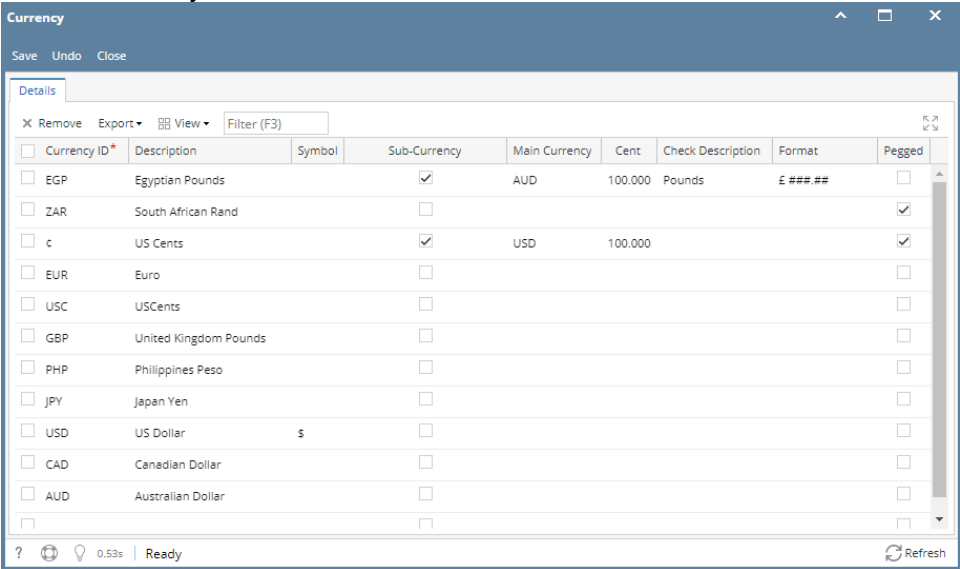


# How to Add Currency

- 1. On the user's menu panel go to **Common Info** folder then click **Currencies**
- 2. Input details (**Currency ID**, **Description**, **Symbol**, **Sub-Currency**, **Main Currency**, **Cent**, **Check Description**, **Format** and **Pegged**) on the new blank row in **Currency screen**



Column Fields	Description
Currency ID	3-character abbreviation of the Currency
Description	Description or Currency Name
Symbol	Accepts symbols for the currency
Sub-Currency	If true, the selected currency will be a sub-currency of the selected Main Currency
Main Currency	Main Currency of sub currency. This cannot be a a sub currency anymore and can only be a main currency of a single sub currency
Cent	Numeric factor ex. 100 cents makes 1 USD
Check Description	Check Description
Format	Masking format of the selected currency
Pegged	

- 3. Click **Save** toolbar button

- 1. On the user's menu panel go to **Common Info** folder then click **Currencies**

2. Input details (**Currency ID**, **Description**, **Sub-Currency**, **Main Currency**, **Cent**, **Check Description**, and **Format**) on the new blank row in **Currency screen**

The screenshot shows the 'Currency' application window. At the top, there are buttons for 'Save', 'Undo', and 'Close'. Below these is a 'Details' tab. The main area contains a table with columns: 'Currency ID', 'Description', 'Sub-Currency', 'Main Currency', 'Cent', 'Check Description', and 'Format'. The first row is selected, showing 'c' as the Currency ID, 'US Cents' as the Description, a checked 'Sub-Currency' box, 'USD' as the Main Currency, '100.00' as the Cent value, 'Cents' as the Check Description, and '####' as the Format. Other rows include EUR, USC, GBP, PHP, JPY, USD, CAD, and AUD, all with unchecked 'Sub-Currency' boxes. A status bar at the bottom shows a question mark, a globe icon, a lightbulb icon, an envelope icon, and the word 'Ready'.

Column Fields	Description
Currency ID	3-character abbreviation of the Currency
Description	Description or Currency Name
Sub-Currency	If true, the selected currency will be a sub-currency of the selected Main Currency
Main Currency	Main Currency of sub currency. This cannot be a a sub currency anymore and can only be a main currency of a single sub currency
Cent	Numeric factor ex. 100 cents makes 1 USD
Check Description	Check Description
Format	Masking format of the selected currency

3. Click **Save** toolbar button

1. On the user's menu panel go to **Common Info** folder then click **Currencies**
2. Input details (**Currency ID**, **Description**, **Sub-Currency**, **Main Currency**, **Cent**, **Check Description**, and **Format**) on the new blank row in **Currency screen**

The screenshot shows the 'Currency' application window after adding a new entry. The table now has two rows. The first row shows 'EGP' as the Currency ID, 'Egyptian Pounds' as the Description, a checked 'Sub-Currency' box, 'AUD' as the Main Currency, '100.00' as the Cent value, 'Pounds' as the Check Description, and '£ ###.##' as the Format. The second row shows 'c' as the Currency ID, 'US Cents' as the Description, a checked 'Sub-Currency' box, 'USD' as the Main Currency, '100.00' as the Cent value, and an empty 'Check Description' and 'Format' field. The status bar at the bottom remains the same.

