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Multi-Currency

Introduction

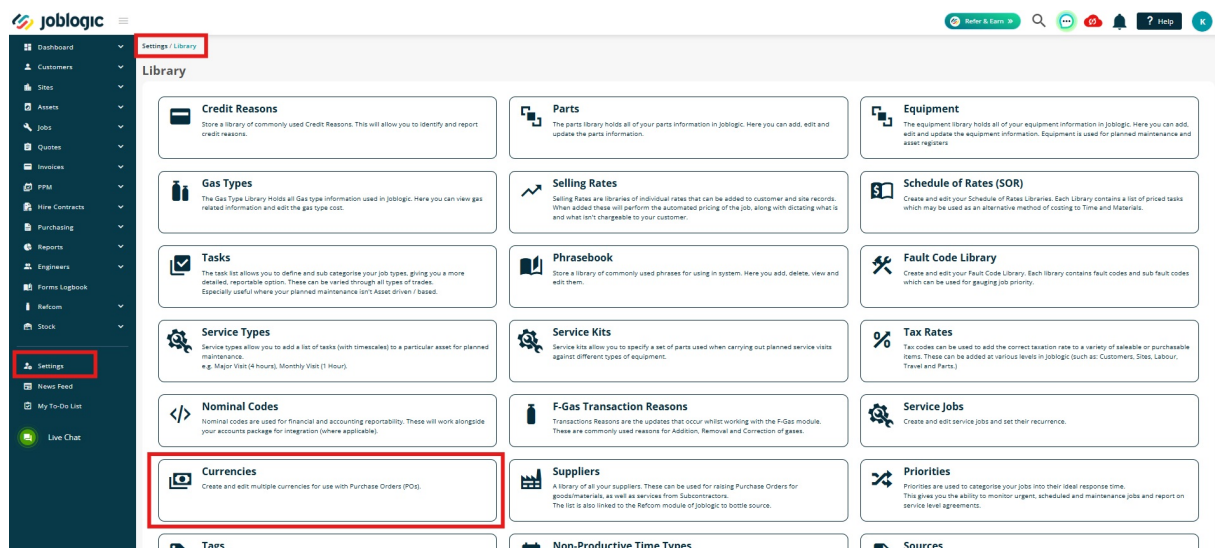
The Multi-Currency App simplifies managing jobs that require different currencies by allowing you to set and apply various exchange rates for transactions, such as jobs and purchase orders.

This feature is essential for those of you who are handling work across multiple countries, where exchange rates and currency types may vary throughout a job's lifecycle.

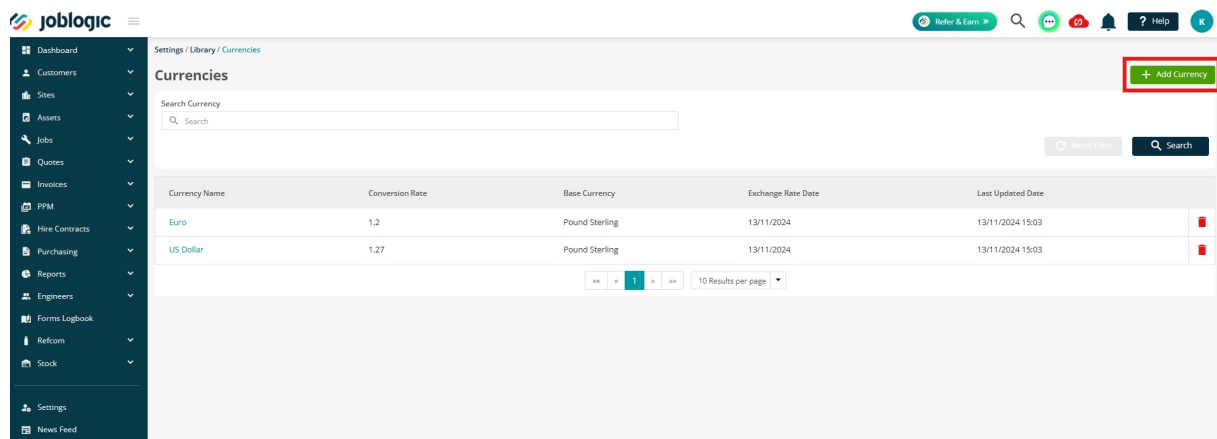
In this guide, we'll show you how to activate and use multi-currency capabilities to make managing international transactions smoother, providing greater flexibility and accuracy for your financial data.

Setting up your Currencies

To set up a new currency within your Joblogic system, navigate to Settings > Library > Currencies.



Click Add Currency in the top right corner



Here you can enter your Conversion Rate, Currency and Exchange Rate Date.

