

Manage Currencies

Last Modified on 20/01/2023 1:56 pm GMT

Add a
Currency

Add an Exchange
Rate

Permissions

You will require the following permissions:

- Base Information
- Currencies

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

Currencies

Exchange Rate is

























Automatic daily update of exchange rates is enabled.

Static Updated Monthly

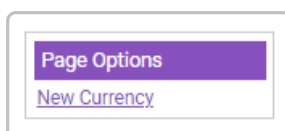
Determined by a Date Range

Currencies

Display Filter

  	Currency ▲	Currency Code	Numeric Currency Code	Symbol
  	Afghani	AFN	971	؍
  	Azerbaijani Manat	AZN	944	₼
  	Bermudian Dollar (customarily known as Bermuda Dollar)	BMD	060	\$
  	Bolivar Fuerte	VEF	937	₡
  	Brazilian Real	BRL	986	R
  	Pound Sterling	GBP	826	£
  	Serbian Dinar	RSD	941	Д

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: ⵔ

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.
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