

Instruction Sheet

Subject: How to Change System Foreign Exchange Rates

Overview: FinancePlus handles unlimited foreign currencies, the exchange rates of which are manually updated by the user. This is a simple process but one that requires user rights to the 'Admin' menu.

Understanding Foreign Currency handling in FinancePlus

FinancePlus stores exchange rates for each currency on a month by month matrix. However, these currencies can be adjusted as often as the user desires. When entering foreign currency transactions in FinancePlus, the system looks to the field in the table which relates to the month of the transaction and picks up the exchange rate set at that time.

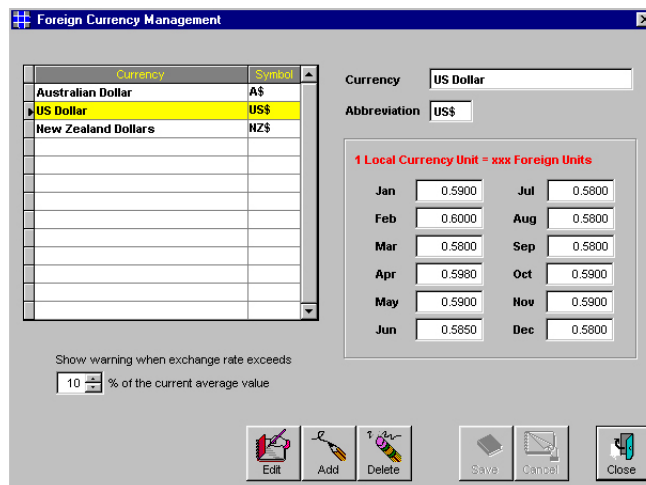
The exchange rate is then held with the transaction for its entire life. That is, any adjustments to the exchange rates do not affect previous saved foreign currency transactions.

Instructions

Editing Foreign Exchange Rates

To edit the foreign exchange rates you need user access to the 'Admin' menu. This is because this is normally a procedure carried out by authorised system administration staff.

Once in the 'Admin' menu select the 'Foreign Currency' option. This will take you into the following screen.



Select the currency whose exchange rate you wish to edit and then click on the 'Edit' button.

Select the month you are currently working in and enter the new exchange rate. Once this is completed, click on the 'Save' button. All new transactions for the current month will use the new exchange rate until it is next updated.