



QUICKBOOKS ONLINE STUDENT GUIDE

Appendix B

Multicurrency in QuickBooks Online

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Many businesses in Canada buy and sell products and services outside of Canada. Often this requires working in multiple currencies.

Lesson objectives

In this lesson, you'll learn how to:

- Set up Multiple currencies
- Create multicurrency transactions
- Create basic multicurrency reports

Multiple currencies

Many businesses in Canada buy and sell products and services outside of Canada. Often this requires working in multiple currencies. QuickBooks Online Plus lets your clients track multiple currencies.

QuickBooks Multicurrency is ideal for businesses who do the following:

- Buy or sell goods and services outside of Canada.
- Buy or sell in foreign currencies.
- Have accounts in foreign currencies.
- The company is based in Canada and the \$CDN is their home currency.

It is not for clients who:

- Have an office in a foreign country.
- Manage payroll in a foreign country.

Details about Multicurrency

- Once you turn multicurrency on in a client file you cannot turn it off.
- You can no longer change your home currency.

The following additional fields and labels are added QuickBooks.

- QuickBooks creates a **Currencies** list, which you can see when you click **Gear > Currencies** (under Lists).
- You can choose currencies when you add a customer or supplier.
- A **Currency** column appears in the **Chart of accounts**. Note that once an account has had a transaction posted to it, you can't change the currency.

- The currency appears in the Payment, Deposit, Sales tax, and Balance due columns on bank and credit account histories.
- The currency appears in the Amount column on sales and purchase forms.
- QuickBooks reports convert all foreign currency to home currency amounts, and automatically reflect exchange rate changes.

Exchange rates

To keep exchange rates as accurate as possible, QBO downloads the exchange rates every four hours and updates them in QBO. The source is the **Wall Street On Demand service** (exchange rates can be edited if you want to use another source).

Enable Multicurrency

1. Click the Gear menu and select **Account and settings**.
2. Click **Advanced**.
3. Scroll down to Currency and click the pencil icon (Edit).
4. Select the **Multicurrency** checkbox.
5. Select the **I understand I can't undo Multicurrency** checkbox.
6. Click **Save**.



NOTE Until you assign a foreign currency, the default value for all customers, suppliers, and accounts is your company's home currency.

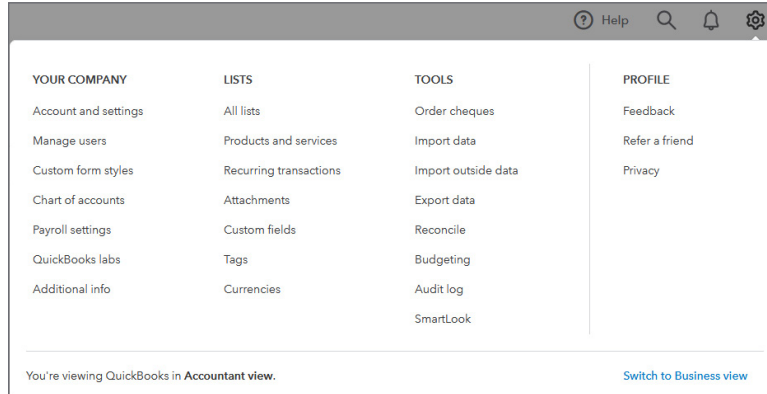
Account and Settings
Help X

Company	Automatically invoice unbilled activity	Off
Usage	Automatically apply bill payments	On
Payments	Language	English ✎
Sales	Currency	Home Currency ⓘ CAD - Canadian Dollar ✎
Expenses	Multicurrency ⓘ	<input checked="" type="checkbox"/>
Time	<p>Multicurrency may be right for you if you have financial transactions in more than one currency. Need help deciding about multicurrency?</p> <p>Once you turn on Multicurrency:</p> <ul style="list-style-type: none"> • You can't turn it off • You can't change your home currency • Extra fields, columns and more are added to QuickBooks • Some features may no longer be available <p><input checked="" type="checkbox"/> I understand I can't undo Multicurrency</p>	
Advanced	<p>Cancel Save</p>	
	Other preferences	Date format dd/mm/yyyy ✎ Currency format \$123,456.00 Warn me if duplicate cheque number is used On Warn me when I enter a bill number that's already been used for that supplier Off Warn me if duplicate journal number is used Off

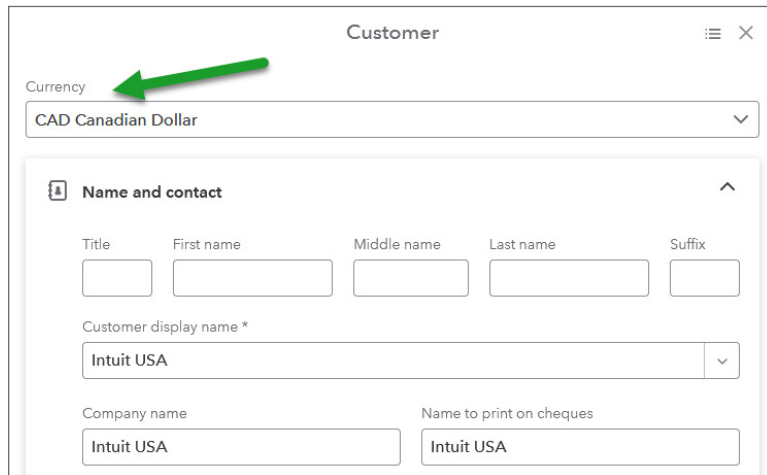
Done

What QuickBooks does when you Turn Multicurrency on?

