

Financial Services Department

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Foreign Exchange Rate Table

When to Use

This table display provides you with a list of all the exchange rates between various currencies, for a range of dates.

Steps

- 1. Determine the date of the transaction.
- 2. The originating currency of the transaction.
- 3. The reporting currency for the transaction.

Detailed Procedures

Access the transaction using:

```
Menu Accounting > Financial Accounting >> Accounts Payable >> 
Environment >> Current Settings >> Enter Exchange Rates
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Note: When you select this report, you will get the pop-up box:



Simply hit enter or click on M. The purpose of this report is to view the exchange rate, not update it.

Display View "Currency Exchange Rates": Overview

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Pop-Up Window for Currency Selection Criteria:

🖙 Another entry		
Exch.rate type	m	
From currency	usd	
To-currency	cad	
Valid from	01.07.2003	3

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Field Name	Required(R) /Optional(O)	Description of Field Content
Exch.rate Type	R	Enter "M" in this field. "M" = "Standard translation at average rate", which is the rate used in all standard foreign exchange transaction postings at UofT.
From Currency	R	The currency that the transaction was originally processed in is entered here. If the code is unknown, click on to access the matchcode search. A pop-up box will appear with all the available currencies.
		Crcy Long text A UAE Dirham ARS Argentine Peso ATS Austrian Schilling AUD Australian Dollar BEF Belgian Franc CAD Canadian Dollar To find a particular currency, you can click in the header on the "Long Text" and the list will sort itself in alphabetical order. You can then scroll down to find the

		appropriate currency, by looking at the countries name. Once you have located the correct currency, you can select it by double-clicking on the item.
To Currency	R	Enter "CAD"; please note you can only convert to Canadian currency.
Valid From	R	Enter the effective date of the transaction posting (dd.mm.yyyy). The system will give you the currency rate that was in effect on that specific date. If you leave this field blank, the system will provide you with rate for the current date.

Once you have completed the required fields, hit enter or click on \checkmark .

Display View "Currency Exchange Rates": Overview

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Display View "Currency Exchange Rates": Overview

	BB	The "select	" functions	are not u	sed for	this	report.					
ExRt	ValidFrom	Indir.quot	Ratio	(from)	From	8	Dir.quot.		Ratio (to)		То	
M	02.05.2003	0.00000	X	1	USD	=	1.33880	X		1	CAD	
M	01.05.2003	0.00000	X	1	USD	=	1.44410	X		1	CAD	•
Item	Description											
ExRT	This field shows the "Exchange Rate Type" that was entered as part of the selection criteria.											
Valid From	Effective date of the rate displayed.											
Indir. Quot.	. This field is not in use, and always displays "0.00000"											
Ratio (from)	This is a defaulted field and is always "1."											
From	This column displays lists the currency code identified as the originating currency for the transaction. (See selection criteria)											
Dir. Quot	The actual exchange rate is shown in this column i.e. the value of \$1.00 (originating currency) in the new currency=> \$1.00 USD = \$1.3388 CAD											
Ratio (to)	This is a de	efaulted field	d and is	always	"1."							
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To exit the report, click on Cat any time. To print this report, click on and follow the instructions.

End of Procedure.