Your Base Currency will pull from your default settings in Settings > System Setup

The 'Add Currency' modal form is shown. It includes the following fields and elements:

- Base Currency:** A dropdown menu currently showing 'Pound Sterling'.
- Conversion Rate*:** A text input field containing '0.000000'.
- Currency*:** A dropdown menu showing 'Please select an opt'.
- Exchange Rate Date*:** A date picker field showing '13/11/2024'.
- Visual Feedback:** Below the Conversion Rate field, it displays '1.00 GBP' with a double-headed arrow and a minus sign.
- Buttons:** 'Cancel' and 'Save' buttons at the bottom right.

Red boxes highlight the 'Conversion Rate*' and 'Currency*' fields in the top row, and the 'Exchange Rate Date*' field in the bottom row.

Click Save when you are ready

To edit any currencies you have set up, simply click the Currency Name

Settings / Library / Currencies

Currencies

Search Currency

Q Search

Currency Name	Conversion Rate	Base Currency	Exchange Rate Date
Canadian Dollar	1.78	Pound Sterling	13/11/2024
Euro	1.2	Pound Sterling	13/11/2024
US Dollar	1.27	Pound Sterling	13/11/2024

«« « 1 » » 10 Results per page ▼

You will now only be able to amend the Conversion Rate and Date.

The Currency cannot be changed, to set up a new one, click Add Currency from the main page again

Setting up Preferred Currencies

You can set up default / preferred currencies against your Subcontractors, Suppliers, Customers and Sites. See below on how to do this for each option:

Subcontractor

Settings > Subcontractors > select subcontractor

Click Edit and then choose your Preferred Currency from the dropdown

Supplier

Settings > Library > Supplier > select supplier

Click Edit and then choose your Preferred Currency from the dropdown

The screenshot shows the 'Supplier / Supplier1' page. At the top right, there is a navigation bar with icons for 'Refer & Earn', search, chat, notifications, help, and a user profile. Below this is a sub-header with tabs for 'Details', 'Contacts', 'Branches', 'Equipment', 'Notes', and 'Warning Notices'. The main section is titled 'Supplier Details' and contains several form fields: 'Name' (with a sub-field 'Supplier1'), 'Account Number', 'Reference Number', 'Address' (with sub-fields for company name, area, city, and postcode), 'Default Parts Library', 'Purchase Order Template', and 'Preferred Currency'. The 'Preferred Currency' dropdown is currently set to 'Please select an option...'. A red box highlights the 'Edit' button in the top right corner of the form, and another red box highlights the 'Preferred Currency' dropdown menu.

Customer

Customers > All Customers > select customer

Click into the Base Configuration tab, click Edit and then choose your Preferred Currency from the dropdown

The screenshot shows the 'Customers / !!!Zappos' page. At the top right, there is a navigation bar with icons for 'Refer & Earn', search, chat, notifications, help, and a user profile. Below this is a sub-header with tabs for 'Details', 'Sites', 'Contacts', 'History', 'Info', 'Refcom', 'Billing', 'Invoice Details', 'Base Configuration', and 'Contracts'. The 'Base Configuration' tab is highlighted with a red box. The main section is titled 'Configuration Details' and contains several form fields: 'Job Order Number', 'Is Mandatory', 'Preferred Currency' (set to 'Euro'), 'Rounding Option', 'Rounding Duration', 'Selling Rate', 'Account Number', 'VAT Number', 'Reference Number', 'Group Priority', and 'Priority'. The 'Preferred Currency' dropdown is highlighted with a red box. A red box also highlights the 'Edit' button in the top right corner of the form. At the bottom, there is a section for 'Schedule Of Rates Library' with a message 'No matching results found.'

Site

Sites > All Sites > select site

Click into the Configuration tab, click Edit and then choose your Preferred Currency from the dropdown

The screenshot shows the Joblogic Configuration page for a specific site. The top navigation bar includes tabs for Details, Assets, Contacts, History, Info, Refcom, Related Sites, Related Contracts, Billing, Configuration (highlighted), and Service Job. The Configuration tab is active, and an 'Edit' button is visible in the top right corner. The main content area is titled 'Configuration Details' and contains several fields. The 'Preferred Currency' dropdown is highlighted with a red box. Other fields include Preferred Engineer, Preferred Subcontractor, Rounding Option, Rounding Duration, Selling Rate, Customer Order Number, Job Order Number, Account Number, Priority, Reference Number, and Site Job Type & Job Category.

Using Multi-Currency in Joblogic

When logging any of the following into the system, you'll have an option to toggle the Multi-Currency option.

