



QUICKBOOKS DESKTOP 2021 CLIENT TRAINING

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Lesson 16

**Work with Multiple Currencies**

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## About the Author



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Esther Friedberg Karp is an internationally renowned trainer, writer, business consultant and speaker who has been repeatedly listed as one of Insightful Accountant's Top 100 QuickBooks ProAdvisors in the world. She has also been named to their Top 10 list on two occasions: as Top International ProAdvisor and Top Trainer/Writer ProAdvisor.

Based in Toronto, Canada, Esther has the unique distinction of holding ProAdvisor certifications in the United States, Canada and the United Kingdom. She has authored materials and delivered educational and certification courses for Intuit in all those countries, as well as Australia where she conducted live QuickBooks Online training. She has spoken at Scaling New Heights, QuickBooks Connect and other conferences, and has written countless articles for Intuit Global.

Esther's clients include companies worldwide and accounting professionals who seek her out on behalf of their own clients. She is sought out for her expertise in multicurrency and various countries' editions of QuickBooks Desktop and Online, and for her talent in customizing QuickBooks usage for different industries. She also teaches QuickBooks Core and Advanced certification classes to accounting professionals in Canada.

Esther holds a BSc from the University of Toronto in Actuarial Science and Mathematics, and an MBA in Marketing and Finance from York University's Schulich School of Business.

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## Lesson Objectives

- Set up a QuickBooks company file to use multiple currencies
- Perform a transaction using multiple currencies

# Set Up Multiple Currencies

To use multiple currencies in QuickBooks, you select the multicurrency preference and load exchange rates either manually or automatically.



**IMPORTANT:** *Keep in mind that once you choose to use multiple currencies, you cannot go back; multicurrency cannot be turned off in QuickBooks. Also, pre-existing customers and vendors (who were in existence prior to multicurrency being enabled) with transactions linked to them can only be associated with the home currency. Only new customers and vendors will have the option to choose a foreign currency. Therefore, it is very important to back up your QuickBooks data before turning on Multiple Currencies.*