Column Fields	Description
Currency ID	3-character abbreviation of the Currency
Description	Description or Currency Name
Sub-Currency	If true, the selected currency will be a sub-currency of the selected Main Currency
Main Currency	Main Currency of sub currency
Cent	Numeric factor ex. 100 cents makes 1 USD
Check Description	Check Description
Format	Masking format of the selected currency

3. Click **Save** toolbar button

1. On the user's menu panel go to **Common Info** folder then click **Currencies**
2. Input details (**Currency ID**, **Description**, **Sub-Currency**, **Main Currency**, **Cent**, **Check Description**, and **Format**) on the new blank row in **Currency screen**

The screenshot shows a software window titled 'Currency' with a menu bar (Save, Undo, Close) and a toolbar (Remove, Layout, Filter Records (F3)). Below is a table with columns: Currency ID, Description, Sub-Currency, Main Currency, Cent, Check Description, and Format. The table contains several rows of data, including TST, SSS, GBP, PHP, JPY, USD, CAD, and AUD. A new blank row is highlighted at the bottom for data entry.

Currency ID	Description	Sub-Currency	Main Currency	Cent	Check Description	Format
<input type="checkbox"/> TST	Test	<input checked="" type="checkbox"/>	CAD	300		
<input type="checkbox"/> SSS	SSS	<input checked="" type="checkbox"/>	CAD	200	sss	#####
<input type="checkbox"/> GBP	United Kingdom Pounds	<input checked="" type="checkbox"/>	USD	100	United	####
<input type="checkbox"/> PHP	Philippines Peso	<input checked="" type="checkbox"/>	USD	300	Test	\$ ###, ###
<input type="checkbox"/> JPY	Japan Yen	<input checked="" type="checkbox"/>	USD	100		
<input type="checkbox"/> USD	US Dollar	<input checked="" type="checkbox"/>	CAD	0		
<input type="checkbox"/> CAD	Canadian Dollar	<input type="checkbox"/>	AUD	0		
<input type="checkbox"/> AUD	Australian Dollar	<input type="checkbox"/>		0		
<input checked="" type="checkbox"/>		<input type="checkbox"/>				

Column Fields	Description
Currency ID	3-character abbreviation of the Currency
Description	Description or Currency Name
Sub-Currency	If true, the selected currency will be a sub-currency of the selected Main Currency
Main Currency	Main Currency of sub currency
Cent	Numeric factor ex. 100 cents makes 1 USD
Check Description	Check Description
Format	Masking format of the selected currency

3. Click **Save** toolbar button

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

2. Input details (**Currency ID**, **Description**, **Check Description**, and **Format**) on the new blank row in **Currency screen**

The screenshot shows a window titled 'Currency' with a menu bar containing 'Save', 'Undo', and 'Close'. Below the menu bar is a 'Details' tab. Under the 'Details' tab, there is a toolbar with 'Remove', 'Layout', and a search icon labeled 'Filter Records (F3)'. Below the toolbar is a table with the following columns: 'Currency ID', 'Description', 'Check Description', and 'Format'. The table contains the following data:

Currency ID	Description	Check Description	Format
MYR	Malaysian Ringgit	Ringgit	RM ###.##
INR	Indian Rupees	Rupees	Rs ###.##
GBP	United Kingdom Pounds		
PHP	Philippines Peso		
JPY	Japan Yen		
USD	US Dollar		
CAD	Canadian Dollar		
AUD	Australian Dollar		
<input checked="" type="checkbox"/>			

A red box highlights the new blank row at the bottom of the table. The status bar at the bottom shows a question mark, a globe, a lightbulb, an envelope, and the text 'Ready'.

