

How to Add a Currency Exchange Rate

1. On the user's menu panel go to **Common Info** folder then click **Currency Exchange Rates**
2. Click **Insert** button or click the blank row on the **Currency** panel to add a pair of currency exchange
3. Select the created pair or currencies to enable to **Exchange Rate Details**
4. Enter details (**Rate**, **Rate Type** and **Effective Date**) on the blank row of **Exchange Rate Details** panel

5. Click **Save** toolbar button
6. If there is a reciprocal value of the created From and To Currency like:

7. The inversion rate will appear on the other direction i.e if you input a rate in **EGP / USD**, the inversion rate will be automatically added to the **USD / EGP**

Term	Description
From Currency	This is the currency that the transaction is conducted in

To Currency	This the the currency that the customer is converting to.
Rate	This is the exchange rate that is multiplied by the from currency to get equivalency in the to currency
Rate type	This is an identifier that can be applied at the transaction level that allows the customer to maintain multiple rates.
Effective Date	This is the date that the rate will begin to apply to transactions conducted in the to currency. Note that Effective Date is unique per rate type.
Source	This shows if the rate is manually added or imported
Created Date	This shows when the rate was created

1. On the user's menu panel go to **Common Info** folder then click **Currency Exchange Rates**
2. Click **Insert** button or click the blank row on the **Currency** panel to add a pair of currency exchange

The screenshot shows the 'Currency Exchange Rates' window. The 'Currency' panel on the left has a table with 'From Currency' and 'To Currency' columns. The 'Insert' button is highlighted with a red box, and a red arrow points to a dropdown menu that is open, showing a list of currencies: GBP, PHP, JPY, USD, CAD, and AUD. The 'Exchange Rate Details' panel on the right is empty.

3. Select the created pair or currencies to enable to **Exchange Rate Details**
4. Enter details (**Rate**, **Rate Type** and **Effective Date**) on the blank row of **Exchange Rate Details** panel

The screenshot shows the 'Currency Exchange Rates' window. The 'Currency' panel on the left now includes a new row: 'PHP' to 'USD', which is highlighted with a red box. A red arrow points from this row to the 'Exchange Rate Details' panel on the right. In the 'Exchange Rate Details' panel, a new row has been added and highlighted with a red box, containing the following data: a checked checkbox, the rate '40.000000', the rate type 'Average', and the effective date '7/11/2016'.

5. Click **Save** toolbar button

1. On the user's menu panel go to **Common Info** folder then click **Currency Exchange Rates**
2. Click **Insert** button or click the blank row on the **Currency** panel to add a pair of currency exchange

Currency Exchange Rates

Save Undo Close

Details

Currency

+ Insert X Remove

From Currency To Currency

PHP JPY

Currency

- SSS
- GBP
- PHP
- JPY
- USD
- CAD
- AUD

Exchange Rate Details

X Remove

Rate	Rate Type	Effective Date

Edited

3. Select the created pair or currencies to enable to **Exchange Rate Details**
4. Enter details (**Rate**, **Rate Type** and **Effective Date**) on the blank row of **Exchange Rate Details** panel

Currency Exchange Rates

Save Undo Close

Details

Currency

+ Insert X Remove

From Currency To Currency

PHP JPY

AUD USD

Exchange Rate Details

X Remove

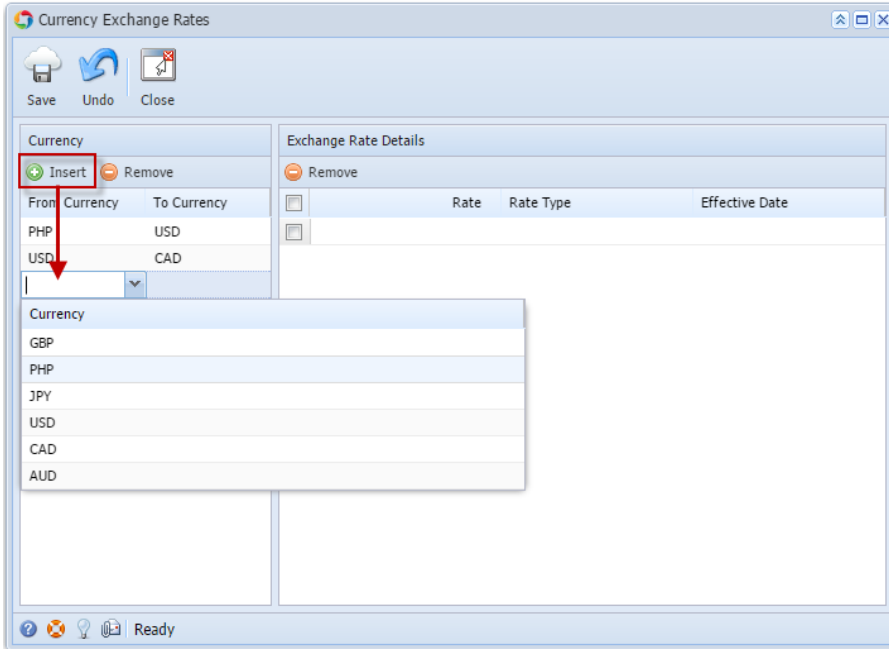
Rate	Rate Type	Effective Date
1.406300	1	02/12/2016