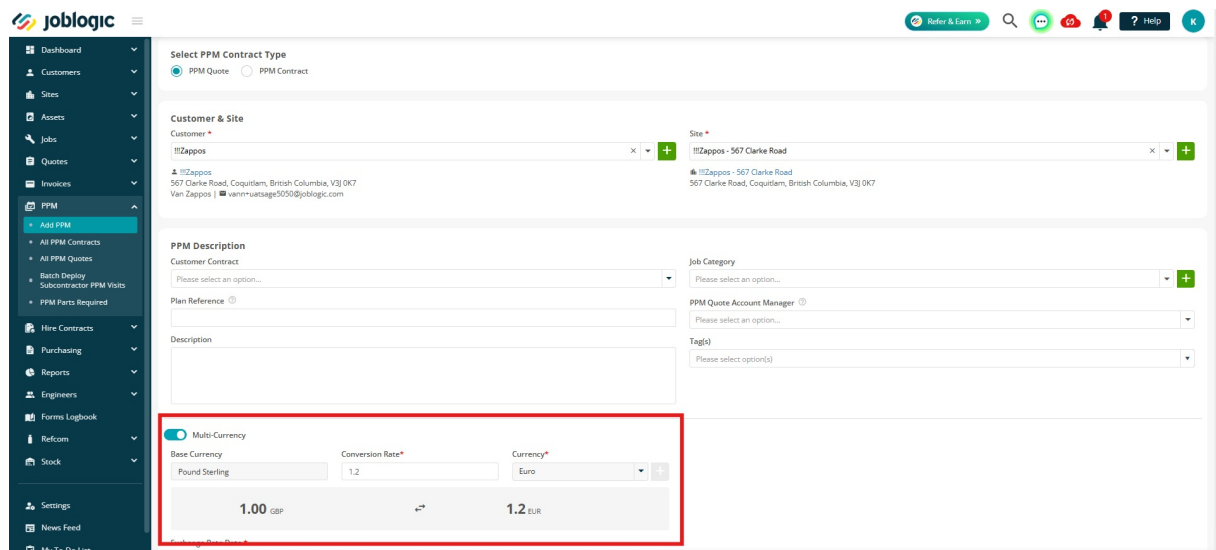
It will be greyed out until the main entity has been chosen (i.e. Customer, Site, Subcontractor, Supplier)

- Stock PO
- Supplier PO
- Subcontractor PO
- Log Job
- Log Quote
- Log PPM Contract
- Log PPM Quote

Example:

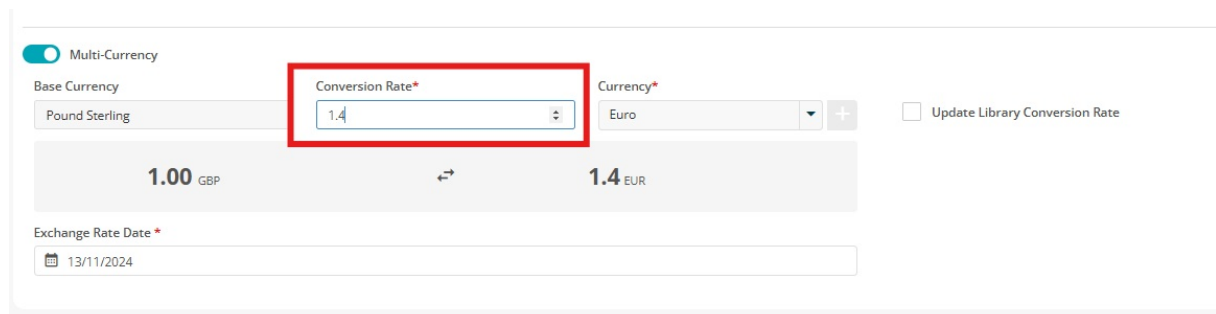
The screenshot shows the 'Add PPM Quote' form in Joblogic. The left sidebar contains a navigation menu with options like Dashboard, Customers, Sites, Assets, Jobs, Quotes, Invoices, PPM (selected), Hire Contracts, Purchasing, Reports, Engineers, Forms Logbook, Refcom, Stock, Settings, News Feed, and My To-Do List. The main form area is titled 'Add PPM Quote' and includes a progress bar with steps: 1. PPM Description, 2. Selling & Billing, 3. Default Engineer, and 4. Notes & Attachments. The 'Select PPM Contract Type' section has radio buttons for 'PPM Quote' (selected) and 'PPM Contract'. The 'Customer & Site' section has dropdowns for 'Customer' and 'Site'. The 'PPM Description' section has dropdowns for 'Customer Contract', 'Plan Reference', 'Job Category', 'PPM Quote Account Manager', and 'Tag(s)'. The 'Multi-Currency' checkbox is highlighted with a red box. A 'Required Fields' note is at the bottom left, and a 'Next' button is at the bottom right.