## Step-by-Step: Use Multiple Currencies in QuickBooks

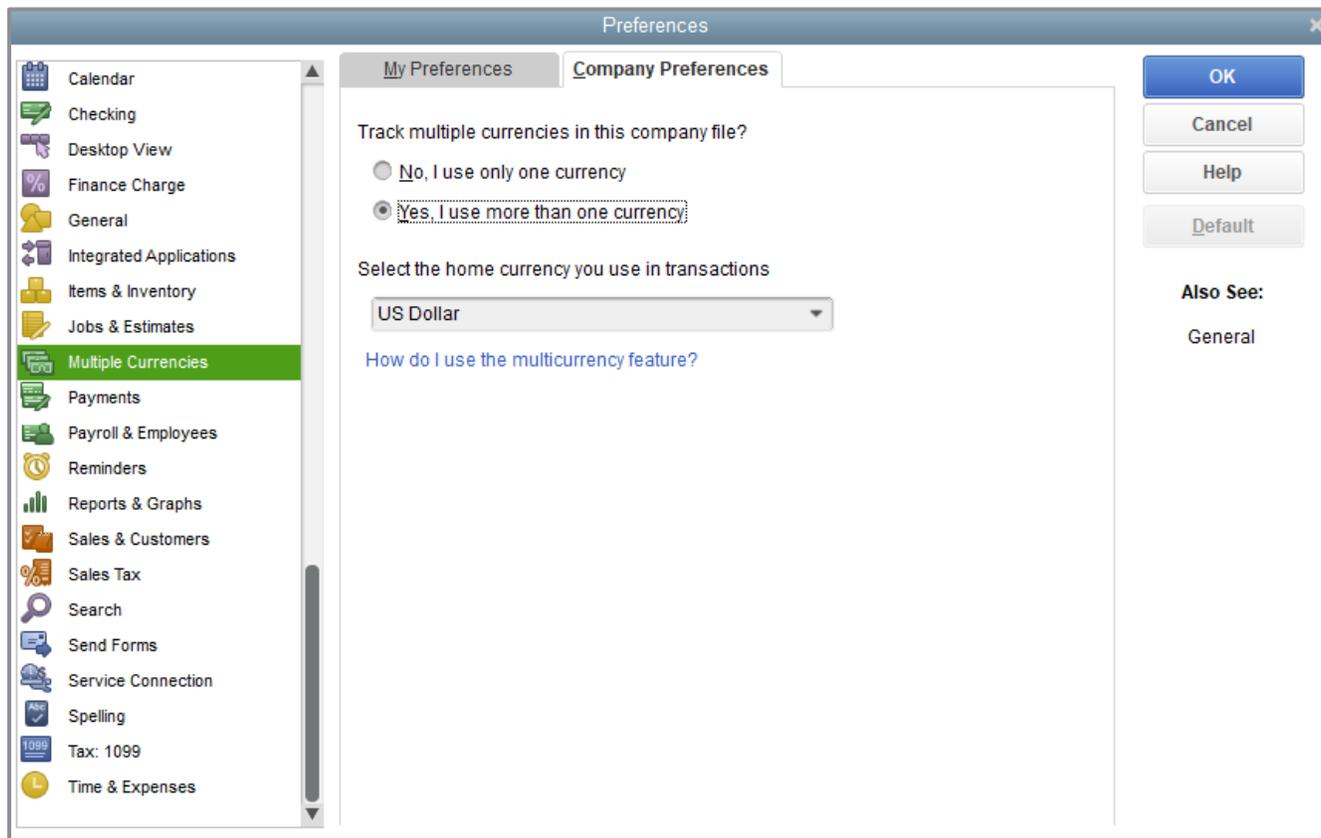
1. Make sure you are signed into the QuickBooks company as the Admin user. (If other users have been set up on other computers to access the company in multi-user mode, ensure they are not signed in and you are in single-user mode.)
2. Go to the **Edit** menu and choose **Preferences**.
3. Click **Multiple Currencies** on the left side of the Preferences window.
4. Click the **Company Preferences** tab.
5. Click **Yes, I use more than one currency**.
6. Click **Yes** in the message informing you that you cannot turn this preference off.



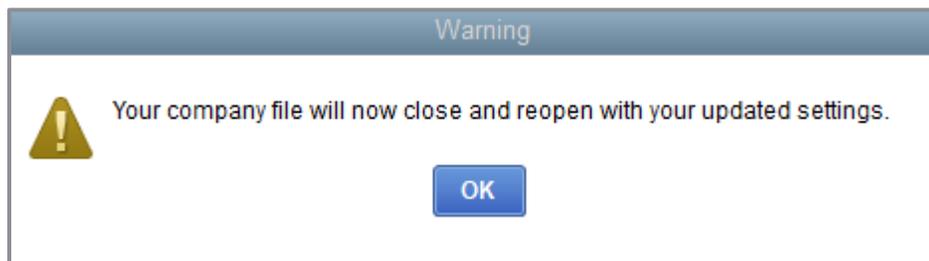
7. Leave **US Dollar** selected for your home currency, then click **OK**.

In most cases, the home currency is the US dollar (USD). Your home currency is the currency of the country where your business is physically located.

If you choose to set a home currency other than the US dollar, Intuit services such as payroll and online banking will not be available as these services are available only in US dollars for QuickBooks Desktop US.



8. You'll see a notification the company file will close and reopen with this new setting. Click **OK**.



After Multiple Currencies is turned on, you can assign a foreign currency to any new names that are:

- Bank Accounts
- Credit Card Accounts
- Accounts Receivable Accounts
- Accounts Payable Accounts
- Customers
- Vendors
- Price Levels

Some QuickBooks information – such as income and expense accounts, employee and other names – will always use your home currency.

9. Click **OK** when you are notified the company file will close and be reopened.
10. From the Company menu, click **Manage Currency** then choose **Currency List**.
11. Remove the inactive **X** indicator next to any foreign currency you want to include when you view this list (you won't want to see absolutely every world currency as it can get overwhelming.)
12. Click to uncheck the box next to **Include inactive** at the bottom of the window.
13. Click the **Activities** menu button and select **Download Latest Exchange Rates**. Note that the US Dollar, the Home Currency, is always at an exchange rate of 1, or "par."

