



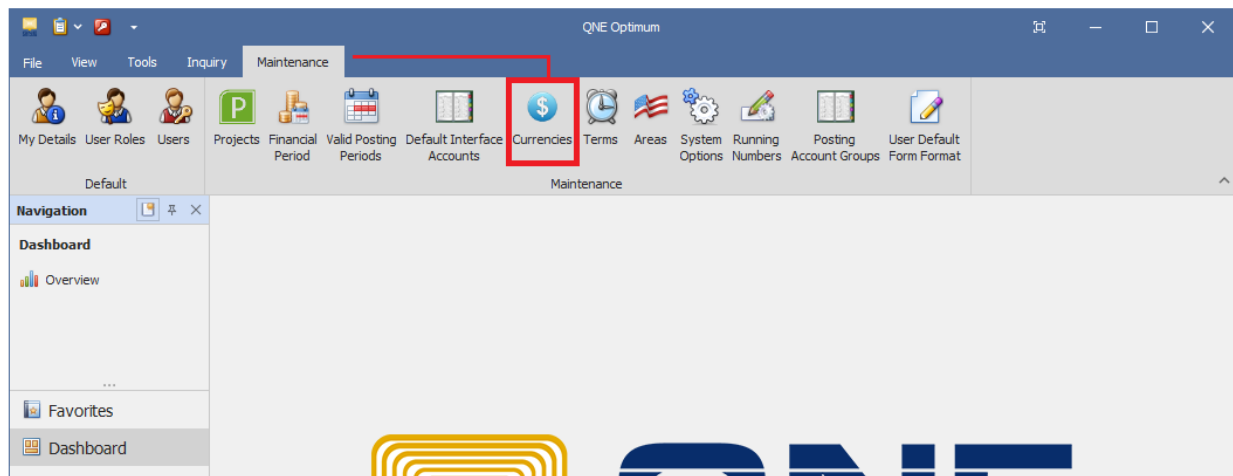
## Currency Maintenance Setup

### Overview:

QNE allows users to maintain other currency aside from PHP. These currencies can be tagged either to Customer or Supplier and have it used in transaction by setting an Exchange Rate. The system will then automatically convert and post the transaction in Local Currency.

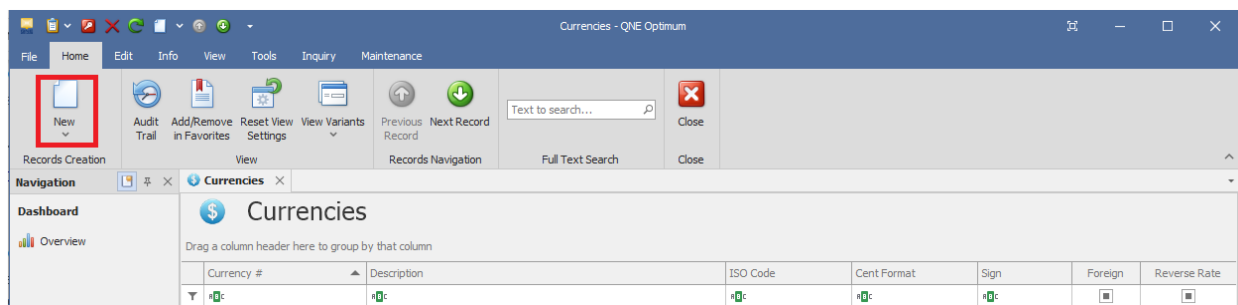
### Procedure(s):

To open **Currencies Maintenance form**, under *Maintenance* ribbon click **Currencies**



