

Import Currency (W5)

[This version is superseded.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

PURPOSE

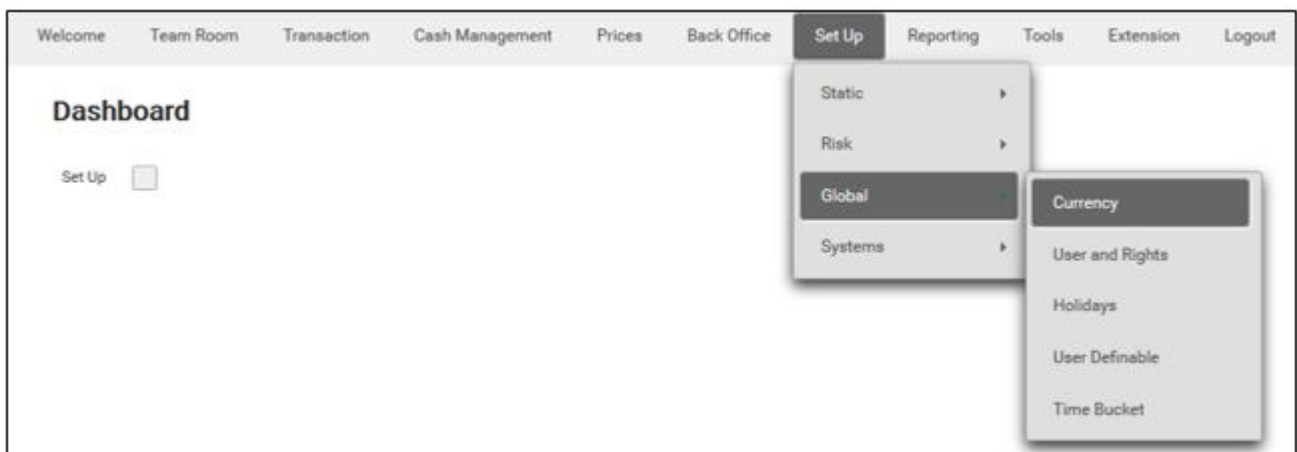
This document shows the procedure for how to import currency in the system.

WHY IS THIS IMPORTANT?

It is a faster way to set up currencies in the system. This helps when you first set up the enterprise and need to migrate data into the system.

PROCEDURE

1. From the home screen, select Set Up > Global > Currency.



2. In the Currency screen, click New. The screen below appears.

New Currency

Ccy*

Long Name*

Accrual Method* ▼

Decimal Place* ▼

NDF Ccy?* ▼

Sample Value*

Quote in SGD ☐

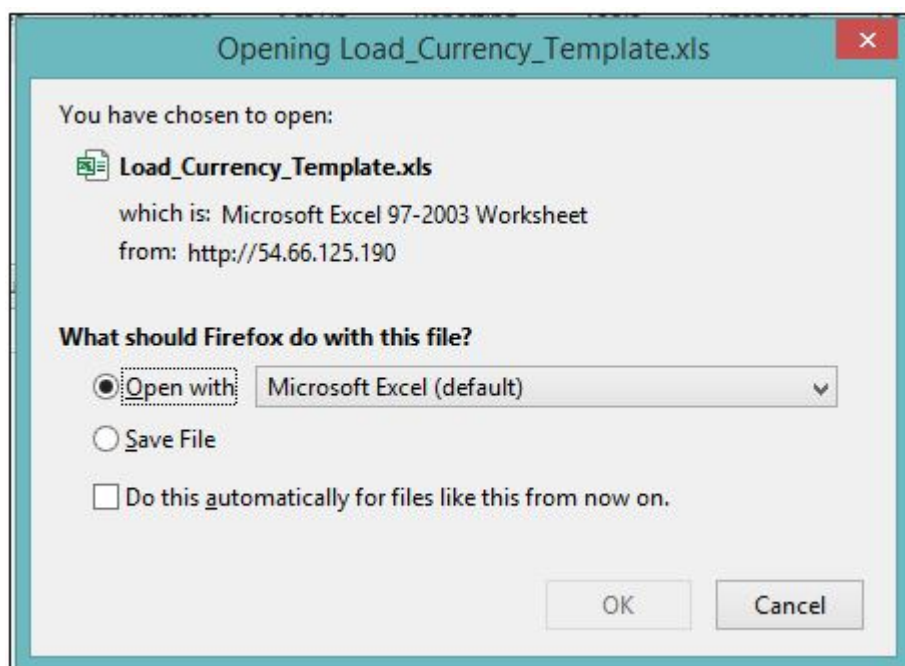
3. Click the Import button. The screen below appears.