If you have set up a Preferred Currency as per the previous section of this guide, this toggle will be turned on automatically, when you've chosen the relevant entity (i.e. Customer, Site, Subcontractor, Supplier)



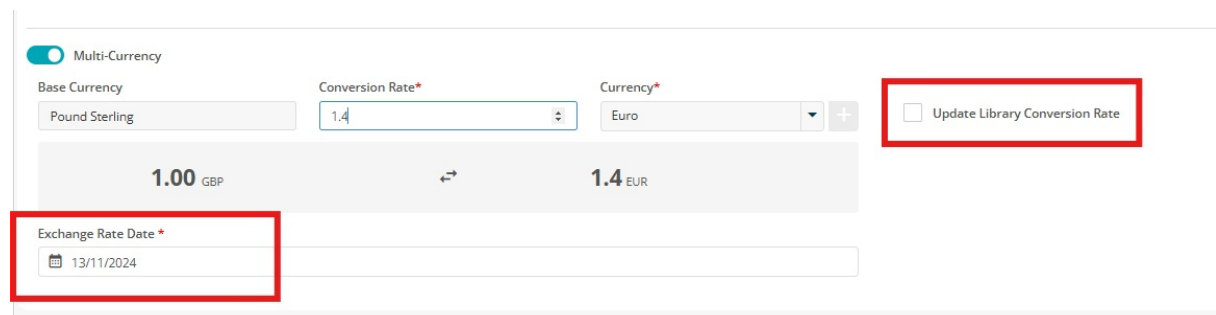
The screenshot shows the Joblogic PPM form. The 'Multi-Currency' toggle is turned on. The 'Base Currency' is set to 'Pound Sterling' and the 'Currency' is set to 'Euro'. The 'Conversion Rate' is set to '1.2'. The 'Exchange Rate Date' is set to '13/11/2024'. The 'Update Library Conversion Rate' checkbox is unchecked. The 'Multi-Currency' section is highlighted with a red box.

You will be able to amend the Conversion Rate here, if needed.



The screenshot shows the Joblogic PPM form. The 'Multi-Currency' toggle is turned on. The 'Base Currency' is set to 'Pound Sterling' and the 'Currency' is set to 'Euro'. The 'Conversion Rate' is set to '1.4'. The 'Exchange Rate Date' is set to '13/11/2024'. The 'Update Library Conversion Rate' checkbox is unchecked. The 'Conversion Rate' field is highlighted with a red box.

If you do amend this, you'll get the option to update the Exchange Rate Date, and the Library Conversion Rate.



The screenshot shows the Joblogic PPM form. The 'Multi-Currency' toggle is turned on. The 'Base Currency' is set to 'Pound Sterling' and the 'Currency' is set to 'Euro'. The 'Conversion Rate' is set to '1.4'. The 'Exchange Rate Date' is set to '13/11/2024'. The 'Update Library Conversion Rate' checkbox is unchecked. The 'Exchange Rate Date' and 'Update Library Conversion Rate' fields are highlighted with red boxes.

Purchase Orders & Purchase Invoicing

There are a few extra columns and totals to help with calculating your conversion rates against the PO and any associated invoices.

Navigate to Purchasing > All Purchase Orders and select your PO

Further down the page, under the Totals area, there is a Conversion Rate and Converted Currency Total section

So, you'll still be able to see all costs in your own base currency, as well as the converted currency.

The screenshot shows the 'Purchase Orders' page for PO00000100. The 'Supplier Invoices' tab is selected. The 'Purchase Order Items' table lists two items: 'P9999 | Part from stock' and 'New Part | New Part Desc'. The 'Totals' section on the right shows the following values:

Totals	
Total Excluding VAT	£400.00
Discount	£0.00
VAT Amount	£10.00
Total	£410.00
Conversion Rate	1.28
Converted Currency Total	\$524.80

When items have been delivered, click Supplier Invoices tab

The screenshot shows the 'Purchase Orders' page for PO00000100. The 'Supplier Invoices' tab is selected. The 'Purchase Order Items' table lists two items: 'P9999 | Part from stock' and 'New Part | New Part Desc'. The 'Totals' section on the right shows the following values:

Totals	
Total Excluding VAT	£400.00
Discount	£0.00
VAT Amount	£10.00
Total	£410.00
Conversion Rate	1.28
Converted Currency Total	\$524.80

Click Add Invoice

The screenshot shows the 'Purchase Orders' page for PO00000100. The 'Supplier Invoices' tab is selected. The 'Supplier Invoices' section is empty, and the 'Add Invoice' button is highlighted with a red box.

At this stage, you can amend the Conversion Rate if needed.

