

# TravelWise.net

## How To Calculate Unit Expense Automatically

Please follow proposed instructions to get such advantages as:

- *no manual calculations, Unit Expense in the local currency is calculated automatically;*
- *keeping expense price in original supplier currency at invoice line level together with exchange rate for easy supplier invoices checking;*
- *inserted figures can be used to run the report with exchange rate related profits/losses.*

### Part I

#### Make invoice workspace friendly

There are 3 columns located in the end of invoice grid, which are not shown in a printout:

'SuppCurr' = Supplier Currency

'UnitExpSuppCurr' = Unit Expense Supplier Currency

'SuppCurrExchRate' = Supplier Currency Exchange Rate

To make an easy navigation:

1. In invoice form find 'SuppCurr' column title and drag it right after 'TotalExp' column;
2. drop it as stated in the picture:

Discount	Comm %	Total	UnitExp	TotalExp	Profit %	UnitVAT	VAT Pt	Calc sc	Show VAT	TotalVAT	BSPCode	Origin	Destine	UnitExpSuppCurr	SuppCurrExchRate	SuppCurr
0,00		1.600,00	1.600,00	1.600,00	0,00	0,00			<input type="checkbox"/>	0,00	BSP		HEL			
0,00		248,00	248,00	248,00	0,00	0,00			<input type="checkbox"/>	0,00	BSP		HEL			
0,00		6,00	3,00	3,00	50,00	0,00			<input type="checkbox"/>	0,00	NON_BSP		HEL			
0,00		250,00	0,00	0,00	100,00	0,00			<input type="checkbox"/>	0,00	NON_BSP		HEL			

3. Do the same with the rest ones 'UnitExpSuppCurr' and 'SuppCurrExchRate' columns to get the sequence 'SuppCurr' -> 'UnitExpSuppCurr' -> 'SuppCurrExchRate':

Discount	Comm %	Total	UnitExp	TotalExp	SuppCurr	UnitExpSuppCurr	SuppCurrExchRate
0,00		1.600,00	1.600,00	1.600,00			
0,00		248,00	248,00	248,00			
0,00		6,00	3,00	3,00			
0,00		250,00	0,00	0,00			

Once you set the column in a new place, the program remembers its position.

## Part II

### Create Invoice line as usual, but:

1. Choose supplier currency (current exchange rate will be applied automatically, it can be changed manually and then Unit Expense is going to be recalculated);
2. Insert *Unit Expense* in supplier currency.
3. As a result, *Unit Expense* in your local currency is going to become automatically calculated by TW.

#	Print	Units	Product	IsBSP	Supplier	Text	Doc.No.	Units	UnitPrice	Discount %	Discount	Comm %	Total	UnitExp	TotalExp	SuppCurr	UnitExpSuppCurr	SuppCurrExchRate
1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	HTL	<input type="checkbox"/>	JTBGMT	Hotel		1	0,00	0	0,00	0,00	0,00	340,00	340,00	JPY	5.000,00	0,068000
*	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>														

Becomes calculated automatically.

Gets applied automatically.

Please note that the figures in the described columns are also taken from segments booked in Order.

### **Please remember!**

By doing like mentioned above, there is no need to insert a line in each Invoice with the exchange rate like it had to be done before and creditor controlling is going to become much easier!