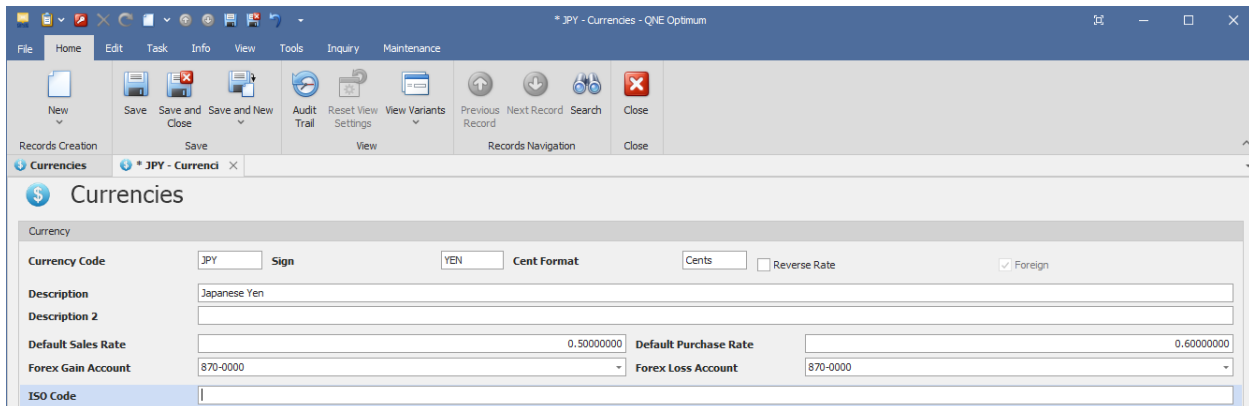
### Creating New Currency

1. In *Currency Maintenance Module* > under Home Menu Ribbon, click **New**

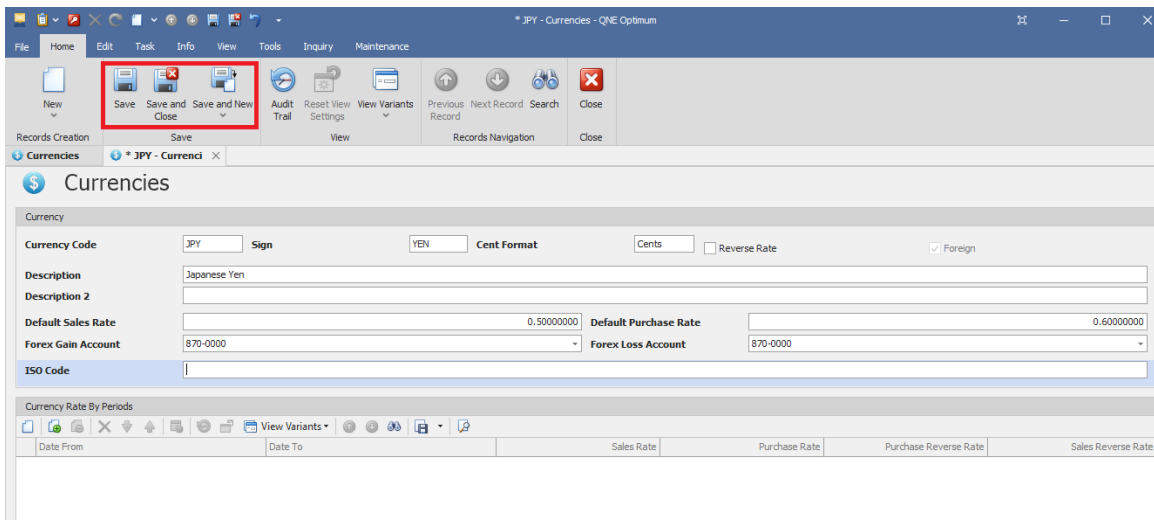


## 2. Supply the fields with Data:

- Currency Code
- Sign
- Cent format
- Description
- 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



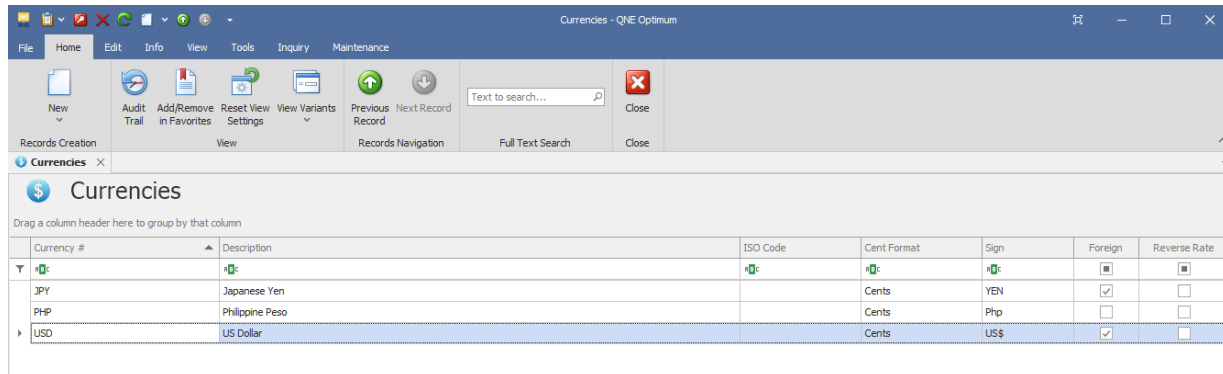
The screenshot shows the 'Currencies' form in the QNE Optimum software. The form is titled '\* JPY - Currencies - QNE Optimum'. The 'Currency Code' is set to 'JPY', the 'Sign' is 'YEN', and the 'Cent Format' is 'Cents'. The 'Description' is 'Japanese Yen'. The 'Default Sales Rate' is 0.50000000 and the 'Default Purchase Rate' is 0.60000000. The 'Forex Gain Account' and 'Forex Loss Account' are both set to '870-0000'. The 'ISO Code' field is empty.