If you amend this, you can then update the Exchange Rate Date and the Library

Add Supplier Invoice

Supplier's Invoice Number* Date* Reference

Attachment

☒ Multi-Currency

Base Currency Conversion Rate* Currency*

☐ Update Library Conversion Rate

1.00 GBP ↔ 1.29 USD

Exchange Rate Date *

Purchase Order Items
2 of 2 selected ☐ Show selected Only

<input checked="" type="checkbox"/>	Description	Ordered Qty.	Qty. to Match	Invoice Qty.	Price	Invoice Price	Adjustment Value	Pending Invoice Qty.
<input checked="" type="checkbox"/>	New Part New Part Desc	1.00	1.00	<input type="text" value="1.00"/>	£100.00	£ 100.00	0.00	0.00
<input checked="" type="checkbox"/>	P9999 Part from stock	1.00	1.00	<input type="text" value="1.00"/>	£300.00	£ 300.00	0.00	0.00

10 Results per page

When you click Save, a confirmation window will pop up, informing you that the conversion rate on the invoice does not match the original PO.

Click Confirm if you are happy to add an adjustment

Add Supplier Invoice

Supplier's Invoice Number* Date* Reference

Attachment

☒ Multi-Currency

Base Currency Conversion Rate* Currency*

1.00 GBP

Exchange Rate Date *

Confirmation

The conversion rate does not match the Purchase Order Conversion Exchange Rate. By proceeding an adjustment entry will be added to the PO

Purchase Order Items
2 of 2 selected ☐ Show selected Only

<input checked="" type="checkbox"/>	Description	Ordered Qty.	Qty. to Match	Invoice Qty.	Price	Invoice Price	Adjustment Value	Pending Invoice Qty.
<input checked="" type="checkbox"/>	New Part New Part Desc	1.00	1.00	<input type="text" value="1.00"/>	£100.00	£ 100.00	0.00	0.00
<input checked="" type="checkbox"/>	P9999 Part from stock	1.00	1.00	<input type="text" value="1.00"/>	£300.00	£ 300.00	0.00	0.00

10 Results per page

Your line items will now show the columns Conversion Rate & Converted Currency Total Inc. VAT

The totals table will include this information too

If you navigate back to Items tab of your PO, there is also a new Exchange Rate Adjustment table so you can keep track of any amendments made due to fluctuations with the rates

Job Costs & Invoicing

There are a few extra columns and totals to help with calculating your conversion rates against the Job and any associated invoices too.

Navigate to your Job (Jobs > All Jobs > select job number)

Jobs

Hide Filter

Search Jobs

Customer / Site / Job Number / Contact / Description / Order No. / Reference / Priority Description / External Project Number / Custom Field

Status: Please select option(s)

Date Logged: 01/05/2024 End Date

Appointment Date: Start Date End Date

Show Advanced

Filters are applied

Job No.	Customer Name	Site Name	Status	Visits	Priority	Remaining	Job Category	Customer Order Number	Date Logged	Date Completed	Job Type	Reference No.	Contact	Description
F00023	JOB-46040	JOB-46040	Attended			0d 0h 0m			19/06/2024 11:40		1 Job Type			real replication 3
F00025	JOB-46040	JOB-46040	Completed			0d 0h 0m			20/06/2024 08:26	09/09/2024 10:13	1 Job Type			Real test via lo 12312
F00115	JOB-46040	JOB-46040	Invoiced			0d 0h 0m			04/07/2024 08:22		1 Job Type			11212112322
N10542	JOB-46040	JOB-46040	Completed			0d 0h 0m			21/05/2024 14:25	21/05/2024 14:26	New job type			aid
N10613	JOB-46040	JOB-46040	Completed			0d 0h 0m			18/06/2024 05:37	19/06/2024 05:09	New job type			description ref 1
N10614	JOB-46040	JOB-46040	Invoiced			0d 0h 0m			18/06/2024 05:38		New job type			description ref 2
N10614/000	JOB-46040	JOB-46040	New Job			0d 0h 0m			21/06/2024 05:39		1 Job Type			123
N10614/000/000	JOB-46040	JOB-46040	New Job			0d 0h 0m			21/06/2024 05:41		1 Job Type			rrrr
N10614/001	JOB-46040	JOB-46040	New Job			0d 0h 0m			21/06/2024 08:41		1 Job Type			testing

Click the Costs tab

Jobs / F00023 Attended

Job Summary

Customer JOB-46040 Suspended Site JOB-46040 Suspended

Details

Job Details

Status Primary Job Trade

Whether your costs come through automatically from the mobile app, or you add them manually, you'll see a Conversion Rate header, and a Converted Subtotal Sell header

