

# Exchange Rate Administration (W5)

[This version is superseded. Click here to view the latest guide.](#)

## **PURPOSE**

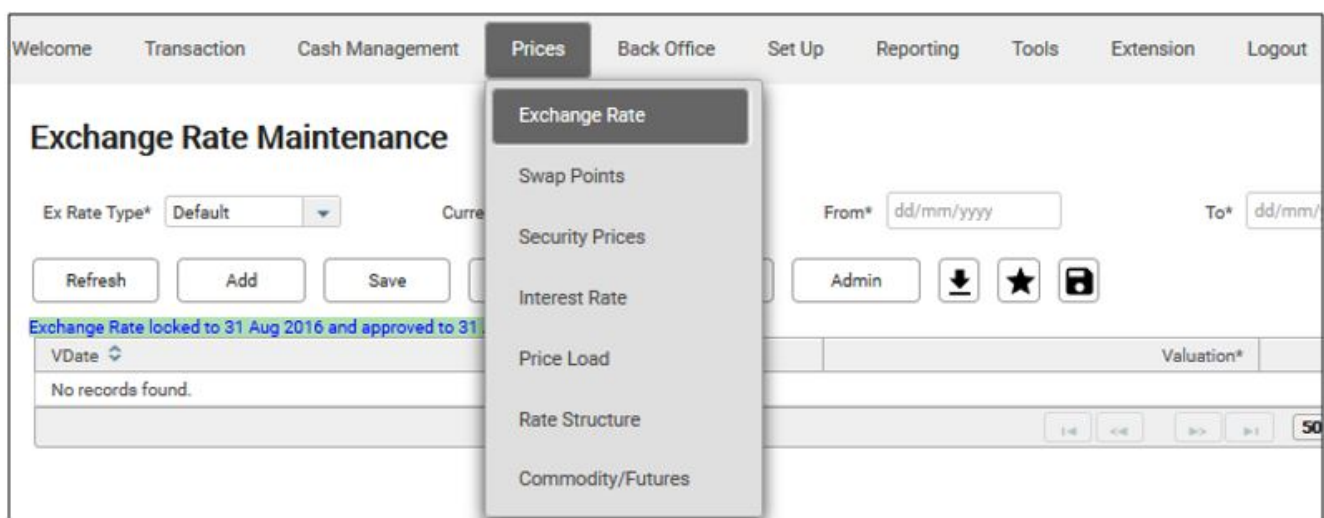
This document shows the procedure for exchange rate administration.

## **WHY IS THIS IMPORTANT?**

Exchange rate administration is used to lock and approve exchange rates. This prevents unauthorized users from making changes to rates without proper authority. With the rates being approved, then the system can perform key scheduled functions, such as posting of accounting journals to an external accounting system.

## **PROCEDURE**

1. Go to Prices > Exchange Rate.



2. Click on Admin. The Exchange Rate Administration screen launches.

### Exchange Rate Administration

←

Disable

Lock

☐

Unlock

☐

History

☐

Approved To

31 Aug 2016

Locked To

31 Aug 2016

3. To lock new rates, tick on the Lock tick box. The system displays a date which determines the date to which you wish to lock the rates. In this example, we will lock the date to 1-Sep-2016. Click on the Lock link next to the date.

### Exchange Rate Administration

←

Disable

Lock

☒

Unlock

☐

History

☐

Approved To

31 Aug 2016

Locked To

1 Sep 2016

[Approve](#)

Locked To

01/09/2016

[Lock](#)

4. Once locked, the Approve link appears. Click the Approve link. The Approved To date will change.

### Exchange Rate Administration

←

Disable

Lock

☒

Unlock

☐

History

☐

Approved To

31 Aug 2016

Locked To

31 Aug 2016

Locked To

01/09/2016

[Lock](#)

5. To unlock rates previously locked, tick on the box for Unlock. The system displays a date that can be used to determine what date to unlock the rates.

6. In this example, we will enter 1/12/2015, as that was the last date when the rates were locked.

### Exchange Rate Administration

←

Disable

Lock

☐

Unlock

☒

History

☐

Approved To

30 Nov 2015

Locked To

30 Nov 2015

Unlock To

01/12/2015

[Unlock](#)

7. Click on the Unlock link beside the date.

8. To see how the system logs each time a rate is locked and approved, tick on the History box to see the logs for one month. You may also change the From Date and To Date to see logs for other dates.

**Exchange Rate Administration**

← **Disable** Lock ☐ Unlock ☐ History ☒

Approved To 30 Nov 2015  
Locked To 30 Nov 2015

From Date 27/10/2019 To Date 26/11/2019

Timestamp	Action	To Date	By
26 Nov 19 Tue 15:04	Unlock	1 Dec 2015	dev01@12dl2d.com
26 Nov 19 Tue 15:03	Approve	1 Sep 2016	dev01@12dl2d.com
26 Nov 19 Tue 15:03	Lock	1 Sep 2016	dev01@12dl2d.com
7 Nov 19 Thu 12:47	Approve	31 Aug 2016	dev01@12dl2d.com
7 Nov 19 Thu 12:47	Lock	31 Aug 2016	dev01@12dl2d.com
7 Nov 19 Thu 12:47	Approve	31 Jul 2016	dev01@12dl2d.com

9. To disable exchange rate administration click on Disable. Once disabled, all prices are unlocked and when the price is updated, they are deemed approved.

**Exchange Rate Administration**

← **Enable**

The price administration is disable. All prices are unlocked and deemed approved.

From Date 27/10/2019 To Date 26/11/2019

Timestamp	Action	To Date	By
26 Nov 19 Tue 15:07	Disable	31 Dec 2099	dev01@12dl2d.com
26 Nov 19 Tue 15:04	Unlock	1 Dec 2015	dev01@12dl2d.com
26 Nov 19 Tue 15:03	Approve	1 Sep 2016	dev01@12dl2d.com
26 Nov 19 Tue 15:03	Lock	1 Sep 2016	dev01@12dl2d.com

## **FREQUENTLY ASKED QUESTIONS**

**FAQ 1. The system does not allow me to access this module. How can I do this?**

Access rights need to be assigned to launch this module. The access rights ID for accessing Exchange Rate Administration is 11419. Please contact your administrator to assign this rights for you.

**FAQ 2. The system prompts access denied when I select Lock exchange rate.**

You are not authorized to perform this transaction. The access rights ID is 11420. Please contact your administrator to assign this rights for you.

**FAQ 3. The system prompts access denied when I select Unlock exchange rate.**

You are not authorized to perform this transaction. The access rights ID is 11421. Please contact your administrator to assign this rights for you.

**FAQ 4. The system prompts access denied when I select Approve exchange rate.**

You are not authorized to perform this transaction. The access rights ID is 11422. Please contact your administrator to assign this rights for you.

**FAQ 5. The system prompts access denied when I select Disable exchange rate.**

You are not authorized to perform this transaction. The access rights ID is 11423. Please contact your administrator to assign this rights for you.

**RELATED INFORMATION**

[Exchange Rate Maintenance](#)

**CHANGE HISTORY**

Date	By	Changes
15-Feb-2008	-	Created
28-Jul-2015	CS	Included section for FAQ
17-Dec-2015	Clarissa	Re-written. Reformatted.
14-Jun-2016	Douglas	Proofread.
26-Nov-2019	Lyra	Updated Screenshots.