

Payable Exchange Rate Report

This report performs two important tasks for users who conduct business dealings in multi currency:

- a. It prints the amount differences whether negatively or positively - of the invoices that still have opened balance - as a result of changing the exchange rate.
- b. It generates a GL journal batch for the **Total Different Amount** of the invoices within your chosen criteria.

Now lets have a look on how this report works:

1. From the **Output** menu of the ACCOUNTS PAYABLE module, Choose **Payable Exchange Rate**.

Fig (1)

2. Set your criteria using the option grid screen. For more Information about the option grids [see the table below](#).
3. Click **Preview** to view the report data on the screen or click **Run** to:
 - A. Generate a journal GL batch (*in case you chose: Generate a GL batch: Yes*) and
 - B. Print the report on your printer. [See report sample below](#)

NOTE	Note that the GL journal batch will not be generated if you click the Preview button. It will only be generated when you click Run .
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Option Grids

Option	Description
Batch Date	<p>Enter a valid date, namely; a date that falls within an open (not locked) accounting period. Note that the date you enter here will be the batch date.</p> <p>This field shows the system date as the default value.</p>
Reverse Date	<p>Enter the reverse date. The default value of this option will be the first day of the month following the batch date.</p>
Generate GL Batch	<p>This option is the most important one in the report because it enables and disables generating a GL Journal Batch.</p> <p>Set this option to “No”, if you do not want to generate a GL journal batch now. You can use the report just to view the difference in invoices amounts as a result of modifying the exchange rate.</p> <p>Or set this option to “Yes” to generate a GL journal batch. In this case the system will check the validity of the above dates. Note that the GL journal Batch will not be generated until you click Run.</p>

NOTE	If the chosen batch date falls within a period that contains a batch record, this batch must not be posted or approved.
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Option	Description
Exchange Rate Account	<p>Type in the account code of the exchange rate. Or type “?” and press “ENTER” to browse and select one from the browse list. The account code entered here has to be a valid code in the GL chart of accounts. Note that this field will not appear unless you toggle the Generate Entities option to “Yes”.</p>
AP Account Code	<p>Type in the account code of the AP. Or type “?” and press “ENTER” to browse and select one from the browse list. The account code entered here has to be a valid code in the GL chart of accounts. Note that this field will not appear unless you toggle the Generate Entities option to “Yes”.</p>

**Invoice Date,
Invoice #, Vendor
Code, Currency
Code**

These four options are filtration conditions to narrow the scope of the data that will be displayed in the report. Select a date range for invoices, invoice numbers, vendor codes, and currency codes respectively. If you did not use any of the filtration conditions, the system will by default show all the invoices that are due to be paid.

Sample of the Payable Exchange Rate report

By : ARIA_86218		Demo company				Date : 08/11/2002			
Time : 10:47:31		Payable Exchange Rate				Page : 1			
Current Currency :	CAD	Vendor	Current Rate :	1.5000	Invoice	Invoice	Original	Original	
Invoice No.	Inv. date	Code	Vendor/Company name		Amount	Balance	Rate	Amount	Different
12345	07/09/2002	ABCU	AB Cutting Services		1,000.00	*****	0.90	450.00	750.00
									-300.00
Currency :	CAD	Subtotal			1,000.00	500.00		450.00	750.00
									-300.00
Grand Total :								450.00	750.00
									-300.00