- 1. Currency list**—QBO adds a currency list that includes many currencies from around the world. If you don't find the currency needed by your client, it can be added.



- 2. Currency fields**—Currency field to Customers and supplier and to some balance sheet accounts.



NOTE After you create a supplier or customer transaction in a foreign currency, QBO creates an AP or AR account in that foreign currency. This means that you do not need to create those accounts in multiple currencies.

- 3. Transactions fields**—New fields are added to transactions to display the customer or supplier currency.



4. Currency column—A currency column is added to the Chart of Accounts.

Chart of accounts Feedback [Run report](#) [New](#) ▼

[All lists](#)

[Batch actions](#) ▼ All ▼

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<input type="checkbox"/>	NAME ↕	ACCOUNT TYPE ↕	DETAIL TYPE ↕	CURRENCY ↕	QUICKBOOKS BALANCE ↕	BANK BALANCE ↕	ACTION
<input type="checkbox"/>	Uncategorized Asset	Current assets	Other current assets	CAD	\$0.00		Account history ▼
<input type="checkbox"/>	Retained Earnings	Equity	Retained Earnings	CAD			Run report ▼
<input type="checkbox"/>	Billable Expense Income	Income	Sales of Product Income	CAD			Run report ▼
<input type="checkbox"/>	Sales	Income	Sales of Product Income	CAD			Run report ▼

5. Assigns currency—After you enable Multicurrency, all existing accounts are assigned the Home Currency.

Additional setup

It may be helpful to setup any additional currencies or accounts before creating multicurrency transactions. For example, a client may buy or sell in a currency that is not listed in the currency list. A client may also have a foreign bank account (i.e., USD Chequing).

Add a currency

1. Click the **Gear** icon.
2. Click **Currencies**.
3. Click **Add currency**.
4. Choose the foreign currency.
5. Click **Add**.

[All lists](#) [Add currency](#)

Currencies

Home currency: CAD - Canadian Dollar

CURRENCY	USD	LAST UPDATED	ACTION
USD - United States Dollar	1.43398	06/01/2025 at 06:03 p.m. Central Standard Time	Edit currencies exchange ▼
EUR - Euro	1.488937	06/01/2025 at 06:03 p.m. Central Standard Time	Edit currencies exchange ▼



NOTE Click **Edit Currency exchange rate** to update or change an exchange rate.

Add an account

- 1. Go to the **Chart of accounts**.
- 2. Click **New**.
- 3. Choose **Bank**.
- 4. Choose a **Currency**.

New account ✕

Account name*

Account type* ⓘ Detail type*

Make this a subaccount

Opening balance ⓘ As of
[More info on opening balances](#)

Currency

Description

Balance Sheet NEW ACCOUNT PREVIEW
Active accounts as of 06/01/2025

[Video tutorials](#)

▶ Multicurrency transactions & workflows

Creating multicurrency transactions is like creating regular transactions. Every transaction includes an exchange rate which can be edited. However, the exchange rate should be current and editing is not required.

Create invoice to foreign customer

1. Create the **Invoice** as per usual.
2. Assume the Sales price/amount are in the foreign currency. QBO will convert the amount to the home currency and display at the bottom of the transaction.
3. Edit the **Exchange rate** if necessary.
4. Determine the **Sales tax**.
5. **Save** the transaction.

Invoice no.1001 Take a tour Help ×

Customer: Gisele Brady Cc/Bcc Online payments: Get set up Cards: VISA BALANCE DUE: R\$100,000.00

Customer email: Separate emails with a comma Send later

1 BRL CAD Exchange rate

Billing address: Gisele Brady Terms: Net 30 Invoice date: 31/12/2024 Due date: 30/01/2025 Invoice no.: 1001

Tags: Manage tags

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE (BRL)	AMOUNT (BRL)
1	Sales		1	100,000	100,000.00

Message on invoice:

Total (BRL)	100,000.00
Total (CAD)	23,258.80
Balance due (BRL)	100,000.00

Print or Preview Make recurring Customize

Receive payment from foreign customer

1. Click the **New** menu.
2. Click **Receive payment**.
3. Enter customer information.

4. Update **Exchange rate** if necessary.

Receive Payment ? Help X

Customer: Gisele Brady Email: C/Bcc Find by invoice no.

