Amend Currency Group

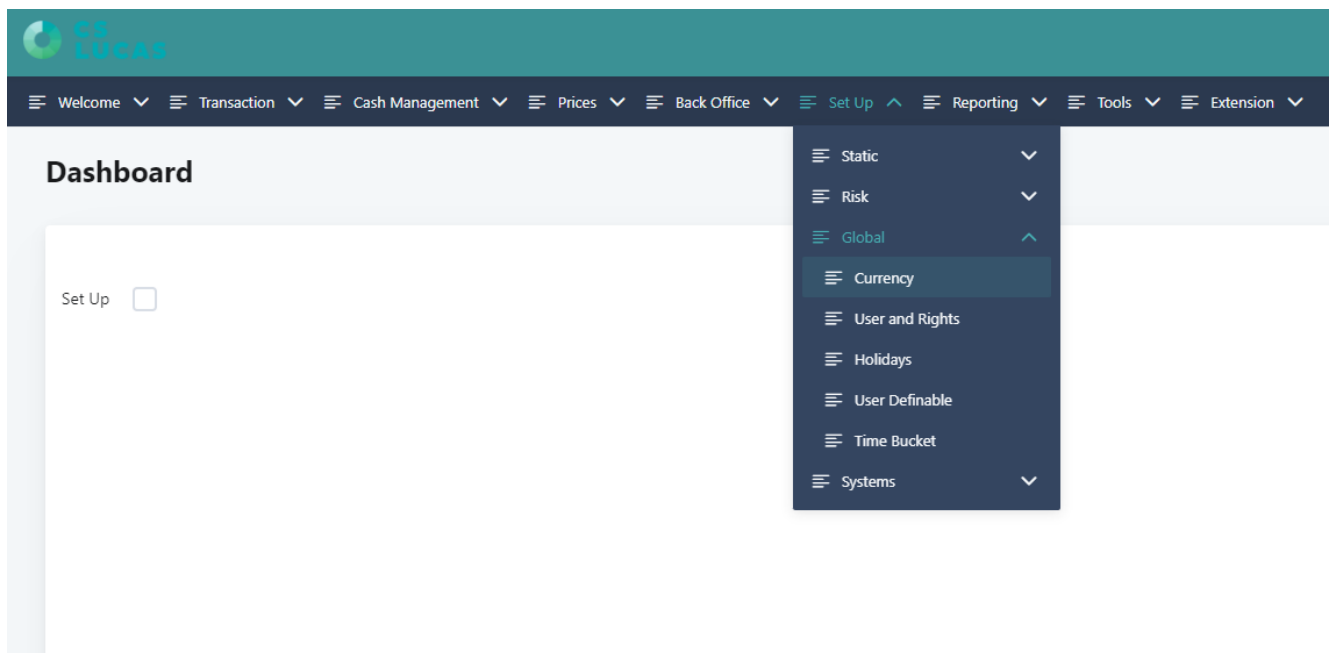[See previous W5 version guide](#)

PURPOSE

This document shows the detail procedures on how to amend currency group in CS Lucas system.

WHY IS THIS IMPORTANT?

This allows amending of currency groups for reporting purposes.

PROCEDURE

1. From the main menu, select Set Up > Global > Currency.

2. The Currency screen displays.

Currency

	App? ↑↓	Ccy ↑↓	Long Name ↑↓	Accrual Method ↑↓
☐ ✎		AUD	Australian Dollars	Act/365 (fixed)
☐ ✎		CAD	Canadian Dollar	Act/365 (fixed)
☐ ✎		EUR	Euros	Act/360
☐ ✎		GBP	Great Britain Pound	Act/365 (fixed)
☐ ✎		HKD	Hong Kong Dollar	Act/365 (fixed)
☐ ✎		IDR	Indonesian Rupiah	Act/365 (fixed)
☐ ✎		IDR*	Indonesian Rupiah - Offshore	Act/365 (fixed)
☐ ✎		JPY	Japanese Yen	Act/360
☐ ✎		KRW	Korean Won	Act/365 (Act)

3. Click Group. The Currency Group screen displays.

Currency Group

	App? ↑↓	Shortname ↑↓	Description ↑↓
☐	✏	AUD/EUR	AUD/EUR
☐	✏	USD/SGD/GBP	USD/SGD/GBP
☐	✏	USD_SGD Group	USD_SGD Group

Cancel Refresh Action

Search   Columns

1-3 of 3 records « < 1 > » 50 ▾

4. To amend a currency group, click on the Edit button next to
the currency group short name. Amend Currency Group screen
displays.

