

# Maintaining Exchange Rates

[See previous W5 version guide](#)

## **PURPOSE**

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

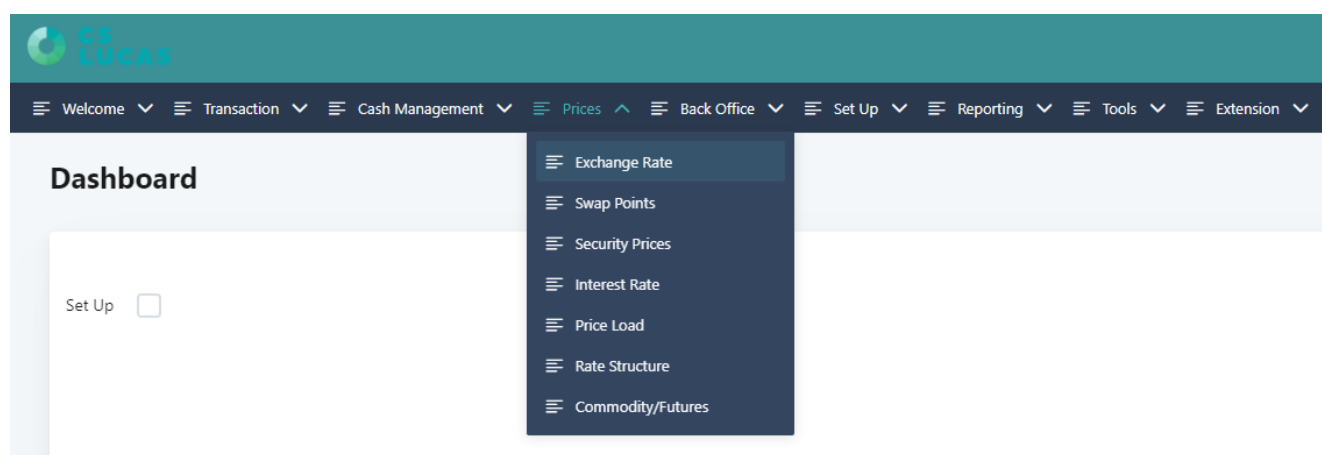
## **WHY IS THIS IMPORTANT?**

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, 30/06/2017 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

Ex Rate Type\*

Default

Currency

From\*

30/06/2017

To\*

30/06/2017

Refresh

Add

Save

Copy To

Rate Type

Admin

Action

Search

Columns

	VDate ↑↓	Currency ↑↓	Valuation*	Accounting	Alternate	Volatility(%)
	30 Jun 2017	AUD	<div>1.060300</div>	<div>1.060300</div>	<div>1.060300</div>	<div></div>
	30 Jun 2017	EUR	<div>1.575800</div>	<div>1.575800</div>	<div>1.575800</div>	<div></div>
	30 Jun 2017	GBP	<div>1.793000</div>	<div>1.793000</div>	<div>1.793000</div>	<div></div>
	30 Jun 2017	IDR	<div>9677.000000</div>	<div>9677.000000</div>	<div>9677.000000</div>	<div></div>
	30 Jun 2017	USD	<div>1.377300</div>	<div>1.377300</div>	<div>1.377300</div>	<div></div>

1-5 of 5 records

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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

✕ Cancel

💾 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.

## New Exchange Rate Maintenance

✕ Cancel

💾 Save

⬇️ Import

Ex Rate Type\*

Default



Currency\*

USD



VDate\*

01/07/2017

Valuation Rate\*

1.3693

Accounting Rate

Alternate Rate

Volatility (%)

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 01/07/2017. The newly added exchange rate 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

★



🔍 Search



Columns

VDate ↑↓

Currency ↑↓

Valuation\*

Accounting

Alternate

Volatility(%)



1 Jul 2017

USD

1.369300

1-1 of 1 records



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## **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.
9-Jun-2023	TS	Updated to W6 instructions and screenshots.