



How to Create, Edit and Delete Currencies

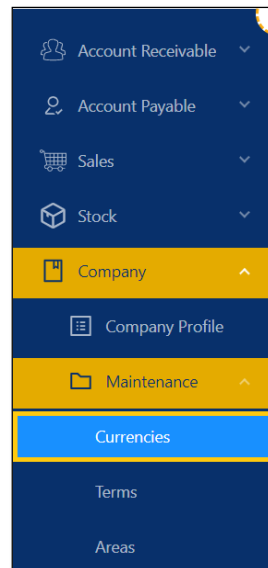
Overview:

QNE allows users to maintain currency other than PHP. These currencies can be assigned to a Customer or a Supplier and used in transactions by establishing an Exchange Rate. The transaction will then be automatically converted and posted in Local Currency by the system.

Procedure:

How to Create Currency

1. In **Navigation pane**, go to **Company > Maintenance > Currencies**

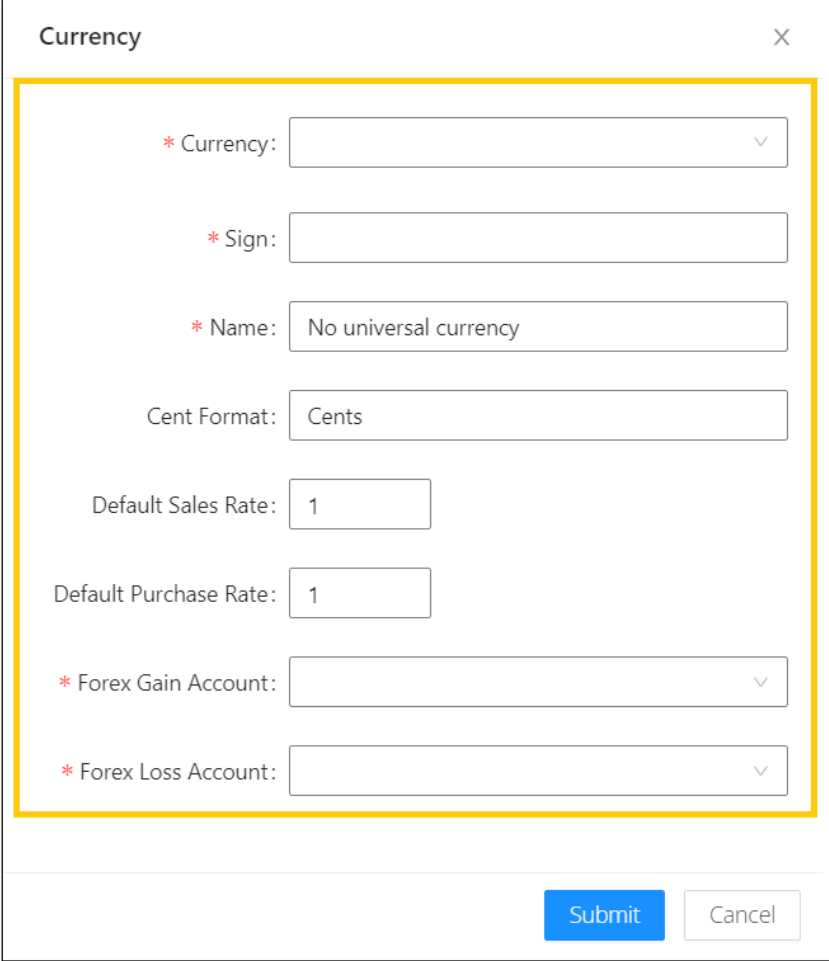


2. In the **Currency List View**, click **Add**

Currencies				
			Search...	<input type="button" value="Add"/> <input type="button" value="Reload"/>
Code	Name	Sign	Local	Action
MYR	MALAYSIA RINGGIT	RM		Delete
PHP	Philippine Peso	Php	Local Currency	Delete
USD	US Dollar	US\$		Delete

3. Supply the fields with data;

- **Currency:** This is a required field that displays all available currencies along with their corresponding Sign
- **Sign:** This is a required field that is auto-filled based on the currency selected, but it can be edited.
- **Name:** This is a required field that is auto-filled based on the currency selected, but it can be edited.
- **Cent Format**
- **Default Sales & Purchase Rate:** Default Exchange Rate Value to display in transaction but user can edit it
- **Forex Gain & Loss Account:** The system automatically computes for Gain or Loss and have it posted the set Accounts



Currency [X]

* Currency:

* Sign:

* Name:

Cent Format:

Default Sales Rate:

Default Purchase Rate:

* Forex Gain Account:

* Forex Loss Account:

4. Once done, click **Submit**.

Currency

×

* Currency: JPY

* Sign: JPY

* Name: Yen

Cent Format: Cents

Default Sales Rate: 0.41

Default Purchase Rate: 0.41

* Forex Gain Account: 870-0000: FOREX GAIN (LOSS)

* Forex Loss Account: 870-0000: FOREX GAIN (LOSS)

Submit

Cancel

How to Edit Currency

1. In Currency List View, click **Code** to open.

Currencies				
Search...				<div> <div>Q</div> <div>Add</div> <div>Reload</div> </div>
Code	Name	Sign	Local	Action
JPY	Yen	JPY		Delete
MYR	MALAYSIA RINGGIT	RM		Delete

2. Then Supply the Fields that needs to be edited. Once done, click **Submit**.

Currency

×

* Currency:

JPY

* Sign:

JPY

* Name:

Japanese Yen

Cent Format:

Cents

Default Sales Rate:

0.41000000

Default Purchase Rate:

0.41000000

* Forex Gain Account:

870-0000: FOREX GAIN (LOSS) ▼

* Forex Loss Account:

870-0000: FOREX GAIN (LOSS) ▼

Submit

Cancel

How to Delete Currency

1. In Currency List View, click **Delete** on the Currency

Currencies					Search...	Q	Add	Reload
Code	Name	Sign	Local	Action				
JPY	Japanese Yen	JPY		Delete				
MYR	MALAYSIA RINGGIT	RM		Delete				
PAB	Balboa	PAB		Delete				
PHP	Philippine Peso	Php	Local Currency	Delete				

2. When the confirmation message prompted, click **Yes**

Currencies			
Code	Name	Sign	Local
JPY	Japanese Yen	JPY	
MYR	MALAYSIA RINGGIT	RM	
PAB	Balboa	PAB	

Are you sure you want to delete this record?

Note: Currency deletion is allowed as long as it is not used in any transactions and is not associated with any Customer or Supplier.

Application:

Currency can now be used in Supplier/Customer Maintenance forms as well as in non-AR and AP transaction forms.

For Example: *Payment Voucher*

Payment Voucher		PV2301/003	
Pay To	Monthly Rate Payment - JJ Realty	Date	01/11/2023
* Currency Rate	JPY 0.41000000	* Payment By	METROBANK
Description		Cheque/Ref No.	
		Bank Charges (Local Amt.)	
		Bank/Cash Balance	PHP 1,131,650.30
		<input type="checkbox"/> Tax Inclusive	



For further concerns regarding this matter, please contact support to assist you or create ticket thru this link <https://support.qne.com.ph>