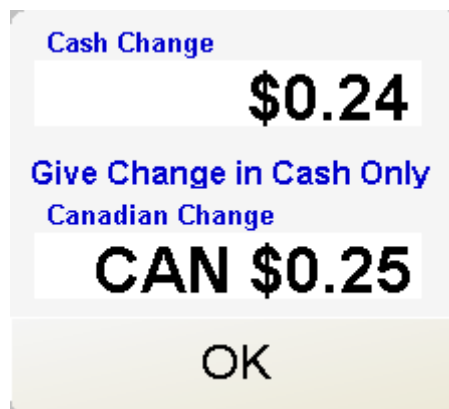


## Using Secondary Currency

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If you are accepting another Currency at your location as a form of payment you will want to use the secondary currency feature option.

In our example we will show you how to configure CRE/RPE to accept Canadian Currency.

## CRE/RPE Setup for Secondary Currency

**Manager**

**Options**

1. Open **CRE/RPE**.
2. Select the **Manager** or **Options** button.
3. Enter the administrator password (default: admin) where applicable.
4. Select **Setup** then, **Setup Screen**.

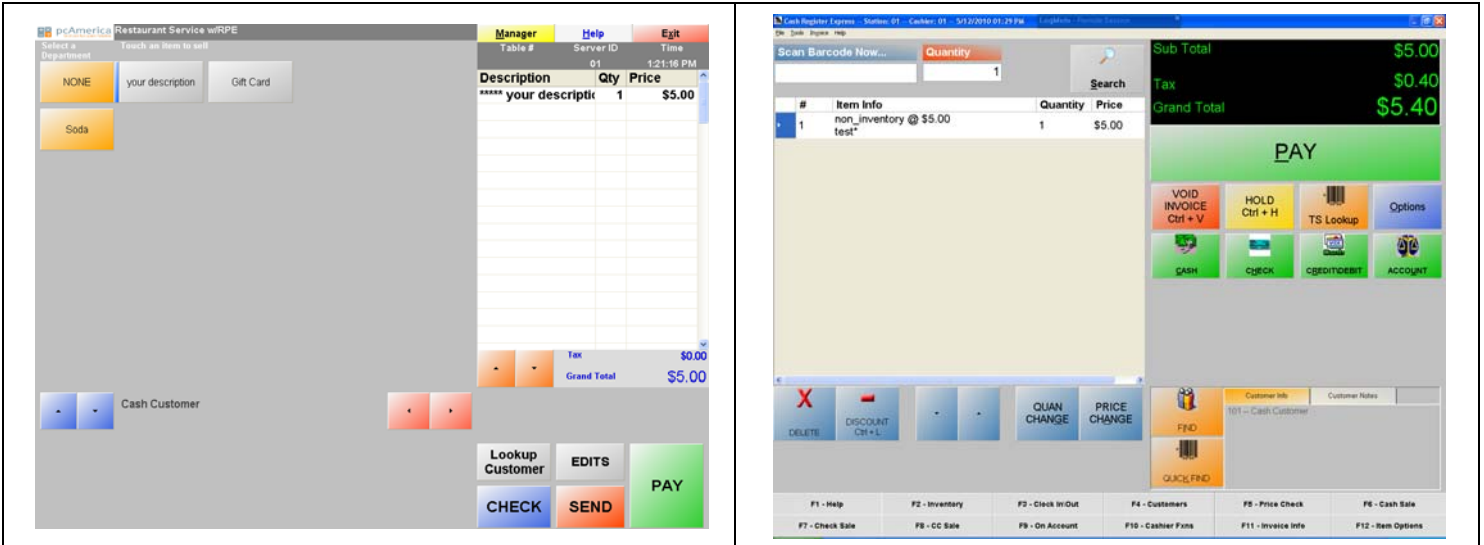
The screenshot shows the 'Setup Screen' window with the 'Invoice Settings' tab selected. The 'Page 2' tab is also highlighted. The form contains several sections:

