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.

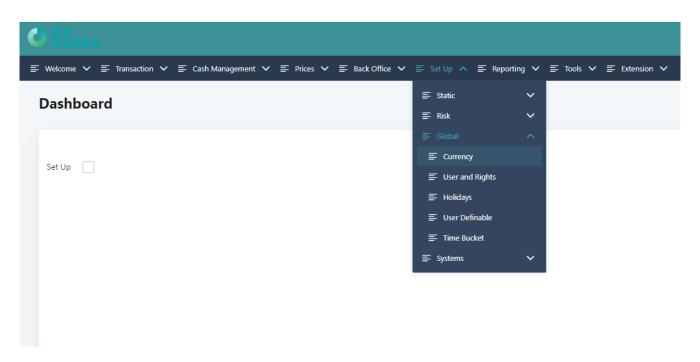
WHY IS THIS IMPORTANT?

This allows amending of currency groups for reporting purposes.

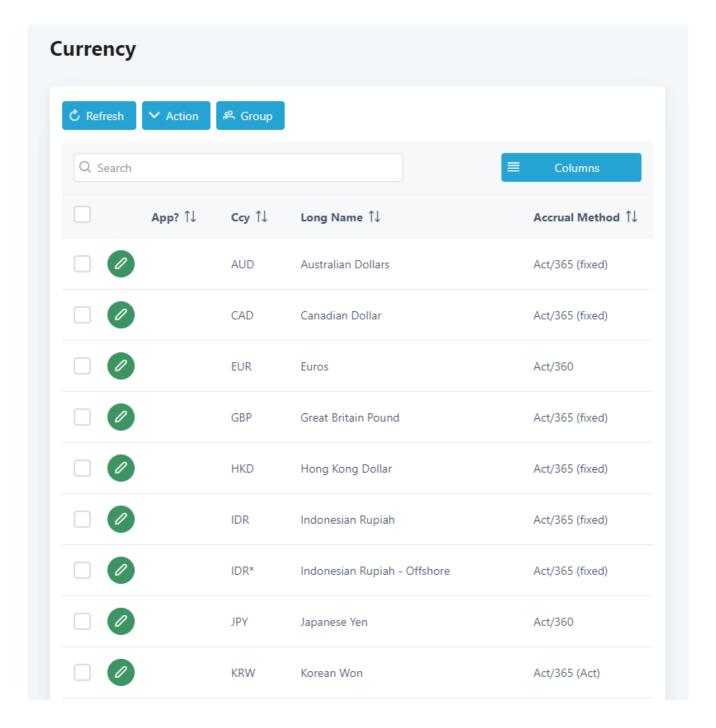
PROCEDURE



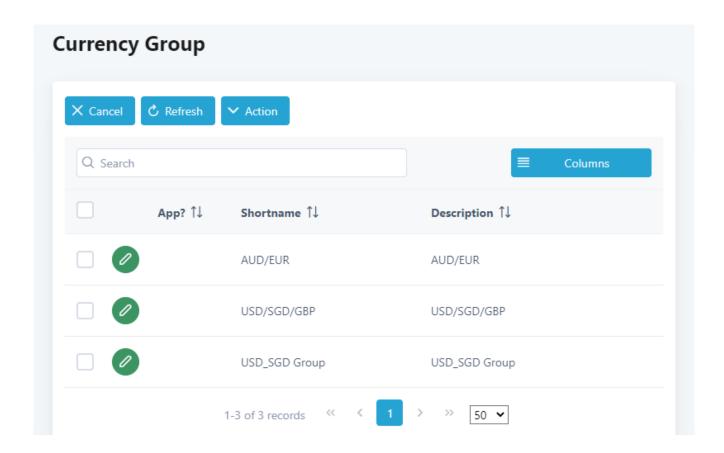
1. From the main menu, select Set Up > Global > Currency.



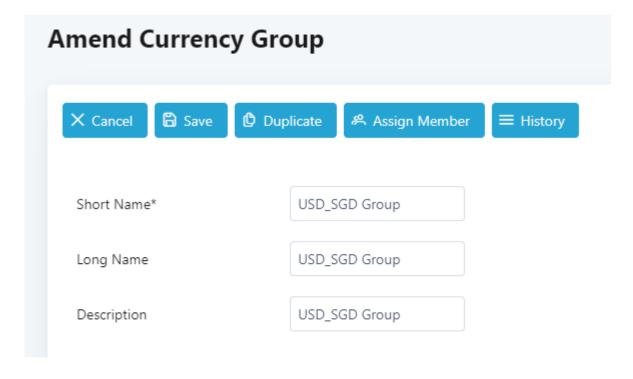
2. The Currency screen displays.