CURRENCY (1 UNIT)	CODE	EXCHANGE RATE	AS OF DATE
Australian Dollar	AUD		
Brazilian Real	BRL		
British Pound Sterling	GBP		
Canadian Dollar	CAD		
Chinese Yuan Renminbi	CNY		
Euro	EUR		
Japanese Yen	JPY		
Malaysian Ringgit	MYR		
Mexican Peso	MXN		
Singapore Dollar	SGD		
South Korean Won	KRW		
Taiwan Dollar	TWD		
US Dollar	USD		
Venezuelan Bolivar	VEB		

Exchange rate: 1 unit foreign currency = x units home currency  
 Example: 1 USD (foreign) = x units USD (home)

Currency ▾ Activities ▾ Reports ▾  Include inactive

Exchange rate: 1 unit foreign currency = x units home currency  
Example: 1 AFN (foreign) = x units USD (home)

CURRENCY (1 UNIT)	CODE	EXCHANGE RATE	AS OF DATE
Australian Dollar	AUD		
Brazilian Real	BRL		
British Pound Sterling	GBP		
Canadian Dollar	CAD		
Chinese Yuan Renminbi	CNY		
Euro	EUR		
Japanese Yen	JPY		
Malaysian Ringgit	MYR		
Mexican Peso	MXN		
Singapore Dollar	SGD		
South Korean Won	KRW		
Taiwan Dollar	TWD		
US Dollar	USD		
Venezuelan Bolivar	VEB		

Currency ▾ Activities ▾ Reports ▾  Include inactive

- Home Currency Adjustment...
- Download Latest Exchange Rates
- Make Foreign Payments

14. Click **OK** when notified that the exchange rates were updated successfully.

Exchange rate: 1 unit foreign currency = x units home currency  
 Example: 1 USD (foreign) = 1.000000 USD (home)

CURRENCY (1 UNIT)	CODE	EXCHANGE RATE	AS OF DATE
Australian Dollar	AUD	.776114	12/15/2025
Brazilian Real	BRL	.186727	12/15/2025
British Pound Sterling	GBP	1.39527	12/15/2025
Canadian Dollar	CAD	813263	12/15/2025
Chinese Yuan Renminbi		154505	12/15/2025
Euro		1.21112	12/15/2025
Japanese Yen		.00918	12/15/2025
Malaysian Ringgit		243754	12/15/2025
Mexican Peso		049736	12/15/2025
Singapore Dollar		.75392	12/15/2025
South Korean Won	KRW	.000902	12/15/2025
Taiwan Dollar	TWD	.035882	12/15/2025
US Dollar	USD	1	12/15/2025
Venezuelan Bolivar	VEB		

**Download Exchange Rates**

QuickBooks successfully updated exchange rates for all active currencies using the latest rates.

**OK**

Currency ▾ Activities ▾ Reports ▾  Include inactive

You can also enter exchange rates manually if you wish to enter your own rates, or if you wish to enter historical rates. (Download Latest Exchange Rates does not bring in historical rates.) To enter exchange rates manually, right-click on the currency you're interested in updating and choose **Edit Currency**. Enter the date(s) and the exchange rate for each date. Click **OK**.

**CURRENCY**

Name: Japanese Yen  
 Code: JPY  
 Format: 99,999,999  
 Change Format

**EXCHANGE RATES**

Click a date to see exchange rate

December 2025

SU	MO	TU	WE	TH	FR	SA
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Enter the rate in your home currency (USD)  
 Example: If 1 CAD equals 0.993 USD, enter 0.993

AS OF DATE	EXCHANGE RATE
11/01/2025	.009023
12/01/2025	.009151
12/15/2025	.00918

OK  
 Cancel  
 Currency is inactive

15. Close the Currency List.

# Buy and Sell Items in Multiple Currencies

You can assign one currency to each of your customers and vendors.

If you have an existing customer or vendor with transactions associated with them, you cannot change their currency. You should create a new customer or vendor name instead.



