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:

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

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.

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!