Jobs / F00375 New Job

Budget Display

Profitability

Actual Profit to Date -£29.50

Selling Rate Quoted Value Schedule of Rates

All Chargeable Works

N/A

This toggle will make all costs non-chargeable other than SOR Costs

Description	Date Incurred	Engineer/Subcontractor	Quantity	Cost	VAT	Subtotal Cost	Chargeable	Uplift	Sell	Subtotal Sell	Conversion Rate	Converted Subtotal Sell	Status
Labour						£22.00				£40.00	1.2	£48.00	
Labour	19/11/2024		2h 0m	£11.00	10.00%	£22.00	YES	81.82%	£20.00	£40.00	1.2	£48.00	Outstanding
Overtime						£0.00				£0.00	1.2	£0.00	
Travel						£7.50				£10.00	1.2	£12.00	
Travel	19/11/2024		0h 30m	£15.00	10.00%	£7.50	YES	33.33%	£20.00	£10.00	1.2	£12.00	Outstanding
Mileage						£0.00				£0.00	1.2	£0.00	
Material						£0.00				£0.00	1.2	£0.00	
Expenses						£0.00				£0.00	1.2	£0.00	

Further down the page, under the Totals area, there is a Conversion Rate, Converted Total Cost and Converted Total Sell table

So, you'll still be able to see all costs in your own base currency, as well as the converted currency.

Totals	
Total Cost	£29.50
Total Sell	£50.00
Purchase Order Adjustment	£0.00
Subcontractor Purchase Order Adjustment	£0.00
Profit	-£29.50
Conversion Rate	1.2
Converted Total Cost	€35.40
Converted Total Sell	€60.00

Click Add Invoice when you are ready to do so

<div> <div>Refer & Earn</div> <div> <div>Details</div> <div>Contacts</div> <div>Assets</div> <div>Tasks</div> <div>Costs</div> <div>Visits</div> <div>Subcontractor</div> <div>SOR Items</div> <div>History</div> <div>Info</div> <div>Refcom Audit</div> <div>Job Forms</div> </div> </div> <div>Jobs / F00375 New Job</div> <div> <div>Budget Display</div> <div>+ Log Related Work</div> <div>Add Invoice</div> <div>Share</div> </div>													
<div>Profitability</div> <div>Actual Profit to Date -£29.50</div>													
<div> <div>Selling Rate</div> <div>Quoted Value</div> <div>Schedule of Rates</div> </div>													
Description	Date Incurred	Engineer/Subcontractor	Quantity	Cost	VAT	Subtotal Cost	Chargeable	Uplift	Sell	Subtotal Sell	Conversion Rate	Converted Subtotal Sell	Status
Labour						£22.00				£40.00	1.2	€48.00	
Labour	19/11/2024		2h 0m	£11.00	10.00%	£22.00	YES	81.82%	£20.00	£40.00	1.2	€48.00	Outstanding
Overtime						£0.00				£0.00	1.2	€0.00	
Travel						£7.50				£10.00	1.2	€12.00	
Travel	19/11/2024		0h 30m	£15.00	10.00%	£7.50	YES	33.33%	£20.00	£10.00	1.2	€12.00	Outstanding

Again, at this stage, you can amend the Conversion Rate if needed.

If you amend this, you can then update the Exchange Rate Date and the Library

Refer & Earn
Search
Help
K

Invoice Summary
Invoice Address: Zappos
Site: Zappos - 567 Clarke Road
Job: F00375

Details

Tags
Please select an option...

Date Raised*
19/11/2024
Payment Due*
24/11/2024

Created By
Kirsty Cleary
Customer Order Number
091

Account Number

Multi-Currency
Base Currency: Pound Sterling
Conversion Rate*: 2
Currency*: Euro
Update Library Conversion Rate
1.00 GBP
2 EUR
Exchange Rate Date*: 13/11/2024

Lines
+ Add Discount + Add Line + Import Costs Edit

Description	Price	Quantity	Discount	VAT	Total	Conversion Rate	Converted Total	Nominal Code
Labour	£20.00	2.00	£0.00	10.00%	£44.00	2	€88.00	

As you update the Conversion Rate, your line items will automatically update their Conversion Rate and Converted Totals too.

