## 1. Go to ADMIN>>CURRENCIES

## 2. Create a new currency or update an existing currency. Enter exchange rate

| AdvancePro 11.00.0.1114* - Admin                             |   | - 🗆 X |
|--|---|-------|
| Advance Pro<br>My Workspace Admin Customers Vendors Products | Warehouse Returns Reports Sales Reps QuickBooks Web MFG MCR   | 0     |
| Currencies Currencies Currencies                             | Currencies         To charge the default currency of AdvancePro to your new summery, you must select & from AdmahrSize Settings.         Currency Information         Currency Information         Currency Information         Exchange Rate         Exchange Rate         150         Apply Online Rate         Prefix         ©         Suffix         Event         Reset         Reset         Reset         Reset         Reset         Select currency to add or delete         Diaptary inactive         No         Currency Name         E (EDP)         O 55         O 1         7 (strash Shekel         South Attice         Q 2 Garadiam Dollat         S 2 (andiam Dollat         S 1         O 0         Truncate         4         5         2 (andiam Dollat         R (and R)         0         0         0         1 Ub Dollat         8         9         9         1 Ub Dollat |       |
| Log Out  | © 2018, AdvancePro Technologies. All rights reserved.   |       |

- 3. Multi-Currency needs to be enabled in QB
- 4. There will be a list of inactive currencies in the currency list in QB. Enable the currency you want to use if it is the same name in AdvancePro (EURO=EURO)
- 5. You will need to create Accounts Receivable (AR) account created in QB that uses the same currency as the customer will use.
- Import the new AR account into AdvancePro. QUICKBOOKS>>SETTINGS>>EXPORT TAB>>RE-IMPORT. NOTE: DO NOT RESET DEFAULT ACCOUNTS MUST BE CHECKED

| <b>Q</b> AdvancePro 11.00.0.1114* -  | Admin          |                 | 1.00 M   |   |                                      |   |  |                               |  |        | - 🗆 ×     |
|--|----------------|-----------------|----------|---|--------------------------------------|---|--|-------------------------------|--|--------|-----------|
| Advance Pro<br>My Workspace  | dmin Customers | Vendors Product | s Wareno | use Heturns   | Heports                              | Sales Reps  | QuickBooks   | Web                           | MFG MCR  |        | 0         |
| Customers New Order POS View Orders View Customers Add Customer Add Customer New Order New Order View Orders |                |                 | Las expo | rt performed by: Louis<br>Defe: 5/16<br>Items To Expo | ()<br>s Wenceslao<br>/2019 3:50:00 P | QuickBooks Set<br>Set Up Inform<br>Step 1.<br>Re-Import<br>Step 2. Select | ttings<br>Export Categorie:<br>In a mro QuickBooks<br>Re-Import button.<br>I Do not reset d<br>ct QuickBooks A | s Auto Export                 | t<br>Lingsatel: Visually Ris Ingent Alters Area<br>Ints during Accounts Re-Import<br>Quick Books versions) |        | using the |
| View Vendors   |                |                 | Settings | Vendors<br>Products                                   | _                                    |   | As:<br>Inco  | set account<br>me account     | Inventory  Sales  Freicht and Shinning Coste   |        |           |
| Add Product<br>Manage Inventory<br>View Products   |                |                 | Reports  | Service Items<br>Sales Reps<br>Carriers               |                                      | Ac  | counts Receiva<br>Accounts Paya  | able account<br>able account  | AR · · AP · · ·  |        |           |
| Q Quick Search   |                |                 |          | Payment Terms<br>Payment Methor                       | ds                                   |   | Default Deposi<br>Shipp  | it to account<br>bing account | Bank ~<br>Shipping and Delivery Income ~   |        |           |
| Q.   |                |                 |          | Currencies<br>Tax Items<br>Invoices (Shippe           | ed Customer I                        | Se  | Servio<br>ervices Adjustm<br>Default Disco   | ces account<br>ient account   | Ask My Accountant  Ask My Accountant  Ask My Accountant  Ask My Accountant                                 |        |           |
|  |                |                 |          | Payments Rece<br>Credit Memos (F<br>Bills (Received)  | ived<br>Received Cus                 | Select only i   | f using QuickBoo   | oks 2003 or n                 | iewer versions   | ?      |           |
|  |                |                 |          | Vendor Credit M<br>Promotion Code                     | emos (Shippe                         | Positive Inv<br>Selectority   | ventory Adjustri<br>ventory Adjustri   | nent account<br>nent account  | t inventory adjustment   | ?      |           |
|  |                |                 |          | Assembly Build  |                                      | Lotoccomy   | Default Cust<br>Default V  | tomer Class<br>endor Class    | - Select a Class V   | Ť      |           |
| Log Out  |                |                 |          |   | © 2018, Advance                      | Pro Technologies.   | All rights reserved.   |                               |  | Finish | Close     |

7. Do a QB export in order to export the currency to QB or link an updated currency to the existing currency in QB if they have the same name.

| Q AdvancePro 11.00.0.1114* - Admin                           |   | - 🗆 X            |
|--|---|------------------|
| Advance Pro<br>My Workspace Admin Customers Vendors Products | Warehouse Returns Reports Sales Reps QuickBooks       | Web MFG MCR      |
| 🕹 Customers  |   |                  |
| New Order  |   |                  |
| POS  |   |                  |
| View Orders  | (1) auickbooks  |                  |
| View Customers   |   |                  |
| Add Customer   | Last export performed by: Louis Wenceslap             |                  |
| A Vendors  | Date: 5/17/2019 4:36:00 PM Expo                       | rt To QuickBooks |
| New Order  | Items To Export                                       | Pending Qty      |
| View Orders  | Customers   | 0                |
| View Vendors   | Settings Vendors                                      | 0                |
| Products   | Products  | 50               |
| Add Product  | Service Items   | 0                |
| Manage Inventory   | Sales Reps  | 0                |
| View Products  | Reports Carriers                                      | 0                |
| Q Quick Search   | Payment Terms   | 0                |
| Colores Investores   | Payment Methods                                       | 0                |
| Select nem   | Currencies  | 1                |
| Q.   | Tax Items   | 0                |
| E Open Windows   | Invoices (Shipped Customer Invoices)                  | 1 0              |
|  | Payments Received                                     | 0                |
|  | Credit Memos (Received Customer RMA's)                | 0                |
|  | Bills (Received Vendor Orders)                        | 0 0              |
|  | Vendor Credit Memos (Shipped Vendor RMA's)            | 0 0              |
|  | Promotion Codes                                       | 0                |
|  | Assembly Build  | 0 0              |
|  | Export Progress:                                      |                  |
|  |   |                  |
| Log Out  | © 2018, AdvancePro Technologies. All rights reserved. |                  |

8. Edit the customer you want to change currency



9. Under "Additional Info" tab, set the preferred currency and AR account. Save and exit