## Step-by-Step: Create a New Vendor and Assign a Currency to Them

1. Click **Vendors** in the icon bar to open the Vendor Center.
2. Click **New Vendor**.
3. In the Currency field, select the currency you wish to use for the vendor.
4. Enter the remaining information for the vendor. Your screen should resemble the following.

The screenshot shows the 'New Vendor' window in QuickBooks Desktop 2021. The 'Vendor Name' field is filled with 'Maple Leaf Ventures'. The 'Currency' dropdown menu is highlighted with a red box and set to 'Canadian Dollar'. The 'Address Info' section is expanded, showing fields for 'Company Name', 'Full Name', 'Job Title', 'Main Phone', 'Work Phone', 'Mobile', 'Fax', 'Main Email', 'CC Email', 'Website', and 'Other 1'. The 'Address Details' section shows 'Billed From' and 'Shipped From' fields, both containing the address 'Maple Leaf Ventures, 1234 Canada Way, Toronto, ON M6C 1T1, Canada'. The 'Vendor is inactive' checkbox is unchecked. The 'OK', 'Cancel', and 'Help' buttons are visible at the bottom.

5. Click **OK**.

In the Vendor Center, right-click on the column headers for the list of vendors on the left and choose **Customize Columns**. Click **Currency** in the Available Columns listing, then click **Add** to add it to the Chosen Columns that display. Click **OK**. Notice the currency code (CAD in this case) is listed next to the vendor.

6. Close the Vendor Center.

## NOTES

# Create a Purchase Order in a Foreign Currency



## Step-by-Step: Create a Purchase Order

1. On the Home page, click **Purchase Orders**.
2. Choose the appropriate vendor from the drop-down list.
3. Enter the items you wish to add to the purchase order, including the customer, if applicable. The per item cost for each item in the Item List has been converted to the foreign currency using the exchange rate in force on the date of the purchase order (it appears on every foreign currency transaction and can be overwritten). This exchange rate was picked up from the Currency List.

Notice the value of the purchase order appears in both the foreign currency (CAD in this case) and the home currency (USD in this case).

**Purchase Order**

VENDOR: Maple Leaf Ventures | CLASS: CAD | DATE: 12/15/2025 | P.O. NO: 6239

VENDOR: Maple Leaf Ventures  
1234 Canada Way  
Toronto, ON M6C 1T1  
Canada

SHIP TO: Rock Castle Constructi  
1735 County Road  
Bayshore, CA 94326

ITEM	DESCRIPTION	QTY	RATE	CUSTOMER	U/M	AMOUNT	RC...	CLSD
Lumber Trim	Trim lumber	1,000	124.90	Abercrombie, Kristy Remodel		124,900.00	0	