Multi-Currency
Base Currency: Pound Sterling
Conversion Rate*: 1.2
Currency*: Euro
Update Library Conversion Rate
1.00 GBP
1.2 EUR
Exchange Rate Date*: 13/11/2024

Lines
+ Add Discount + Add Line + Import Costs Edit

Description	Price	Quantity	Discount	VAT	Total	Conversion Rate	Converted Total	Nominal Code
Labour	£20.00	2.00	£0.00	10.00%	£44.00	1.2	€52.80	
Travel	£20.00	0.50	£0.00	10.00%	£11.00	1.2	€13.20	

Multi-Currency
Base Currency: Pound Sterling
Conversion Rate*: 1.3
Currency*: Euro
Update Library Conversion Rate
1.00 GBP
1.3 EUR
Exchange Rate Date*: 13/11/2024

Lines
+ Add Discount + Add Line + Import Costs Edit

Description	Price	Quantity	Discount	VAT	Total	Conversion Rate	Converted Total	Nominal Code
Labour	£20.00	2.00	£0.00	10.00%	£44.00	1.3	€57.20	
Travel	£20.00	0.50	£0.00	10.00%	£11.00	1.3	€14.30	

The totals at the bottom of the page will show you the following information:

- Conversion Rate
- Converted Sub Total
- Converted Total Excluding VAT
- Converted Total Including VAT

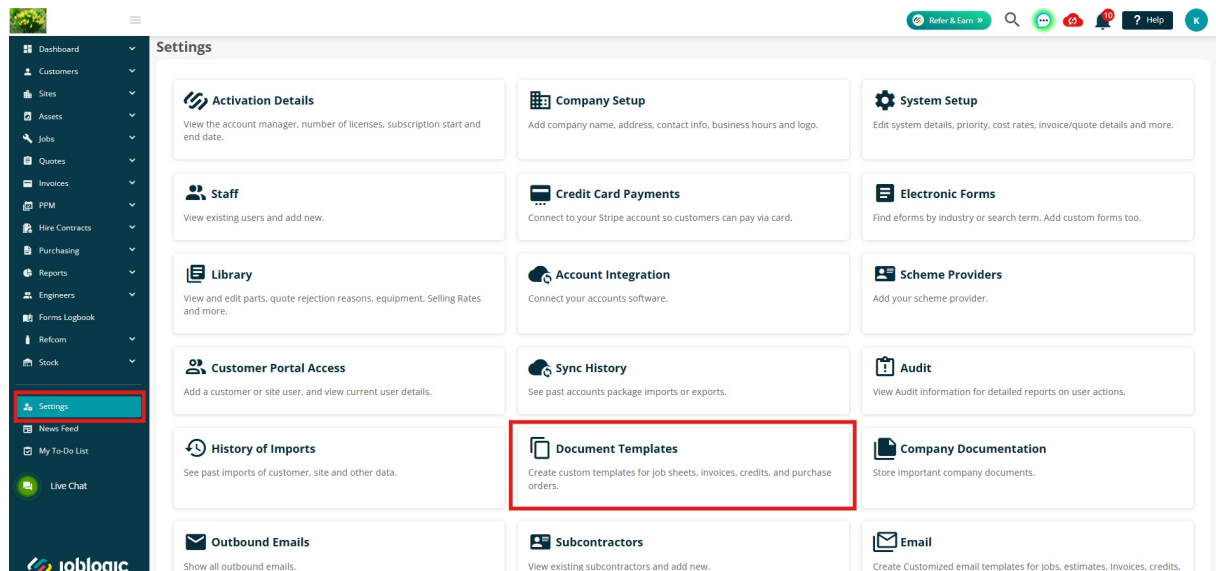
- **Converted Grand Total**

Totals	
Sub Total	£50.00
Cost Line Discount	£0.00
Total Excluding VAT	£50.00
VAT Amount	£5.00
Total Including VAT	£55.00
Global Discount	£0.00
Grand Total	£55.00
Amount Credited	£0.00
Amount Paid	£0.00
Remaining Balance	£55.00
Conversion Rate	1.3
Converted Sub Total	€65.00
Converted Total Excluding VAT	€65.00
Converted Total Including VAT	€71.50
Converted Grand Total	€71.50

