

Importing Exchange Rates

[See previous W5 version guide](#)

PURPOSE

This document shows the detailed steps on how to import exchange rates into the system.

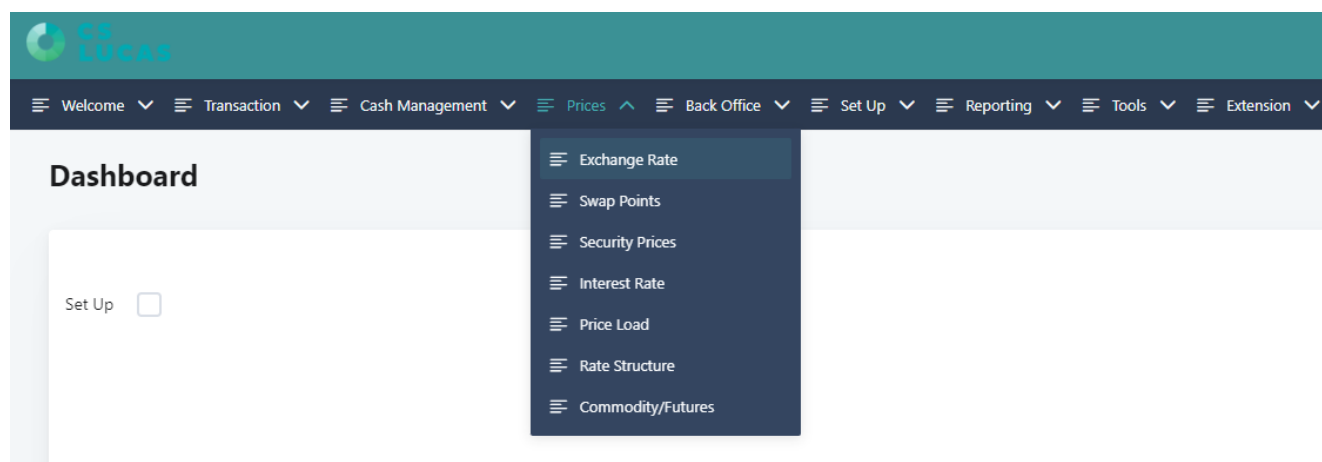
WHY IS THIS IMPORTANT?

Importing is the best and fastest way to enter multiple exchange rates into the system. It is an important procedure when maintaining exchange rates in the system.

PROCEDURE



1. From the main menu, navigate to Prices > Exchange Rate.



2. Click Add. The New Exchange Rate Maintenance screen will be shown.

New Exchange Rate Maintenance

✕ Cancel

💾 Save

⬇️ Import

Ex Rate Type*

Default

Currency*

VDate*

dd/mm/yyyy




Valuation Rate*

Accounting Rate

Alternate Rate

Volatility (%)




3. Click Import. On the Import Exchange Rate screen, click on Template. The system downloads an Excel file titled, "Load_Excrcate_Template.xls." Save the file then open it. The Excel file is as shown below:

AutoSave ☐ Off   

Load_Excrcate_Template - Compatibility Mode • Last Modified: Just n

FileHomeInsertPage LayoutFormulasDataReviewViewAutomateHelp

A1

VDate*

	A	B	C	D	E	F	G	H
1	VDate*	Ccy*	Valuation*	Accounting	Alternate	Volatility(%)	Ex Rate Type	
2								
3								
4								

4. Fill out the column fields in the import template. Enter the VDate, the corresponding currency, and Valuation rates. Accounting, Alternate, Volatility,

and Ex Rate Type are optional fields. In the example below, we will input USD and AUD valuation rates for 1-Jul-2017.

	A	B	C	D	E	F	G	H
1	VDate*	Ccy*	Valuation*	Accounting	Alternate	Volatility(%)	Ex Rate Type	
2	1-Jul-17	AUD	1.3782					
3	1-Jul-17	USD	1.0591					
4								

5. When finished, save the import template, noting the name and location to which you save it, and return to the CS Lucas system.

6. To import the file, place a check on Read File checkbox.

Import Exchange Rate

✕ Cancel
📄 Template
Read File ☒

File
✓ Read File
Choose File
Load_Excrate_Template.xls

ID	VDate*	Ccy*	Valrate*	Accrate	Altrate	Volatility	Ex Rate Type
No records found.							

7. Click on Choose File. Look for the Excel file saved earlier. Then click on the Read File button to read the file.

Import Exchange Rate

✕ Cancel

↓ Load

↓ Template

Read File ☐

ID	VDate*	Ccy*	Valrate*	Accrate	Altrate	Volatility	Ex Rate Type
1	1 Jul 2017	AUD	1.378200	1.378200			Default
2	1 Jul 2017	USD	1.059100	1.059100			Default

8. If there is an error, the system will prompt the user as to which row has the error. If there are none, you will see the Load button. Once the button is clicked, the system will prompt that the exchange rates are loaded successfully.

Import Exchange Rate

✕ Cancel

↓ Template

Read File ☐

Exchange rate have been successfully loaded.

ID	Status	VDate*	Ccy*	Valrate*	Accrate	Altrate	Volatility	Ex Rate Type
1	LOADED	1 Jul 2017	AUD	1.378200	1.378200			Default
2	LOADED	1 Jul 2017	USD	1.059100	1.059100			Default

9. Click on Cancel button to return to the Exchange Rates Maintenance screen. Select the VDate accordingly and click Refresh, newly imported exchange rates will be displayed.

Exchange Rate Maintenance

Ex Rate Type*

Default

Currency

From*

01/07/2017

To*

01/07/2017

Refresh

+ Add

Save

Copy To

Rate Type

Admin

Action

Star

Print

Search

Columns

VDate ↑↓	Currency ↑↓	Valuation*	Accounting	Alternate	Volatility(%)
1 Jul 2017	AUD	1.378200			
1 Jul 2017	USD	1.059100			

1-2 of 2 records

<< < 1 > >>

50

RELATED INFORMATION

[Maintaining Exchange Rates](#)

CHANGE HISTORY

Date	By	Changes
15-Feb-2008	-	Created.
15-Feb-2014	CS	Included section for FAQ.
18-Nov-2015	Clarissa	Rewritten. Reformatted.
8-Jun-2016	Richard	Proofread.
18-Nov-2019	Lyra	Updated screenshots.
9-Jun-2023	TS	Updated to W6 instructions and screenshots.