EXCHANGE RATE 1 CAD = 813263 USD

TOTAL CAD 124,900.00 | USD 101,578.55

Buttons: Save & Close, Save & New, Revert

4. Click **Save & Close**.

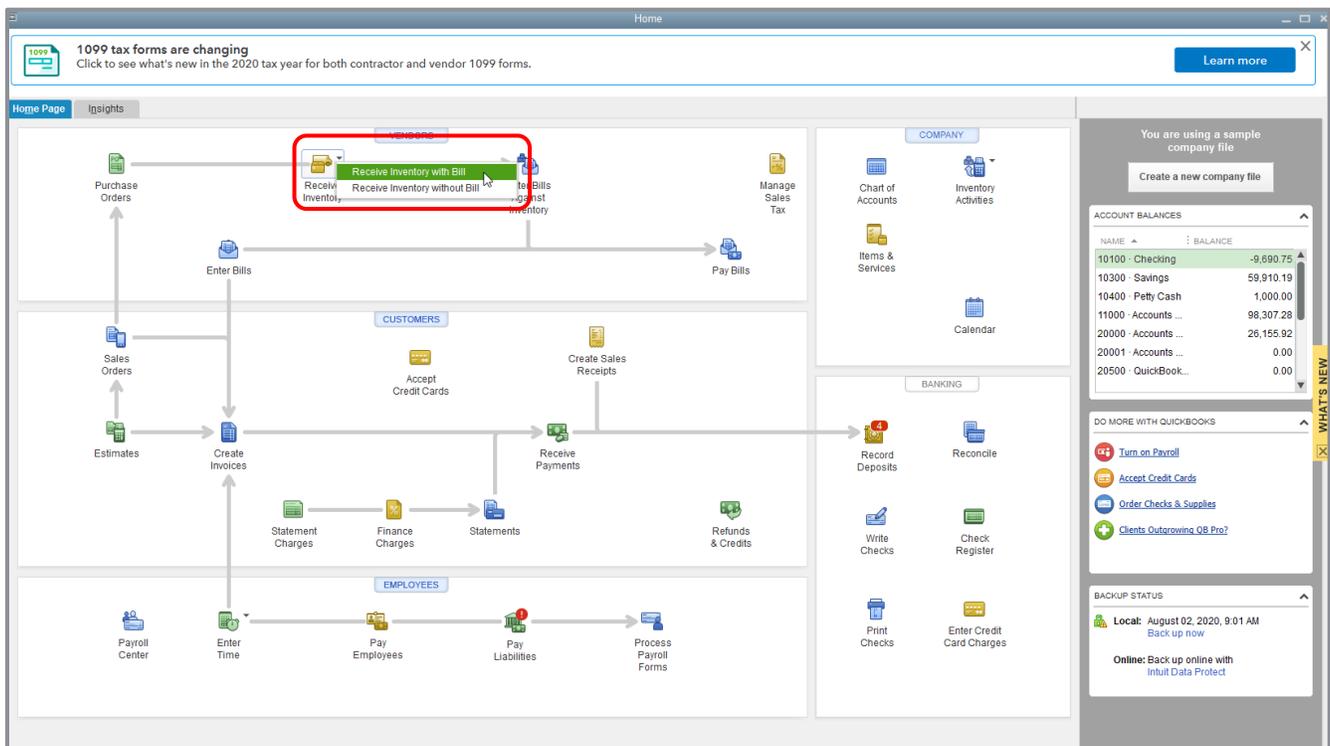
## NOTES

# Receive Inventory and Enter a Bill from a Foreign Vendor



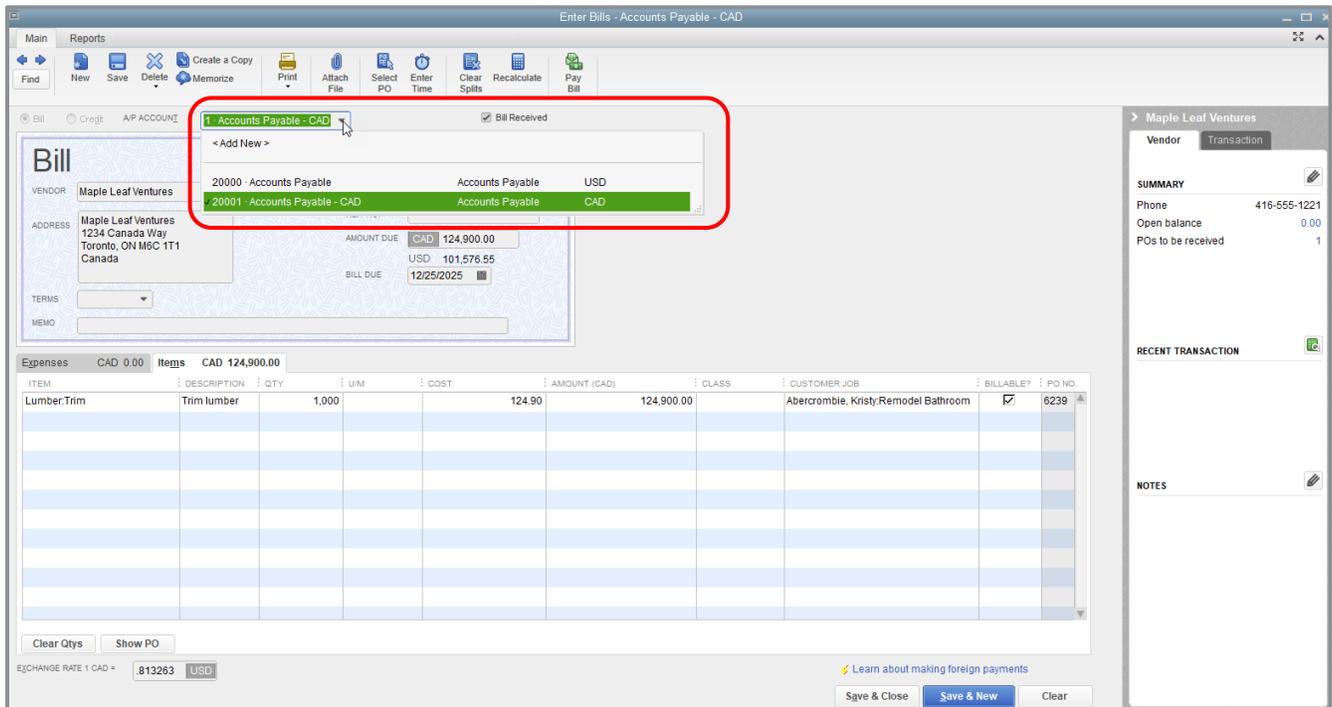
## Step-by-Step: Receive Inventory and Enter a Bill

