# Maintaining Exchange Rates (W5)

This version is superseded. Click here to view the latest guide.

#### **PURPOSE**

This document shows the detailed steps for how to maintain exchange rates in the system.

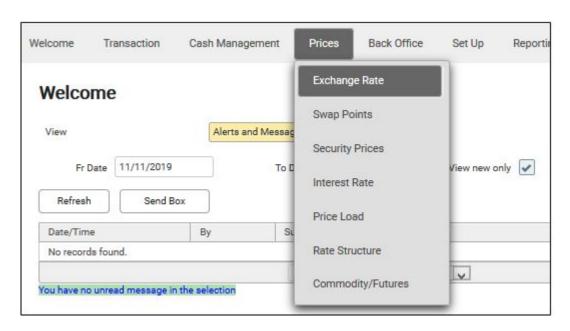
#### WHY IS THIS IMPORTANT?

Exchange rates are used for accounting and report valuation.

#### **PROCEDURE**

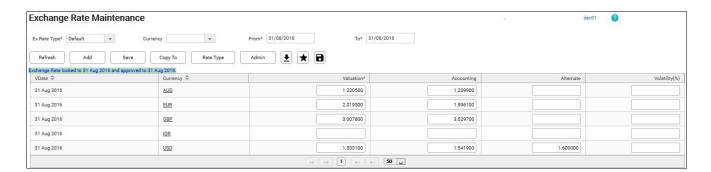


1. From the main menu, navigate to Prices > Exchange Rate.

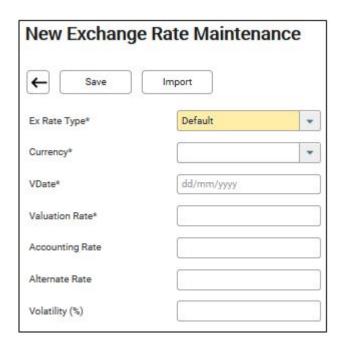


2. To search for archived exchange rates on a single date, input the same dates in the From and To fields. In the example, 31/08/2016 is inputted. Then click

Refresh. You will see a list of exchange rates maintained for different currencies. All these are maintained against the enterprise currency. In this example, the enterprise currency is SGD.



- 3. The system allows three rates to be maintained: Valuation, Accounting and Alternate rates. Volatility information can also be maintained on this screen.
- 4. To enter a new exchange rate, click Add. The New Exchange Rate Maintenance screen displays.



- 5. Choose the currency to maintain. Then, fill in the VDate and the Valuation Rate.
- 6. After all the mandatory fields (marked with an asterisk) are filled out, you may click Save. All the other fields are optional.
- 7. After saving, you can see the exchange rate maintained by entering the VDate previously set in the From and To fields. Click Refresh.

In the example, the VDate is 16-Nov 2016 and the currency is USD.



## **FREQUENTLY ASKED QUESTIONS:**

## FAQ 1. What if I need to maintain several currencies in the system?

You can maintain several currency exchange rates in the system via the Import function. To do that, click <a href="here">here</a>.

## **RELATED DOCUMENTS:**

**Importing Exchange Rates** 

**Copying Exchange Rates** 

**Exchange Rate Administration** 

Maintaining Entity Specific Accounting Exchange Rates

## **CHANGE HISTORY**

Date	Ву	Changes
15-Feb-2008	-	Created
15-Feb-2014	CS	Included section for FAQ
13-Nov-2015	Clarissa	Rewritten. Reformatted.
8-Jun-2016	Douglas	Proofread.
18-Nov-2019	Lyra	Updated Screenshots.