AMOUNT RECEIVED
R\$100,000.00

1 BRL = 0.233538 CAD Send later

Payment date:

Payment method: Wire Reference no. Deposit to: Undeposited Funds Amount received: 100,000.00

Outstanding Transactions

All ⚙️

<input checked="" type="checkbox"/>	DESCRIPTION	DUE DATE	ORIGINAL AMOUNT	OPEN BALANCE	PAYMENT
<input checked="" type="checkbox"/>	Invoice # 1001 (31/12/2024)	30/01/2025	100,000.00	100,000.00	<input type="text" value="100,000.00"/>

< First Previous 1-1 of 1 Next Last >

Total (BRL) 100,000.00
Total (CAD) 23,353.80
Amount to Apply R\$100,000.00

Print

5. **Save** the transaction.

Deposit customer payment

In this example, you'll receive \$USD and deposit to a \$CDN account.

1. Click the **New** menu.
2. Click Bank **Deposit**.
3. Choose the **Account** to deposit to.
4. Choose the **Currency**.
5. Enter an **Exchange rate**.



NOTE In this example, you're depositing to \$CDN account. QBO requires an exchange rate. This will be the rate that is used to finalize this settlement transactions. In this case an exchange gain or loss is recorded.

6. Save the transaction.

Bank Deposit
Help X

Account: Chequing ▼

Balance: \$0.00

Date: 03/01/2025

AMOUNT

R\$100,000.00

Currency: BRL Brazilian Real ▼ 1 BRL 🇧🇷 = 0.233538 CAD 🇨🇦

Tags ? Manage tags

Start typing to add a ta

Select the payments included in this deposit

<input checked="" type="checkbox"/>	RECEIVED FROM ▲	DATE	TYPE	PAYMENT METHOD	MEMO	REF NO.	AMOUNT (BRL)
<input checked="" type="checkbox"/>	Gisele Brady	03/01/2025	Payment	Wire ▼			100,000.00

1-1 of 1

Select all
Clear all

Total 100000.00

Selected Payments Total 100000.00

▼ Add funds to this deposit

#	RECEIVED FROM	ACCOUNT	DESCRIPTION	PAYMENT METHOD	REF NO.	AMOUNT (BRL)
1						🗑️
2						🗑️

Cancel
Clear
Print
Make recurring
Save and new ▼

To view the journal entry on this transaction, click **More**. Note an entry to **Exchange gain or loss** is made for this deposit.

Sort ▼ Add notes
📧 🖨️ 📄 ⚙️

Green Tree Landscapes

Journal

January 6, 2025

DATE	TRANSACTION TYPE	#	ADJ	NAME	MEMO/DESCRIPTION	ACCOUNT	DEBIT	CREDIT
6/01/2025	Deposit		No	Gisele Brady		Chequing	\$23,436.40	
			No			Undeposited Funds		\$23,353.00
			No		Exchange Gain Or Loss	Exchange Gain or Loss	\$23,436.40	\$82.60

Purchasing and expenses in Multicurrency

When you receive bills or from foreign suppliers or record foreign purchases they can be recorded in QuickBooks in a similar way to sales transactions.

Enter bills

1. Click the **New** menu.
2. Select **Bill**.
3. Enter the **Supplier** name.
4. Enter the **Exchange rate** if necessary.
5. Complete the **Account** and/or **Item** details.
6. **Save** the transaction.

Bill

Supplier

1 USD = 1.44475 CAD

Mailing address

Terms

Bill date

Due date

Bill no.

Tags [Manage tags](#)

#	CATEGORY	DESCRIPTION	AMOUNT (USD)
1	Travel		10,000.00
2			

Memo

BALANCE DUE
\$10,000.00

Total (USD) 10,000.00

Total (CAD) 14,447.50

Make recurring

Pay bills

1. Click the **New** menu.
2. Click **Pay bills**.
3. Choose the payment account. The payment account can be the currency of your choice is you have multiple currency bank accounts.
4. Enter the **Exchange rate**.
5. **Save** the transaction (an exchange gain or loss will be recorded on this transaction).

Pay Bills
Help X

Payment account

Chequing ▼

Balance \$23,436.40

Payment date

06/01/2025

Starting cheque no.

1

Print later

TOTAL PAYMENT AMOUNT

\$14,339.80

Currency

USD United States Dollar ▼

1 USD =

1.43398

CAD =

CAD =

Filter > Last 365 Days 1 open bill ⚙

	PAYEE	REF NO.	DUE DATE ▲	OPEN BALANCE	CREDIT APPLIED	PAYMENT	TOTAL AMOUNT
<input checked="" type="checkbox"/>	Marriott International	3928399	31/01/2025	\$10,000.00	<i>Not available</i>	<div style="border: 1px solid #ccc; padding: 2px;">10,000.00</div>	\$10,000.00
				\$10,000.00	\$0.00	\$10,000.00	\$10,000.00

1 bill selected

Total payment (USD) 10,000.00

Total payment (CAD) 14,339.80

< First Previous 1-1 of 1 Next Last >

Current account balance \$23,436.40

Total payment -\$14,339.80

New account balance \$9,096.60

Cancel
Save and print ▼