1. On the Home page, click **Receive Inventory** then select **Receive Inventory with Bill**.



2. On the Enter Bills screen, choose the appropriate vendor name from the Purchase Order exercise above.
3. Click **Yes** when asked if you want to receive against an open purchase order (or click **Select PO** from the Main tab of the ribbon of the bill if you accidentally choose **No** from the pop-up).
4. Place a checkmark next to the PO against which you wish to receive the inventory and enter the bill. Click **OK**.

- Review the Enter Bills window. Notice the bill is in the foreign currency and is affecting the foreign Accounts Payable account (created automatically by QuickBooks).



- Add a bill number, terms and a memo as necessary. Note that the Customer:Job comes across to the Bill from the Purchase Order. Unless you uncheck the box in the **Billable?** column, this charge will be available to add to an invoice to this customer.
- Click **Save & Close**. If you added a term, you will be asked to confirm that you wish to associate this vendor with this term. Click **Yes**.

**NOTES**

# Create an Invoice for a Multicurrency Transaction

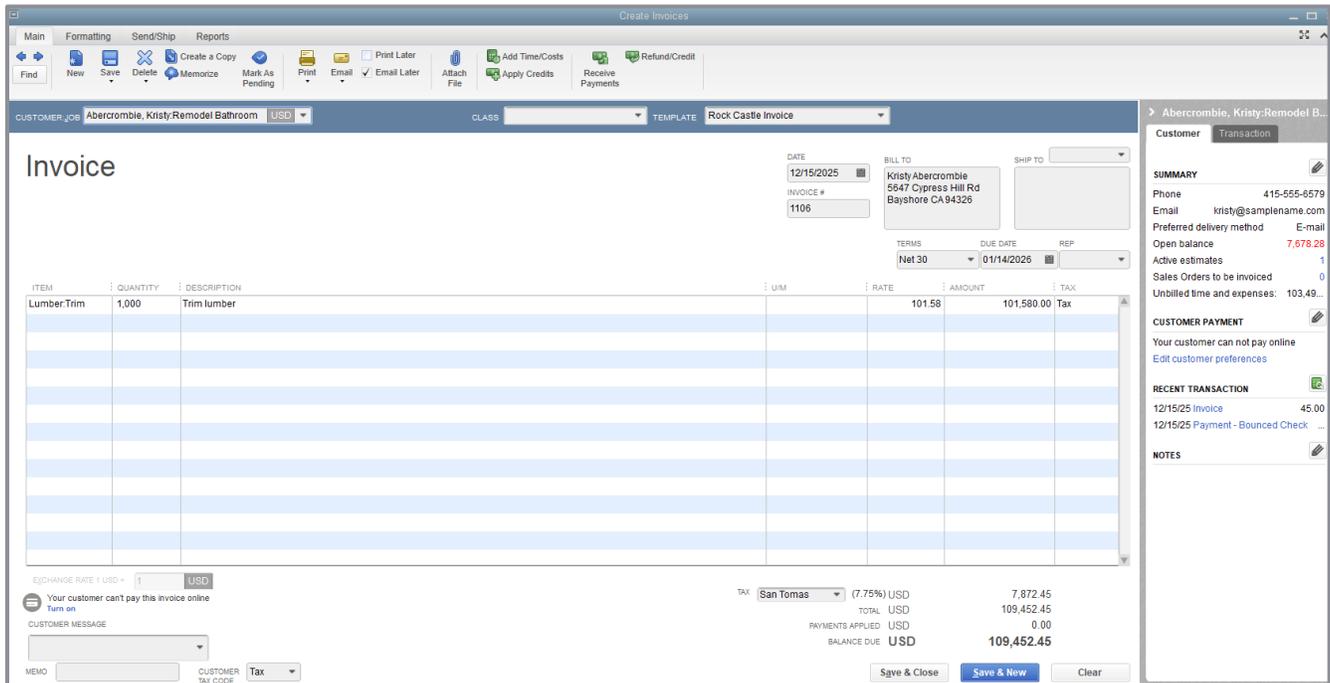
Creating an invoice for a customer that includes an item from a foreign vendor is the same as creating a standard invoice. When you create an invoice for your customer, all information appears in the currency you have assigned to them.



