

BiFlow

BUSINESS WORKFLOW CONTROL

BiFlow Training Series

PART 10

Multi-Currency Setup

Turning On Multi-Currency · Main & Second Currency · Paying and Getting Paid in Any Currency

What we'll cover in this part

1	Turning On Multi-Currency	The new Currency Setup screen, under More
2	Choosing Your Main Currency	Takes over pricing, invoices and reports instantly
3	Second Currency	See your reports converted into a second currency too
4	Number Style & Decimal Places	Matching how your country writes numbers
5	Paying an Expense in a Different Currency	A real currency picker on the Expense form
6	Getting Paid in a Different Currency	The same picker on the Payment form
7	Receipts Show “Paid Via...”	Proof of the real currency and rate used

1

Turning On Multi-Currency

Where it lives

Open the More tab, then Currency — one screen for everything currency-related.

What it replaces

This single screen absorbs the old Expenses-only currency block.

Nothing changes by default

Every existing account defaults to Main Currency USD until you open this screen and choose otherwise.

Every existing BiFlow install boots with zero visible change — Main Currency USD, no Second Currency, 2 decimals.

Riverside Wellness Studio DEMO

Thursday, Sep 3

 CURRENCY

Main Currency is used everywhere in the app — pricing, invoices, payments, reports, PDFs.

MAIN CURRENCY

US Dollar (\$)

NUMBER STYLE

1,234.56 (comma thousands, period decimal)

DECIMAL PLACES (APPLIES EVERYWHERE)

2 decimals (e.g. 1,234.56)

2

Choosing Your Main Currency

Used everywhere

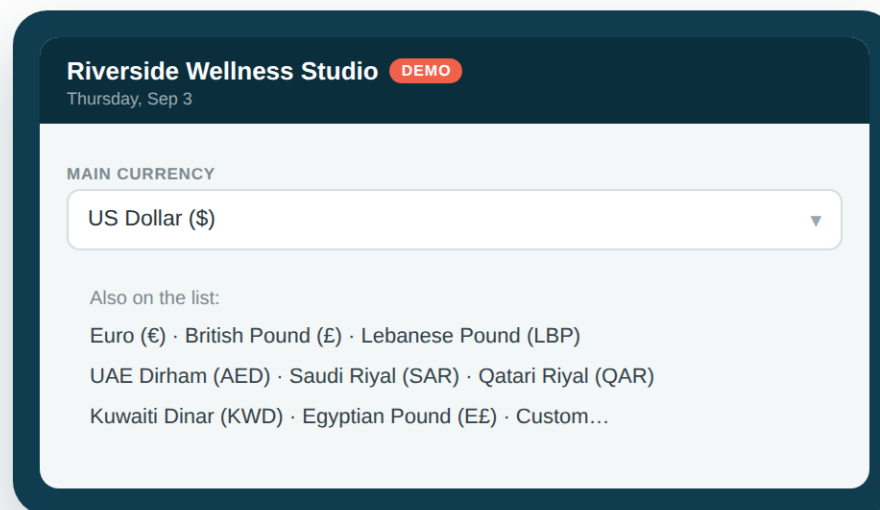
Pricing, invoices, receipts, every report, even the AI Assistant.

Nine built-in currencies, plus Custom

USD, EUR, GBP, LBP, AED, SAR, QAR, KWD, EGP — or type your own symbol and code.

Takes effect instantly

Save once, and every dollar sign in the app becomes your chosen currency's symbol — no invoice or report to touch yourself.



3

Second Currency — Reports in Two Currencies at Once

Turn it on and set a rate

Useful when your bank account, or a partner, thinks in a different currency than the one you invoice in.

Shows up on every major report

Profit & Loss, VAT Report, Cash Flow, and every statement print a second line under the main total.

Optional, and non-disruptive

Leave it blank and reports show only your Main Currency, exactly as before.

Real example from the live Demo: Net Cash Flow $-\$150.00 \cdot \approx 13,500,000.00$ ل.ل — calculated automatically from the rate entered above.

Riverside Wellness Studio DEMO

Thursday, Sep 3

SECOND CURRENCY (OPTIONAL)

Lebanese Pound (LBP)

EXCHANGE RATE (1 USD = HOW MANY LBP?)

90000

Net Cash Flow
-\$150.00
 $\approx 13,500,000.00$ ل.ل

4

Number Style & Decimal Places

Number Style

Switches the comma/period between the US style (1,234.56) and the European style (1.234,56).