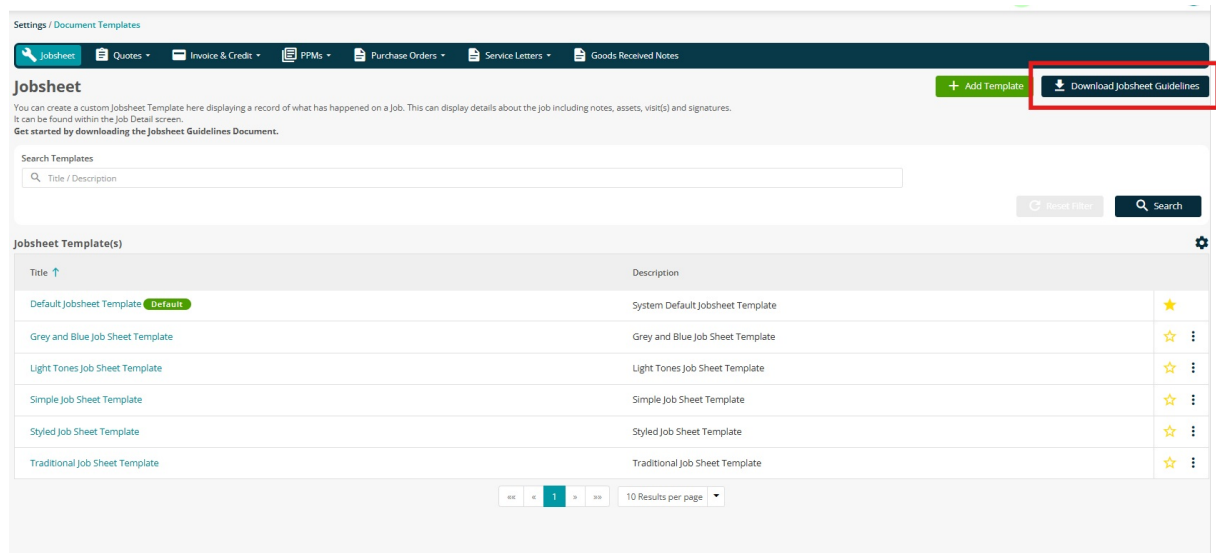
Document Templates

You can update your document templates to include the relevant conversion details if needed.

Navigate to **Settings > Document Templates**



Click Download x Guidelines to view the list of tags that are available on any given template



See examples below. Keep in mind that this may vary template to template, so download the relevant guidelines to get the correct tags.

- Item Conversion Rate - @@ItemConversionRate@@
- Item Converted Amount Including VAT - @@Item_ConvertedAmountInclVAT@@
- Converted Sub Total - @@ConvertedInvoiceSubTotal@@
- Converted Total Excluding VAT - @@ConvertedTotalExclVAT@@
- Converted Total Including VAT - @@ConvertedTotalInclVAT@@
- Converted Grand Total - @@ConvertedInvoiceGrandTotal@@
- Conversion Rate - @@ConversionRate@@

To read more on setting up your templates, please click [here](#).

Multi-Currency Reports

There are four reports to assist in analysing purchase order exchange rate differences in detail.

Navigate to Reports > Dynamic Reports

The screenshot shows the Joblogic Reports interface. On the left sidebar, the 'Reports' menu is expanded, and 'Dynamic Reports' is highlighted. The main content area shows a list of reports under the 'Dynamic Reports' tab. The table has columns for Category, Report Name, Scheduled Export, Preview, and Add to Favourite.

Category	Report Name	Scheduled Export	Preview	Add to Favourite
JLWeb	All Purchase Invoices with Supplier Name			<input type="checkbox"/>
JLWeb	Aborted Visits report			<input type="checkbox"/>
JLWeb	Adept Sage Purchase Export			<input type="checkbox"/>
JLWeb	All Contacts (Customer and site contacts)			<input type="checkbox"/>
JLWeb	All Customers			<input type="checkbox"/>
JLWeb	All Equipment			<input checked="" type="checkbox"/>
JLWeb	All In Allocated			<input type="checkbox"/>
JLWeb	All In Completed			<input type="checkbox"/>
JLWeb	All In New Job			<input type="checkbox"/>

Search for Exchange to bring up the full list as follows:

- PO Exchange Rate Difference Line Wise – Detailed
- Purchase Order Exchange Rate Difference – Summary
- Purchase Order GRN Exchange Rate Difference – Summary
- Purchase Order GRN Exchange Rate Difference Line Wise – Detailed

The screenshot shows the Joblogic Reports interface with a search filter applied. The search bar is highlighted with a red box and contains the text 'exchange'. The results table shows four reports under the 'Multi-Currency' category.

Category	Report Name	Scheduled Export	Preview	Add to Favourite
Multi-Currency	PO Exchange Rate Difference Line Wise - Detailed			<input type="checkbox"/>
Multi-Currency	Purchase Order Exchange Rate Difference - Summary			<input type="checkbox"/>
Multi-Currency	Purchase Order GRN Exchange Rate Difference - Summ...			<input type="checkbox"/>
Multi-Currency	Purchase Order GRN Exchange Rate Difference Line W...			<input type="checkbox"/>

Further Support

For further information or assistance with the above, contact our Support Team on 0800 326 5561 or email support@joblogic.com. Alternatively, our Customer Success Management team can be reached by emailing customersuccess@joblogic.com

Publishing Details

This document was written and produced by Joblogic's Technical Writing team and was last updated on the date stated above. Be aware that the information provided may be subject to change following further updates on the matter becoming available or new releases within the system. Additionally, details within the guide may vary depending on your Joblogic account's user permissions and settings or the electronic device being used.

