



HLMS and the Euro

With the implementation of the first phase of the Euro on January 1, 1999 I have addressed the question the implementing limited Euro capabilities in HLMS from version 9.16.

HLMS remains a single currency system (although multi-currencies will be added to HLMS for Windows), but HLMS can automatically convert the amounts contained in your invoices and credits when they are printed. You can also see the total of an invoice in Euros from the browse screen by pressing the [F7] key and the automatic Hire Fee calculation will also display the amount in Euros.

Implementing the Euro Feature

To take of the HLMS Euro feature, you must first enter the local currency exchange rate in the Invoice Defaults section.

To access this section (from the main HLMS server screen) type:

- M** (Maintenance)
- 2** (System Settings)
- 4** (Edit Invoice Defaults)

When you enter this screen, move the cursor to the final option *Euro Conversion Rate* and press Enter. You must then enter the Unit for conversion and the conversion rate (allowing for 6 significant decimal places) and the Printing Character*

**The printing character is discussed in detail below.*

Press <Esc> and save the changes.

The Euro is now implemented. You will notice that when you go to print an invoice and the Euro Printing Character was inserted, you will have new options for the invoice form, which includes options for EURO invoices. Before these forms will print some setting up of your invoice/credit forms may be required, the details of which are detailed below.

The Printing Character

As HLMS uses fonts that are built into the printer, the official Euro character € must reside on the printer to be able to print the character. It may be possible to download a font to the printer, but you will need to know the specific printer commands to select the font before printing. Most printer manufacturers (such as Hewlett-Packard and Epson) are providing hardware solutions to address this problem.

If the character is available on your printer, you must enter the character that maps to the printer font. The usual option is Decimal 128 (the character is formed by pressing the **Alt** while pressing **1 2 8** on the numeric keypad). Do not worry if the correct character is not displayed on screen.

If you do not have access to a Euro character, the closest options are a lower case **e** and the epsilon character **ε** that may be inserted with pressing the **Alt** while pressing **2 3 8** on the numeric keypad.

If not using a single reference, the abbreviation EUR should be used.

Setting up your Invoice and Credit Forms

There are three ways to approach you're the setting up of your invoice and credit notes.

1. Automatic Translation

If a Euro Printing character was included in the setup screen explained above, whenever you print or reprint an invoice, you can select either local currency or EURO invoices.

When a Euro invoice is selected, HLMS simply translates each currency amount and currency symbol with the equivalent Euro value.

2. Use of the Primary and Secondary forms

If you are not using the Secondary form, you can set this up with the appropriate codes for Euro invoices.

3. Dual Local Currency/Euro Invoices

On the same invoice include columns for both your local currency and the Euro.

To access EURO values, use the following new format Codes. **Note: If using the Automatic Translation Feature DO NOT use the Euro values.**

<u>Original Value</u>	<u>EURO Value</u>
{17} Invoice Total	{222} EURO Invoice Total
{46} Charge Field 5 (COUR)	{223} EURO Charge Field 5 (COUR)
{59} Charge Field 3 (COMM)	{224} EURO Charge Field 3 (COMM)
{61} Charge Field 1 (HF)	{225} EURO Charge Field 1 (HF)
{78} User-Def Fee	{226} EURO User-Def Fee
{80} Special Fee	{227} EURO Special Fee
{85} Charge Field 4 (POST)	{228} EURO Charge Field 4 (POST)
{107} Charge Field 2 (HFVS)	{229} EURO Charge Field 2 (HFVS)
{140} Tax Calculation	{230} EURO Tax Calculation
{202} Hire Total	{231} EURO Hire Total
{203} P/F Total	{232} EURO P/F Total
{204} Freight Total	{233} EURO Freight Total
{205} Fax/Phone Total	{234} EURO Fax/Phone Total
{206} Other Total	{235} EURO Other Total
{145} Currency Symbol	{236} EURO Currency Symbol

A special format code **{237} EURO Invoice** allows you to print selected text according to selection of a EURO or local currency form. You may also use format code **{238} Euro Conversion Rate** to print the conversion rate percentage.

Special Notes

- Remove all references to your currency symbol and replace them with the {145} Currency Symbol reference so that the appropriate currency symbol is printed
- Avoid using ANY currency symbol on a *Skip if Blank* line.
- EURO amounts are always printed in the form 9999999.99. Each line item is rounded to the 2nd decimal place.
- The Euro total is calculated by adding the converted value of each line on the invoice to avoid rounding errors. Therefore there may be a slight discrepancy if you apply the Euro formula to just the local currency total.
- Rounding rules should meet the EMU guidelines.

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15 December 1998