- Round Invoice:** Radio buttons for Disabled (selected), Nearest \$0.05, \$0.10, \$1.00, and Nearest \$0.10, \$0.10, \$1.00.
- Default Payment Type:** Radio buttons for Cash (selected) and On Account.
- Cashier ID to store with sale:** Radio buttons for Cashier who Opened Sale and Cashier who Ended Sale (selected).
- Secondary Currency Description:** Text field containing 'Canadian'.
- Exchange Rate:** Text field containing '0.974449'.
- Currency Symbol:** Text field containing 'CAN \$'.
- Amount That Flags Item as a Large Purchase:** Text field containing '\$0.00'.
- Invoice Discount Security Level:** Text field containing '0'.
- Default Loyalty Plan:** Dropdown menu set to 'None'.
- Customer Loyalty Prompt:** Radio buttons for Allow the Sale, Prompt to Create a Customer, and Require a Customer be Created (selected).
- Prompt Quantity Type:** Radio buttons for Numeric Prompt (selected), One Touch Listing, and Bulk Price Descriptions.

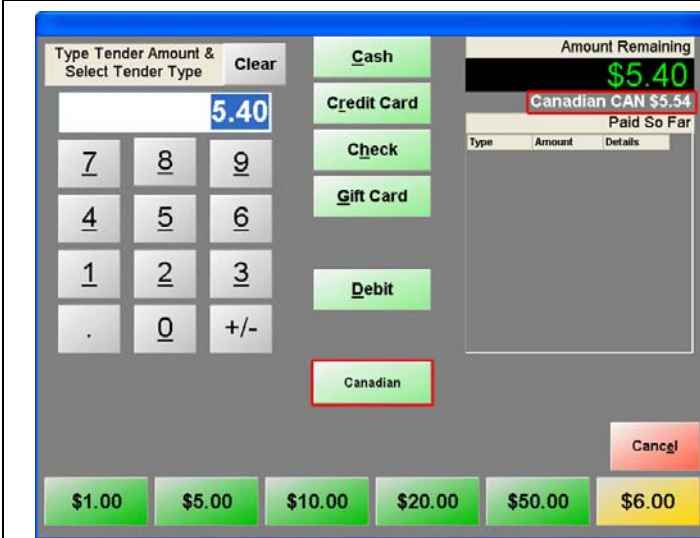
At the bottom of the window are three buttons: 'Scale', 'Update' (highlighted with a red box), and 'Exit'.

5. Select the **Invoice Settings** tab.
6. Select **Page 2**.
7. Under **Secondary Currency Description** enter a name for this currency (e.g. **Canadian**).
8. Under **Exchange Rate** enter the exchange rate of the currency to USD (at the time of documentation the rate was **0.974449**).
9. Under **Currency Symbol** enter the currency symbol or something to differentiate between the primary and secondary currency (e.g. **CAN \$**).
10. Select **Update**.

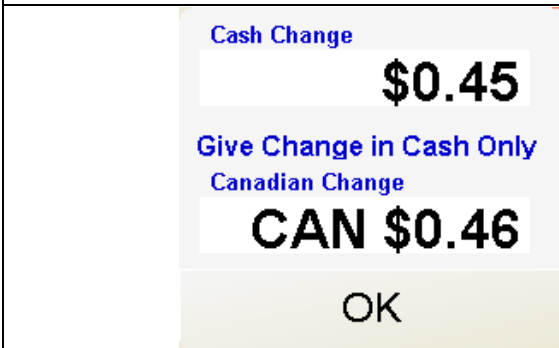
## Using Secondary Currency



1. After logging into CRE/RPE and adding your items to the invoice, select **PAY**.



2. You will see the total that is owed for the secondary currency in the upper right corner of the tender screen. This figure will be located under the primary currency total owed.
3. Type in the amount of the secondary currency that the customer is supplying (this value should be over the amount owed).
4. Select the tender button with the description you typed earlier (**Canadian**).



5. You will then be prompted to select ok with the change amount (if applicable).

Your reports will display totals for the Secondary currency as well as their value of primary currency.