Copying Exchange Rates

See previous W5 version guide

PURPOSE

This document details how to copy exchange rates from one date to another date.

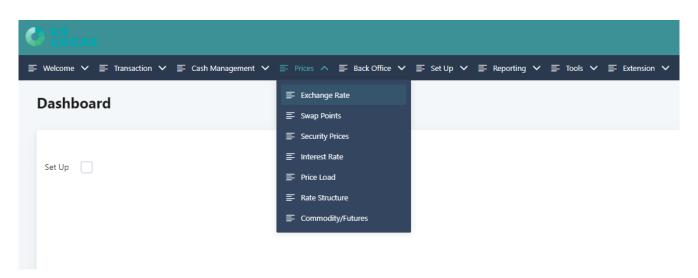
WHY IS THIS IMPORTANT?

This function will make it easier to copy the exchange rates of a date to another date. Doing so will make maintenance easier and faster.

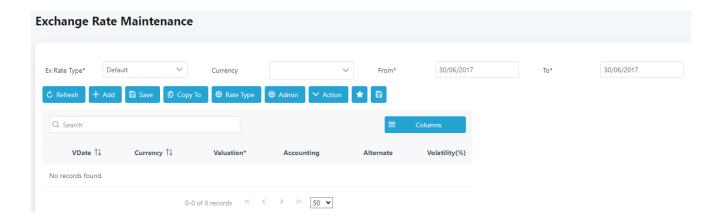
PROCEDURE



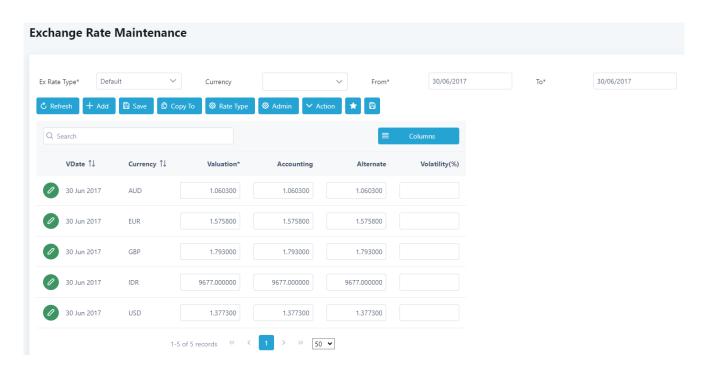
1. Click on Prices > Exchange Rate.



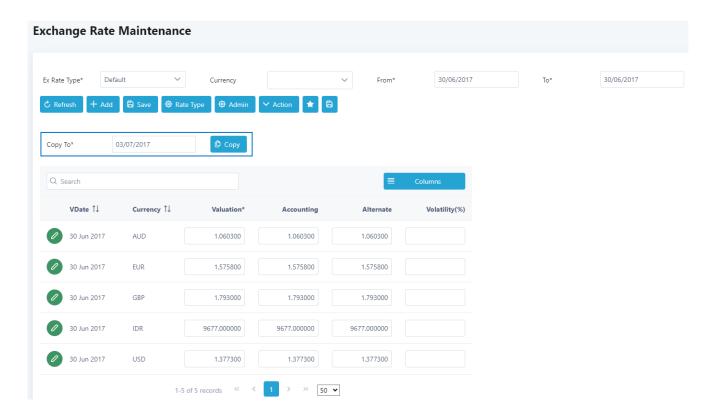
2. For example, we want to copy exchange rates from 30-Jun-2017 to 3-Jul-2017. In the Exchange Rate Maintenance screen, choose/ enter the From and To date fields as 30-Jun-2017.



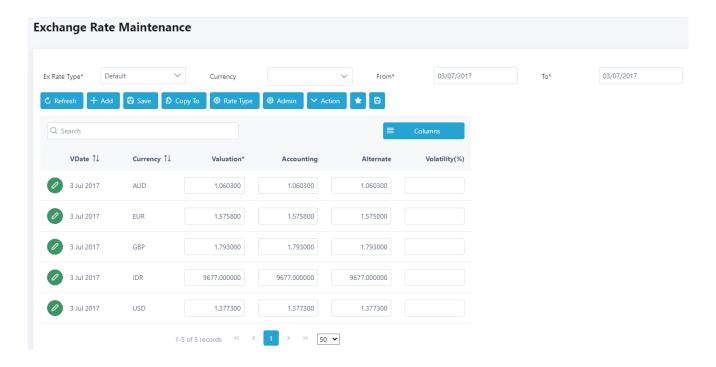
3. Click Refresh. List of exchange rates maintained for 30-Jun-2017 will be displayed.



4. Next, click Copy To. Enter the date you prefer in the Copy To field and click on Copy. At the prompt, click Yes to confirm.



5. You will see the rates are copied to the new date on the screen. Any amendments to the exchange rates can be made directly on this screen.



6. Click Save once completed.

RELATED INFORMATION

Exchange Rates Maintenance

CHANGE HISTORY

Date	Ву	Changes
15-Feb-2008	-	Created.
28-Jul-2015	CS	Included section for FAQ.
26-Nov-2015	Clarissa	Rewritten. Reformatted.
7-Jun-2016	Richard	Proofread.
25-Nov-2019	Lyra	Updated screenshots.
12-Jun-2023	TS	Updated to W6 instructions and screenshots.