

## S.5 Currency Exchange Rate

### Setup Part1

Manager Menu – Register Setup – Register Options  
General Options (1) tab, Special Options yellow section

Put a check in the box next to “*Enable Exchange Rates*”

**\*\*SAVE!**

### Setup Part2

Exit Register Options and go to Register Configuration  
Closing Report Setup/ Group Names/ Exchange Rates tab  
Sales Exchange Rate section

In the Exchange Name box, type the name of the second cash tender that you accept (ex: Pounds, Yen, Pesos, etc.)

(Remember: Micro\$ale will only calculate change back in the default cash tender, not the second cash tender)

In the Exchange Rate box, type the equivalent amount for one US dollar (or one unit of your default cash tender if other than US dollars).

Here are a couple of simple examples:

If \$1 = 100 yen, then the exchange rate is 0.01

If \$2 = 1 pound, then the exchange rate is 2

**\*\*SAVE!**

### Setup Part3

Still in Register Configuration, go to the tab for *Credit Card, Paid Outs, Special Requests*, etc. and touch the Tender Types button.

In the white box next to Credit Card Name, type the name of the second cash tender spelled the same way as in *Part2* above. Check the box next to Exchange Tender and the box next to Cash Tender.

**\*\*SAVE!**

### Operations

Ring up orders like normal. On the tender screen, “CASH” always represents the default currency. You can click the Check Total in the bottom right-hand corner of the tender screen to toggle between the Check Total in the default tender and the total in the Exchange currency. Enter an amount on the number pad (with decimal) and touch the appropriate tender in the list on the left. You can accept any combination of tenders and currencies from the list on the left. NOTE: Change will always be calculated in the default tender, never in the second cash currency (the exchange tender).