Edited

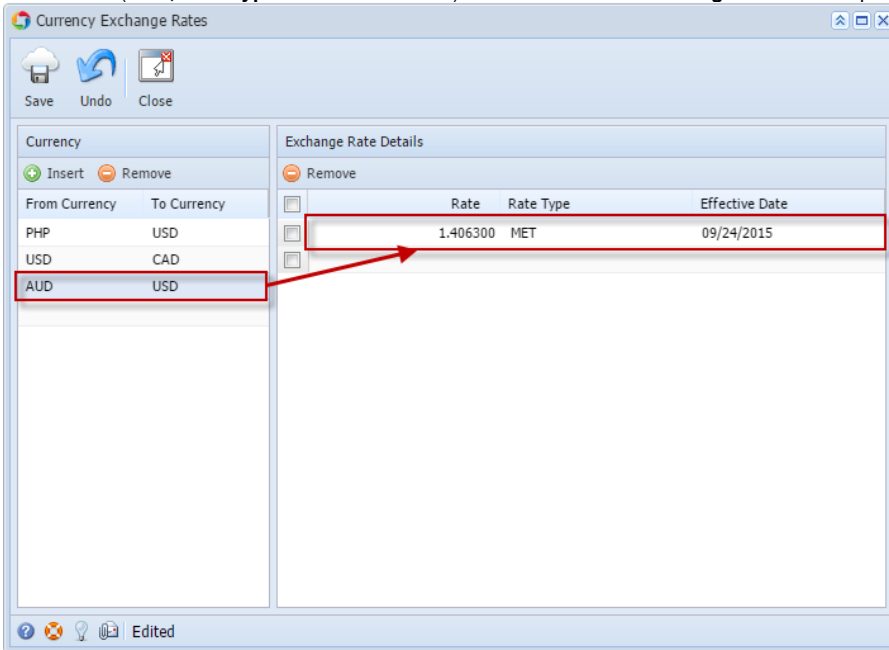
5. Click **Save** toolbar button

1. On the user's menu panel go to **Common Info** folder then click **Currency Exchange Rates**

2. Click **Insert** button or click the blank row on the **Currency** panel to add a pair of currency exchange



3. Select the created pair or currencies to enable to **Exchange Rate Details**
4. Enter details (**Rate**, **Rate Type** and **Effective Date**) on the blank row of **Exchange Rate Details** panel



5. Click **Save** toolbar button
1. On the user's menu panel go to **Common Info** folder then click **Currency Exchange Rates**

2. Click **Insert** button or click the blank row on the **Currency** panel to add a pair of currency exchange

Currency Exchange Rates

Save Undo Close

Currency

Insert Remove

From Currency	To Currency
CAD	PHP
USD	JPY

Exchange Rate Details

Remove

	Rate	Rate Type	Effective Date

Ready

3. Select the created pair or currencies to enable to **Exchange Rate Details**
4. Enter details (**Rate**, **Rate Type** and **Effective Date**) on the blank row of **Exchange Rate Details** panel

Currency Exchange Rates

Save Undo Close

Currency

Insert Remove

From Currency	To Currency
CAD	PHP
USD	JPY
USD	AUD

Exchange Rate Details

Remove

	Rate	Rate Type	Effective Date
	1.290000	Fixed Rate	06/17/2015

Edited

5. Click **Save** toolbar button