been set up, Qube ERP™ will allow later editing of the values, or you can delete the custom label values for any given language translation of the labels on a given document. When printing documents, Qube ERP™ will read the language preference of the selected customer or vendor. If the preference for the current document is different than the preference for the document just printed, Qube ERP™ will find the records which store the custom label values and load these into the label fields which populate the document forms. Sometimes there are more than 30 labels which apply to a given form. Qube ERP™ will minimize the number of times it reads the document label information and populates the label values, thereby speeding the print jobs.

**Note:** This tool gives you the ability to determine what text is printed in each labeled field. In some cases, the translation may result in a word which is unexpectedly long and will not fit in the space provided. In this case, you must use an abbreviation that will fit in the space provided. In some cases, Qube ERP™ provides multiple lines for those labels which require more than one line on the Qube ERP™ generic forms.

## Printing Reports

Two documents may be printed in either the home language or the customer-selected language. These are the sales order and the pick slip. Normally, the pick slip is used internally. Therefore, Qube ERP™ displays a report parameter to allow printing of descriptions in the home language (so that the people picking the order can read it, since they may not be able to read the customer-selected language).

Print Order Item Descriptions in Home language USA? YES

The sales order is sometimes used as an internal document and sometimes as an order confirmation, communicating with the customer. Therefore, it may be appropriate to print this document in either the home or customer-selected language.

Two of the accounts receivable reports (by Customer as of Today and by Customer as of End of Selected Accounting Period) will allow you to select any valid currency code. The report will use the latest exchange rate available for the selected currency and print the values appropriately, regardless of the currency in which the invoice was originally issued.

Receivables Reports
Aging as of End of an Accounting Period
AR Aging by Customer as of Today

**Please Double Click to Enter Parameters**

Please Enter One Customer Type or "ALL" ALL  
Please Select One Currency Code USA

The multiple-currency option is also available with the two Accounts Payable reports.

Payables Reports	
Payables Aging as of Today	
Aging as of the End of an Accounting Period	
Please Double Click to Enter Parameters	

Please Select One Currency Code USA

One report is provided on Value Added Tax data.

Receivables Reports	
Receivables	Sales Tax Report
Receivables	Value Added Tax Detail
Please Double Click to Enter Parameters	
Earliest Invoice Date 02/19/97	
Latest Invoice Date 02/19/98	
Please Select One Tax Code or ALL ALL	
Print Taxes Billed from Receivables? YES	
Print Taxes Paid through Payables? YES	

The **Value Added Tax Detail** report provides detailed information on specific transaction values and taxes related to specific invoices (sales and vendor invoices) and tax codes. The report also provides subtotal values for each invoice and each tax code, and subtotals for all amounts related to both receivables and payables data. This data will be useful in providing input to the value added tax returns. The value added tax returns will be different for each country and also requires input and adjustments which should involve a CPA.

## Printing Documents

Six types of documents (sales orders, customer service orders, quotations, sales invoices, purchase orders and requisitions) will allow printing in home currency or the currency specified on the record. To make this choice, use the report selection window and respond to the parameter displayed at the bottom of the window.

Print Values in Home Currency? {Dollars} NO

When printing any of these documents using Cmd/Ctrl P, the document will print in the currency specified on the record (i.e., not the home currency). This way, the document printed when viewing a window will match the numbers displayed on the window.