Import Currency

☐

ID	Ccy*	Long Name*	Accrual Method*	Decimal Place*	Sample Value*	NDF Ccy? (Y/N)*	Quote in Enterprise Ccy (Y/N)
No records found.							

4. Click Template to download the CS Lucas template for importing Currency.



5. Save the file and open. An excel sheet will be opened.

	A	B	C	D	E	F	G
1	Ccy*	Long Name*	Accrual Method*	Decimal Place*	Sample Value*	NDF Ccy? (Y/N)*	Quote in Enterprise Ccy (Y/N)
2							
3							
4							

6. Input values as required. Fields marked with an asterisk are mandatory.

	A	B	C	D	E	F	G
1	Ccy*	Long Name*	Accrual Method*	Decimal Place*	Sample Value*	NDF Ccy? (Y/N)*	Quote in Enterprise Ccy (Y/N)
2	CAD	Canadian Dollar	Act/365 (Act)	2	1.07981 N		Y
3	NZD	New Zealand Dollar	Act/365 (Act)	2	1.02177 N		Y
4	PHP	Philippine Peso	Act/360	2	0.028295 N		Y
5							

7. Go back to the Import Currency screen. Tick on the Read File box.

Import Currency

←

Template

Read File ☒

File

Read File

Browse...

ID	Ccy*	Long Name*	Accrual Met
No records found.			

8. Click Choose File. Look for the saved Load_Currency_Template.xls file.

9. Click Read File. The values inputted in the Excel file will appear.

Import Currency

←

Load

Template

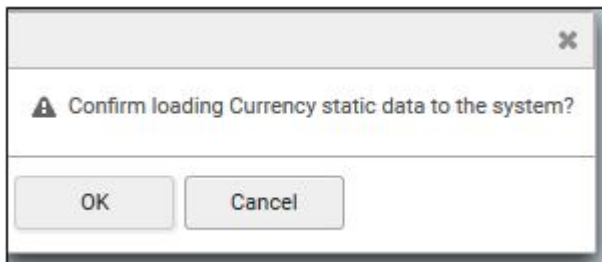
Read File ☐

ID	Ccy*	Long Name*	Accrual Method*	Decimal Place*	Sample Value*	NDF Ccy? (Y/N)*	Quote in Enterprise Ccy (Y/N)
1	CAD	Canadian Dollar	Act/365 (Act)	2	1.079810	No	Yes
2	NZD	New Zealand Dollar	Act/365 (Act)	2	1.021770	No	Yes
3	PHP	Philippine Peso	Act/360	2	0.028295	No	Yes

10. If there is an error, the user will be prompted with the rows to be corrected. To make corrections, go to the template

to edit and upload again.

11. If there is no error, click Load. Click OK on the pop up that appears.



12. You will see the message below once successfully loaded.



13. Click Back button to return to the Currency screen.

14. The imported currencies would be displayed.

Currency				
<div>Refresh New Approve Group </div>				
	App?	Ccy	Long Name	Accrual Method
<input type="checkbox"/>	N	<u>CAD</u>	Canadian Dollar	Act/365 (Act)
<input type="checkbox"/>	N	<u>NZD</u>	New Zealand Dollar	Act/365 (Act)
<input type="checkbox"/>	N	<u>PHP</u>	Philippine Peso	Act/360

15. Approve the newly created currencies by selecting the checkbox of the currency and click Approve.

FREQUENTLY ASKED QUESTIONS

RELATED INFORMATION

[Set Up Currency](#)

CHANGE HISTORY

Date	By	Changes
15-Feb-2008	-	Created.
9-July-2017	Bella	Reformatted. Rewritten.
10-July-2017	Bella	Accepted changes and edited.
24-Aug-2018	Silpa	Updated step 1 and screenshot.
11-Nov-2019	Lyra	Updated Screenshot.