

# How to Add a Currency Exchange Rate Type

- 1. On the user's menu panel go to **Common Info** folder then click **Currency Exchange Rate Types**
- 2. Input details(**Rate Type** and **Description**) on the blank row in **Currency Exchange Rate Type**

Currency Exchange Rate Type

Save Undo Close

+ Insert X Remove View Filter (F3)

| <input type="checkbox"/> Rate Type* | Description |
|-------------------------------------|-------------|
| <input type="checkbox"/> EUR/USD    | EUR/USD     |
| <input type="checkbox"/> Average    | Average     |
| <input type="checkbox"/> Spot       | Spot        |
| <input type="checkbox"/> CAD/ USD   | CAD/ USD    |
| <input type="checkbox"/> USD/ CAD   | USD/CAD     |
| <input type="checkbox"/>            |             |

? ? ? ? Ready

- 3. Click **Save** toolbar button

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Currency Exchange Rate Type

Save Undo Close

+ Insert X Remove Layout Filter Records (F3)

| <input type="checkbox"/> Rate Type  | Description |
|-------------------------------------|-------------|
| <input type="checkbox"/> Rate 1     | Rate 1      |
| <input type="checkbox"/> Rate 2     | Rate 2      |
| <input type="checkbox"/> Rate 3     | Rate 3      |
| <input checked="" type="checkbox"/> |             |

? ? ? ? Ready

3. Click **Save** toolbar button

1. On the user's menu panel go to **Common Info** folder then click **Currency Exchange Rate Types**
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The screenshot shows a window titled "Currency Exchange Rate Type". At the top, there is a toolbar with "Save", "Undo", and "Close" buttons. Below the toolbar is a section with a "Remove" button, a "Layout" dropdown, and a "Filter Records (F3)" search box. The main area contains a table with two columns: "Rate Type" and "Description". The table lists five existing entries: MET, TES, SSS, FER, and CED. Below these is a blank row with a checkmark in the first column, indicating it is selected for input.

| Rate Type                           | Description |
|-------------------------------------|-------------|
| MET                                 | MET         |
| TES                                 | TES         |
| SSS                                 | SSS         |
| FER                                 | FER         |
| CED                                 | CED         |
| <input checked="" type="checkbox"/> |             |

3. Click **Save** toolbar button

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2. Input details(**Rate Type** and **Description**) on the blank row in **Currency Exchange Rate Type**

The screenshot shows the same "Currency Exchange Rate Type" window. The table now lists three entries: Fixed Rate, Multiple Rate, and a blank row. The blank row is highlighted with a red rectangular box, indicating it is the target for input.

| Rate Type                | Description     |
|--------------------------|-----------------|
| Fixed Rate               | Fixed Rate Desc |
| Multiple Rate            | Multiple        |
| <input type="checkbox"/> |                 |

3. Click **Save** toolbar button