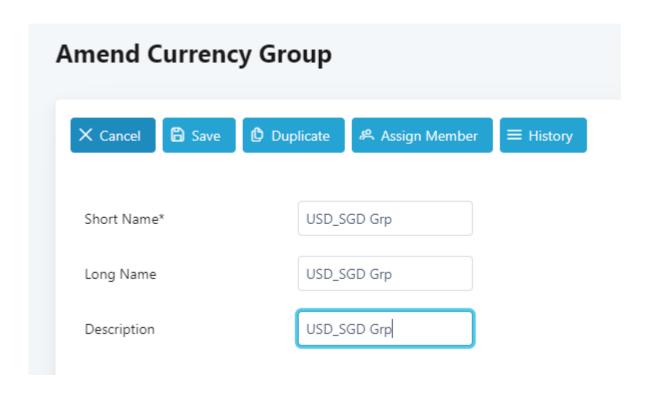
 ${\it 3. Click Group. The Currency Group screen displays.}\\$



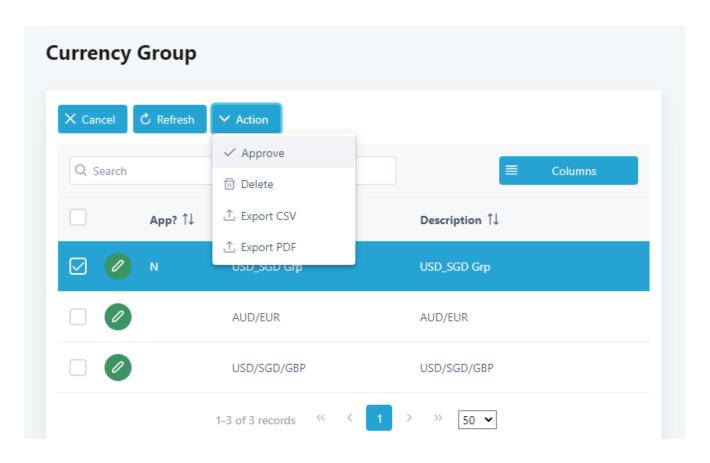
4. To amend a currency group, click on the Edit button next to the currency group short name. Amend Currency Group screen displays.



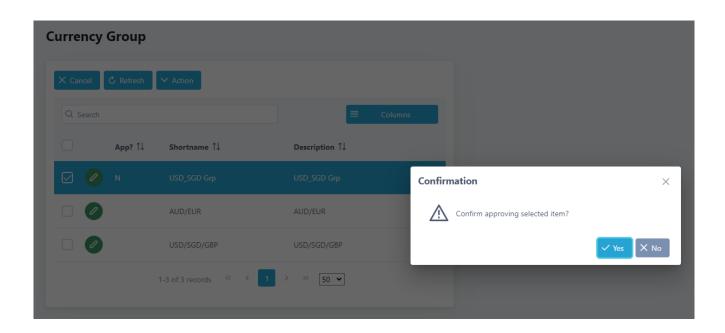
5. Make the necessary changes.



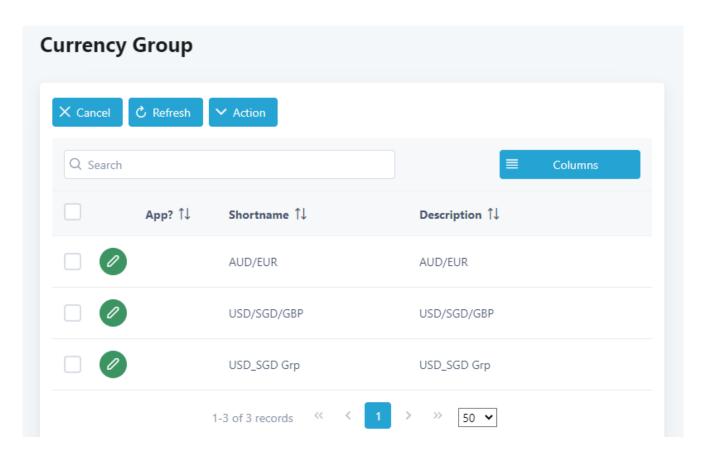
- 6. Click Save.
- 7. Approve the amended currency group by ticking the checkbox beside the short name and click Action and Approve.



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