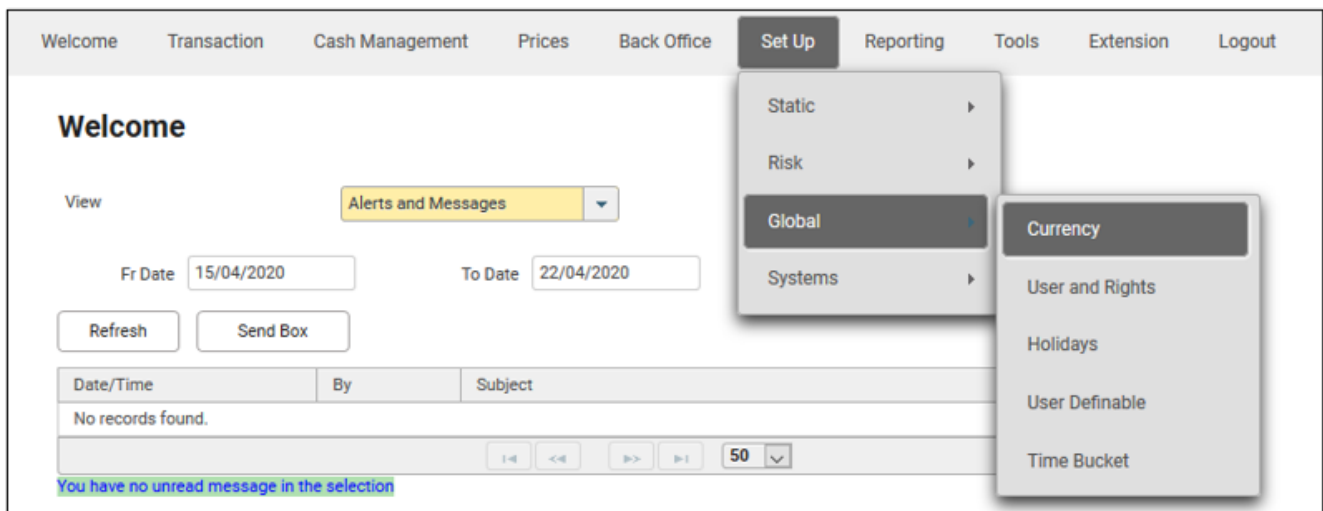# Assign Currency Group Member (W5)

PURPOSE

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

WHY IS THIS IMPORTANT?

This allows grouping of currencies 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)
☐		EUR	Euros	Act/360
☐		GBP	Great Britain Pound	Act/365 (fixed)
☐		IDR	Indonesian Rupiah	Act/365 (fixed)
☐		IDR*	Indonesian Rupiah - Offshore	Act/365 (fixed)
☐		SGD	Singapore Dollars	Act/365 (fixed)
☐		USD	United States Dollars	Act/360

Buttons: Refresh | New | Approve | Group | ⬇

Pagination: |◄ ◄◄ 1 ►► ►| 50 ⌄

3. Click Group. The Currency Group screen displays.

Currency Group

	App? ⇅	Shortname ⇅	Description ⇅
☐		AUD/EUR	AUD/EUR
☐		USD-SGD	USD-SGD
☐		USD/SGD/GBP	USD/SGD/GBP

Buttons: ← Refresh | New | Delete | Approve | ⬇

Pagination: |◄ ◄◄ 1 ►► ►| 50 ⌄

4. To assign currency group member, click on the hyperlink of the currency group short name. Amend Currency Group screen displays.

Amend Currency Group

Buttons: ← Save | Duplicate | Assign Member | History

Short Name*   USD-SGD

Long Name   USD-SGD

Description   USD-SGD

5. Click Assign Member. Assign Currency Group Member screen

displays.

6. To add currencies to the group, tick on the checkbox of the currency short name. In this example, SGD and USD are selected.

7. Then, click Add. The selected currencies will appear under Selected Members list on the right.

Assign Currency Group Member

Short Name   USD-SGD

Ccy			Selected Members
☐	AUD	Add	☐ SGD
☐	EUR	Remove	☐ USD
☐	GBP		
☐	IDR		
☐	IDR*		

8. To remove the currencies from the Selected Members list, tick on the checkbox of the currency to be removed and click Remove button.

9. Once completed, click Save. You will be returned to Amend Currency Group screen.

Amend Currency Group

←	Save	Duplicate	Assign Member	History

Short Name*   USD-SGD

Long Name   USD-SGD

Description   USD-SGD

10. Click ← to return to Currency Group screen. Approve the currency group by ticking the checkbox beside the short name and click Approve.

11. A popup appears to confirm, click OK.

12. 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

[Amend Currency Group](#)

CHANGE HISTORY

Date	By	Changes
22-Apr-2020	TS	Created.