Amend Currency Group

Cancel Save Duplicate Assign Member History

Short Name*	USD_SGD Group
Long Name	USD_SGD Group
Description	USD_SGD Group

5. Make the necessary changes.

Amend Currency Group

Button	Button	Button	Button	Button
✕ Cancel	💾 Save	🗐 Duplicate	👥 Assign Member	☰ History

Short Name*   USD_SGD Grp

Long Name   USD_SGD Grp

Description   USD_SGD Grp

6. Click Save.

7. Approve the amended currency group by ticking the checkbox beside the short name and click Action and Approve.
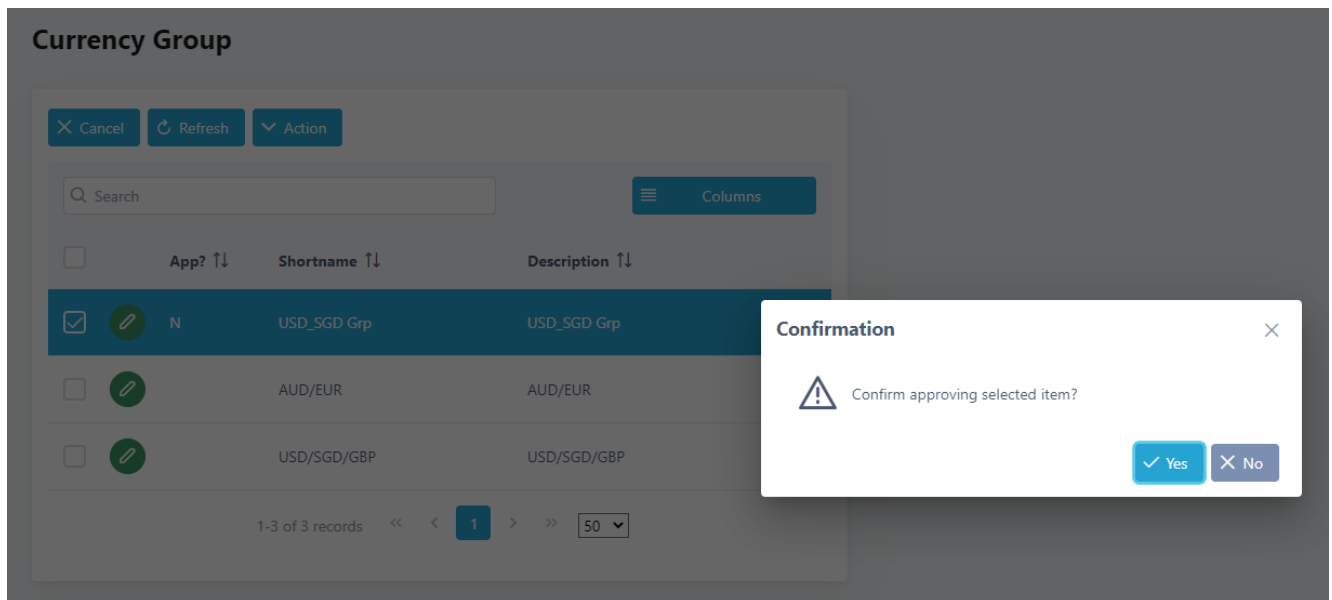

Currency Group

✕ Cancel   🔄 Refresh   ⌄ Action

✓ Approve
🗑 Delete
⬆ Export CSV
⬆ Export PDF

🔍 Search   ☰ Columns

☐	App? ↑↓		Description ↑↓
☑ 🖉	N	USD_SGD Grp	USD_SGD Grp
☐ 🖉		AUD/EUR	AUD/EUR
☐ 🖉		USD/SGD/GBP	USD/SGD/GBP