## Step-by-Step: Create an Invoice for a Billable Item from a Foreign Vendor

1. From the Home page, click **Create Invoices**.
2. Select the appropriate **Customer/Job** from the drop-down.
3. From the Billable Time/Costs window that appears, choose **Select the outstanding billable time and costs to add to this invoice?**
4. Click **OK**. (If you've dismissed the Billable Time/Costs window, select **Add Time/Costs** from the Main tab in the ribbon at the top of the invoice.)
5. Click on the **Items** tab of the Choose Billable Time and Costs window and place a checkmark next to the purchase from the foreign currency bill you created related to this customer.
6. Click **OK**.

Notice the invoice displays in the currency assigned to the customer, not the currency assigned to the vendor. (The business owner will want to watch the swings in foreign exchange very closely, because if the Canadian Dollar were any stronger vs. the American Dollar, the business owner would lose money on this item. As it is, he or she is close to breaking even on this item. In fact, they're gaining \$3.45!)



7. Click **Save & Close**.

**NOTES**

## Work with Multiple Currencies – Review Questions

1. List seven QuickBooks elements to which you can assign a foreign currency:
  - a. \_\_\_\_\_
  - b. \_\_\_\_\_
  - c. \_\_\_\_\_
  - d. \_\_\_\_\_
  - e. \_\_\_\_\_
  - f. \_\_\_\_\_
  - g. \_\_\_\_\_
  
2. True or false: You should back up your company file before you enable the multicurrency preference.
  - a. True
  - b. False
  
3. If you have an existing customer or vendor with transactions associated with them and want to assign them a different currency, you should:
  - a. Change the currency to update any historical transactions to the new currency.
  - b. Create a new customer or vendor name.

## Review Activities

Use Rock Castle Construction (sample product-based company) to do these activities. Make sure you create a portable copy of this sample company first and then turn on multicurrency:

1. Create a new customer with the following information:
  - Name: Alexander Thomas
  - Address: 101 Main Street, Spruce Grove, Alberta, Canada
  - Currency: Canadian Dollars
2. Make sure you have the latest exchange rate information.
3. Create an estimate for 30 hours of removal labor.
4. Create a progress invoice for half of the removal labor from the estimate.

## Answers to Review Questions

1. List seven QuickBooks elements to which you can assign a foreign currency:
  - a. ✓ *Customers*
  - b. ✓ *Vendors*
  - c. ✓ *Price levels*
  - d. ✓ *Bank accounts*
  - e. ✓ *Credit card accounts*
  - f. ✓ *Accounts receivable accounts*
  - g. ✓ *Accounts payable accounts*
2. True or false: You should back up your company file before you enable the multicurrency preference.
  - a. ✓ *True*
  - b. *False*
3. If you have an existing customer or vendor with transactions associated with them and want to assign them a different currency, you should:
  - a. *Change the currency to update any historical transactions to the new currency*
  - b. ✓ *Create a new customer or vendor name*