3. Click **Save** toolbar button

1. On the user's menu panel go to **Common Info** folder then click **Currencies**
2. Input details (**Currency ID**, **Description**, **Check Description**, and **Format**) on the new blank row in **Currency screen**

The screenshot shows a window titled 'Currency' with a menu bar containing 'Save', 'Undo', and 'Close'. Below the menu bar is a toolbar with 'Remove', 'Filter:', and a search icon. Below the toolbar is a table with the following columns: 'Currency ID', 'Description', 'Check Description', and 'Format'. The table contains the following data:

Currency ID	Description	Check Description	Format
GBP	United Kingdom Pounds		£###.##
PHP	Philippines Peso		₱###.##
JPY	Japan Yen		¥###.##
USD	US Dollar		\$###.##
CAD	Canadian Dollar		
AUD	Australian Dollar		
<input checked="" type="checkbox"/>			

A red box highlights the new blank row at the bottom of the table. The status bar at the bottom shows a question mark, a globe, a lightbulb, a document, and the text 'Ready'.

3. Click **Save** toolbar button

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

2. Input details ( **Currency ID**, **Description**, **Check Description**, **Daily Rate**, **Min Rate** and **Max Rate**) on the new blank row in **Currency screen**

The screenshot shows a window titled "Currency" with a toolbar containing "Save", "Undo", and "Close" buttons. Below the toolbar is a "Remove" button and a "Filter:" search box. The main area contains a table with the following columns: "Currency ID", "Description", "Check Description", "Daily Rate", "Min Rate", and "Max Rate". The table lists several currencies: GBP, PHP, JPY, USD, CAD, and AUD. A new blank row is highlighted with a red border, showing "0" in the "Daily Rate", "Min Rate", and "Max Rate" columns.

Currency ID	Description	Check Description	Daily Rate	Min Rate	Max Rate
GBP	United Kingdom Pounds		100	1.07512	1.07512
PHP	Philippines Peso		46.45	1.07512	1.07512
JPY	Japan Yen		10	1.07512	1.07512
USD	US Dollar		1	1.07512	1.07512
CAD	Canadian Dollar		1.07	1.07	1.07
AUD	Australian Dollar		1.07512	1.07512	1.07512
			0	0	0

3. Click **Save** toolbar button

1. On the user's menu panel go to **Common Info** folder then double click **Currency**
2. Input details ( **Currency ID**, **Description**, **Check Description**, **Daily Rate**, **Min Rate** and **Max Rate**) on the new blank row in **Currency screen**

This screenshot is identical to the one above, showing the "Currency" screen with the same table and a new blank row highlighted with a red border.

Currency ID	Description	Check Description	Daily Rate	Min Rate	Max Rate
GBP	United Kingdom Pounds		100	1.07512	1.07512
PHP	Philippines Peso		46.45	1.07512	1.07512
JPY	Japan Yen		10	1.07512	1.07512
USD	US Dollar		1	1.07512	1.07512
CAD	Canadian Dollar		1.07	1.07	1.07
AUD	Australian Dollar		1.07512	1.07512	1.07512
			0	0	0

3. Click **Save** toolbar button

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

2. Input details ( **Currency ID**, **Description**, **Check Description**, **Daily Rate**, **Min Rate** and **Max Rate**) on the new blank row in **Currency screen**

The screenshot shows a software window titled "Currency". At the top, there are icons for Save, Undo, and Close. Below these is a "Delete" button and a "Filter:" search bar. The main area contains a table with the following columns: Currency ID, Description, Check Description, Daily Rate, Min Rate, and Max Rate. The table lists several currencies: GBP, PHP, JPY, USD, CAD, and AUD. A new blank row is added at the bottom, highlighted with a red border, with values 0 in the Daily Rate, Min Rate, and Max Rate columns.

<input type="checkbox"/>	Currency ID	Description	Check Description	Daily Rate	Min Rate	Max Rate
<input type="checkbox"/>	GBP	United Kingdom Pounds		100	1.07512	1.07512
<input type="checkbox"/>	PHP	Philippines Peso		46.45	1.07512	1.07512
<input type="checkbox"/>	JPY	Japan Yen		10	1.07512	1.07512
<input type="checkbox"/>	USD	US Dollar		1	1.07512	1.07512
<input type="checkbox"/>	CAD	Canadian Dollar		1.07	1.07	1.07
<input type="checkbox"/>	AUD	Australian Dollar		1.07512	1.07512	1.07512
<input type="checkbox"/>				0	0	0

At the bottom of the window, there are icons for help, error, and a lightbulb, followed by the text "Ready".

3. Click **Save** toolbar button