Manage Currencies

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Add a Currency	Add an Exchange Rate

Permissions

You will require the following permissions:

- Base Information
- Currencies

1. Navigate from the **Home**page to **Administrative Settings | Base Information | Currencies**. A list of any existing currencies that have been configured will be displayed.

2. Click **New Currency** within the 'Page Options' menu.
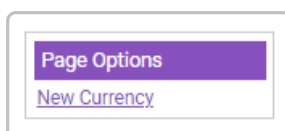
3. Select the required currency from the**Currency** drop-down list. The Currencies field includes a list of pre-defined currencies; selecting one will automatically populate the symbol and code

fields.

Add Ranged Currency
Currency Details

General Details

Currency	Algerian Dinar
Symbol	¤
Alpha Currency Code	DZD
Numeric Currency Code	012
Positive Format	X1.1
Negative Format	-X1.1

Start Date ▲	End Date
No Ranged Currencies Exist	

4. Specify the **Positive** and **Negative** format to display for the currency from the appropriate drop-down lists. Currency formatting differs between currencies as displayed in the example below:

> **Note:** x = Currency Symbol.

The negative sign before both the currency symbol and number.	UK France	-£127.54 -127,54 F
The negative sign before the number, but behind the currency symbol.	Denmark	kr-127,54
The negative sign after the number.	Netherlands	€ 127,54-
The use of parentheses (brackets).	US	($127.54)

5. At this point, you can either **Save** the currency that you have added, or proceed to specify exchange rates.