Decimal Places

Turn cents off entirely — choose 0 decimals if your business only ever deals in whole numbers.

Instant, everywhere

Home screen, invoices, receipts, every report — both settings apply the moment you save.

Riverside Wellness Studio DEMO

Thursday, Sep 3

NUMBER STYLE

1,234.56 (comma thousands, period decimal)

or: 1.234,56 (period thousands, comma decimal)

DECIMAL PLACES (APPLIES EVERYWHERE — INVOICES, REPORTS, PDFS)

2 decimals (e.g. 1,234.56)

or: 0 decimals — whole numbers (e.g. 1,234)

5

Paying an Expense in a Different Currency

A real currency dropdown, not a text box

The same list as Main and Second Currency, plus Custom, right on the Expense form.

Each expense keeps its own record

A cash purchase in LBP and a wire transfer in EUR can sit side by side, each accurate to what actually happened.

Converts automatically

Enter the amount and rate, and BiFlow converts it to your Main Currency for the books.

Real example from the live Demo: 4,500,000 LBP at a rate of 90,000 auto-computes to exactly \$50.00.

Riverside Wellness Studio DEMO

Thursday, Sep 3

 **EDIT EXPENSE**

DESCRIPTION

Clinic cleaning supplies — paid cash in LBP

PAID IN A DIFFERENT CURRENCY? (OPTIONAL)

PAID IN

Lebanese Pound (LBP)

AMOUNT PAID

4500000

RATE (1 USD=)

90000

6

Getting Paid in a Different Currency

The same picker, on Record Payment

If a client pays by check or transfer in a different currency, record it exactly as it happened.

A default that's just a suggestion

Currency Setup's Default "Paid In" Currency pre-selects what's most likely — but any payment can be switched.

Converts the same way as expenses

The amount and rate you enter convert automatically to your Main Currency.

Riverside Wellness Studio

DEMO

Thursday, Sep 3

 RECORD PAYMENT

CLIENT *

Client B

DATE

03-Sep-2026

AMOUNT (\$)

0

PAID IN A DIFFERENT CURRENCY? (OPTIONAL)

PAID IN

Lebanese Pound (LBP)

AMOUNT PAID

RATE (1 USD=)

90000

7

Receipts Show “Paid Via...”

A permanent, printed record

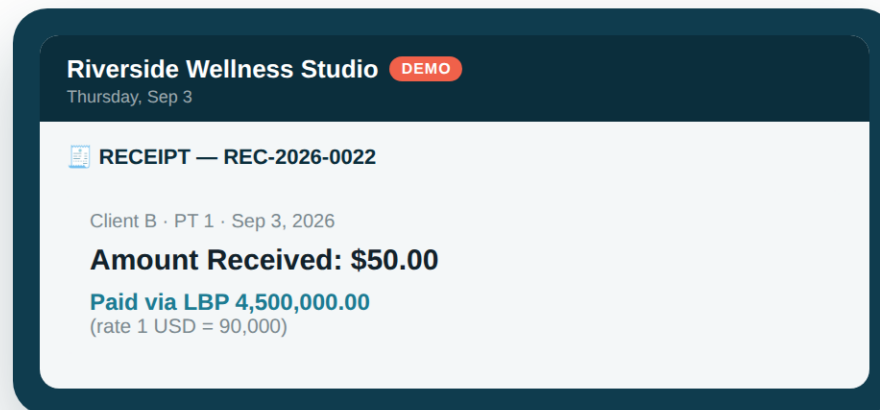
Both the Normal Receipt and the Official Tax Receipt now print exactly what currency and rate were used.

Right under the amount

e.g. “Paid via LBP 4,500,000.00 (rate 1 USD = 90,000)” — alongside the Main Currency total your books actually show.

No change for ordinary payments

A payment made in your regular Main Currency prints exactly as it always has.





Multi-Currency, fully set up!

You can now price, invoice, report and get paid in any currency your business needs.

- ✓ Turning On Multi-Currency
- ✓ Choosing Your Main Currency
- ✓ Second Currency for reports
- ✓ Number Style & Decimal Places
- ✓ Paying an expense in any currency
- ✓ Getting paid in any currency
- ✓ Receipts show "Paid via..."

An addition to the original nine-part series — Parts 1–9 are still the place to start for everything else BiFlow can do.

Questions? Reach out any time on WhatsApp: 03 980 631