

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[This version is superseded.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.

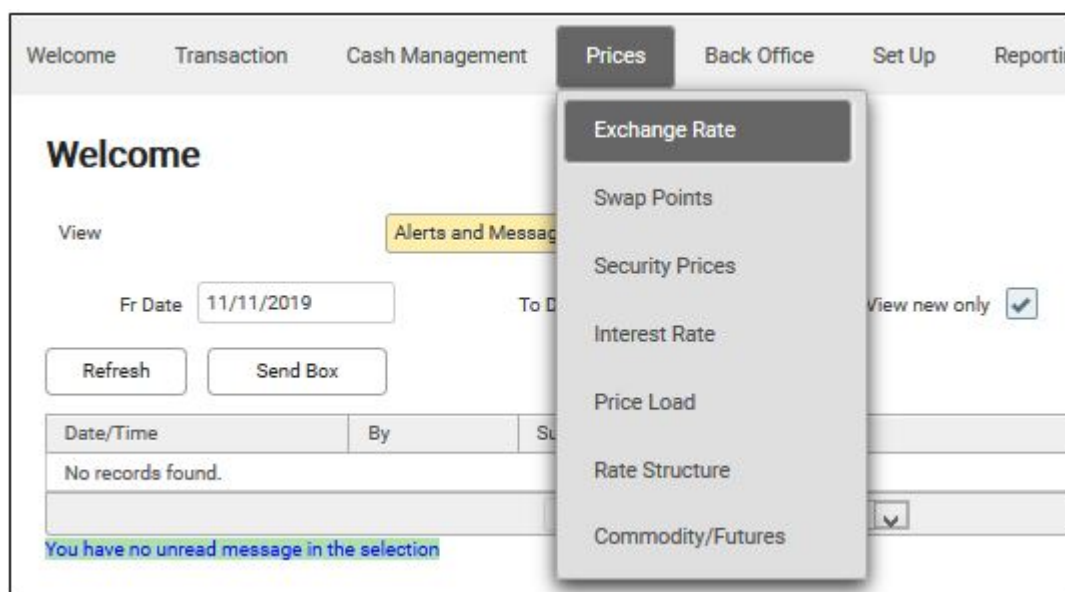
WHY IS THIS IMPORTANT?

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.

Exchange Rate Maintenance dev01 ?

Ex Rate Type* Default Currency From* 31/08/2016 To* 31/08/2016

Refresh Add Save Copy To Rate Type Admin

Exchange Rate locked to 31 Aug 2016 and approved to 31 Aug 2016

VDate	Currency	Valuation*	Accounting	Alternate	Volatility(%)
31 Aug 2016	AUD	1.220500	1.209900		
31 Aug 2016	EUR	2.019500	1.996100		
31 Aug 2016	GBP	3.007800	3.029700		
31 Aug 2016	IDR				
31 Aug 2016	USD	1.533100	1.541900	1.600000	

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.

New Exchange Rate Maintenance

← Save Import

Ex Rate Type* Default

Currency*

VDate* dd/mm/yyyy

Valuation Rate*

Accounting Rate

Alternate Rate

Volatility (%)

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.

Exchange Rate Maintenance dev01 ?

Ex Rate Type* Currency From* To*

Exchange Rate locked to 31 Aug 2016 and approved to 31 Aug 2016.

VDate ↕	Currency ▼	Valuation*	Accounting	Alternate	Volatility(%)
16 Nov 2016	USD	1.900000	<input type="text"/>	<input type="text"/>	<input type="text"/>

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 [here](#).

RELATED DOCUMENTS:

[Importing Exchange Rates](#)

[Copying Exchange Rates](#)

[Exchange Rate Administration](#)

[Maintaining Entity Specific Accounting Exchange Rates](#)

CHANGE HISTORY

Date	By	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.