1-3 of 3 records   «   ‹   1   ›   »   50 ⌄

8. A popup appears to confirm, click Yes.

9. The currency group is approved. Approved currency group will not have an N under App? Column.
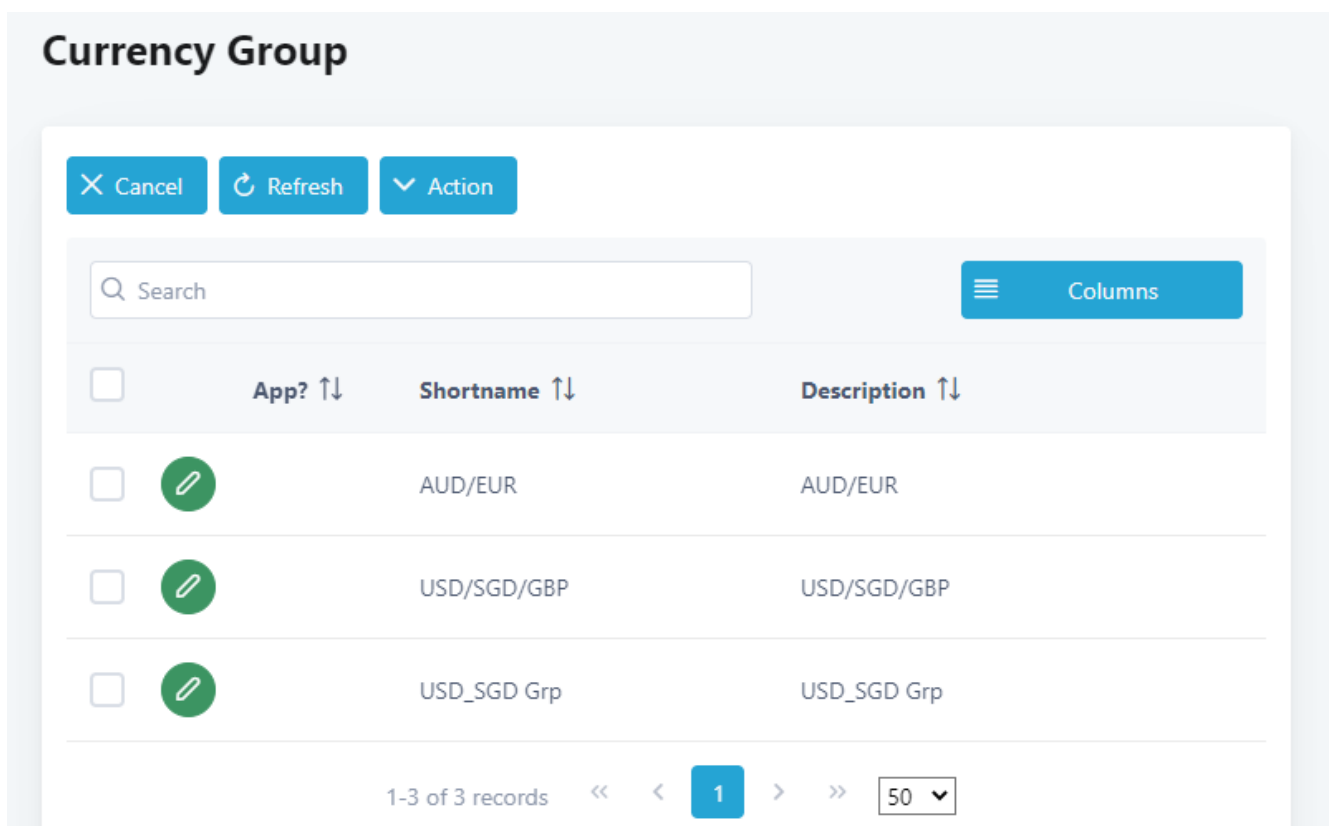
FREQUENTLY ASKED QUESTIONS

RELATED INFORMATION

Currency Group

New Currency Group

Assign Currency Group Member

CHANGE HISTORY

Date	By	Changes
22-Apr-2020	TS	Created.
25-Jan-2023	TS	Updated to W6 instructions and screenshots.