3. Once done, Click *Save* or *Save and Close* or *Save and New*.


The screenshot shows the same 'Currencies' form as above. In this view, the 'Save', 'Save and Close', and 'Save and New' buttons in the top toolbar are highlighted with a red box, indicating the next step in the process.

## Modify Currency Details

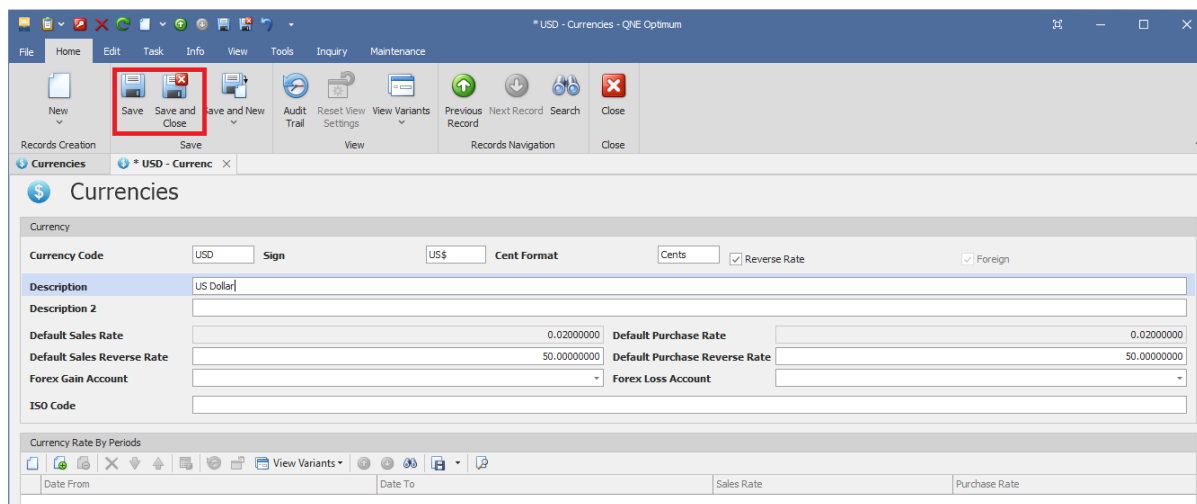
1. In *Currencies Maintenance Module*, created currencies will be listed, to Edit or Modify, select the Currency then 'double-click' to Edit.



The screenshot shows the 'Currencies' window in QNE Optimum. The table below lists the currencies currently in the system:

Currency #	Description	ISO Code	Cent Format	Sign	Foreign	Reverse Rate
JPY	Japanese Yen		Cents	¥	<input checked="" type="checkbox"/>	<input type="checkbox"/>
PHP	Philippine Peso		Cents	Php	<input type="checkbox"/>	<input type="checkbox"/>
USD	US Dollar		Cents	US\$	<input checked="" type="checkbox"/>	<input type="checkbox"/>

2. Then amend the fields to be updated. Once done, click *Save* or *Save and Close*.



The screenshot shows the 'USD - Currencies - QNE Optimum' window with the 'Save' and 'Save and Close' buttons highlighted in a red box. The form below shows the details for the USD currency:

Currency Code	USD	Sign	US\$	Cent Format	Cents	<input checked="" type="checkbox"/> Reverse Rate	<input checked="" type="checkbox"/> Foreign
Description	US Dollar						
Description 2							
Default Sales Rate	0.02000000	Default Purchase Rate	0.02000000				
Default Sales Reverse Rate	50.00000000	Default Purchase Reverse Rate	50.00000000				
Forex Gain Account		Forex Loss Account					
ISO Code							

Below the form is the 'Currency Rate By Periods' section with fields for Date From, Date To, Sales Rate, and Purchase Rate.

**Deleting of Currency** is allowed as long as it is not used to any transactions and is not associated in Customer and/or Supplier.

### NOTE:



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