

AFO 242 Exchange rate information

242.1 Introduction

There are two sorts of currencies in the acquisitions module, the 'local' currency (the currency used in the country where the library is located and in the library's budgetary control etc.) and foreign currencies (for use when a supplier is located in a different country). The current exchange rates are required to convert these foreign currencies into the local currency.

Note

Bear in mind that once an item has been input changes in the exchange rate are not processed by the system. This has a direct effect on:

- **Fund commitment amounts** - when you enter a unit price in a foreign currency (for example \$ 55) the system will calculate the fund commitment amount by converting this amount into the local currency using the exchange rate entered in AFO 242. Subsequent fluctuations in the exchange rate are not processed by the system and hence the fund commitment amount calculated on the day an item was input remains the same.
- **Invoices** - if you want to pay an invoice which is in a foreign currency, the invoice price is converted into the local currency using the exchange rate entered in AFO 242. Subsequent fluctuations in the exchange rate are not processed.

242.2 Currency codes and rates

When you select this AFO an overview screen will be displayed:

V-smart [2.0] - Windows Internet Explorer

Id: 1.23001/312 User: Tineke Location: PNB/BD AFO: 242

V-smart Settings | Exit | ?

Currency and exchange rate information

No	Currency	Wording	Exchange rate (EUR)	Entry date	ISO4217 no.
<input type="checkbox"/>	1 ABC	abc lower case fixed	0.23	24/08/2010	
<input type="checkbox"/>	2 AMD	Armenian Dram	0.45	23/08/2010	051
<input type="checkbox"/>	3 AUD	Australian Dollar	0.57	23/08/2010	036
<input type="checkbox"/>	4 CAD	Canadian Dollar	0.88	23/08/2010	124
<input type="checkbox"/>	5 CDN	Canadian Tire Coupons	0.63	01/09/2010	
<input type="checkbox"/>	6 CT	Canadian Tire Coupons	0.01	03/08/2010	
i <input type="checkbox"/>	7 EUR	Euro	1.00	14/03/2008	978
<input type="checkbox"/>	8 FL	Dutch guilder	0.45	12/01/2010	
<input type="checkbox"/>	9 GBP	British Pound	1.43	01/09/2010	826
<input type="checkbox"/>	10 HFL	Dutch Guilder	0.45	14/03/2008	
<input type="checkbox"/>	11 THB	Baht	0.02	23/08/2010	764
<input type="checkbox"/>	12 USD	United States	0.88	14/03/2008	840

Local intranet 100%

Columns on the screen

Currency - the code of the currency is displayed in this field.

Wording - the description of the code is displayed in this field.

Exchange rate - the exchange rate for the currency is displayed here.

Entry date - date when the exchange rate was last updated.

ISO4217 no.: Lists the currency codes, which are based on the ISO country codes, as defined in ISO4217 (this International Standard specifies the structure for a three-letter alphabetic code and an equivalent three-digit numeric code for the representation of currencies and funds.).

The blue letter **i** in the left hand column denotes the base currency of the system.

Options on the screen

New code: use this option to add a new code. See section 242.2.1.

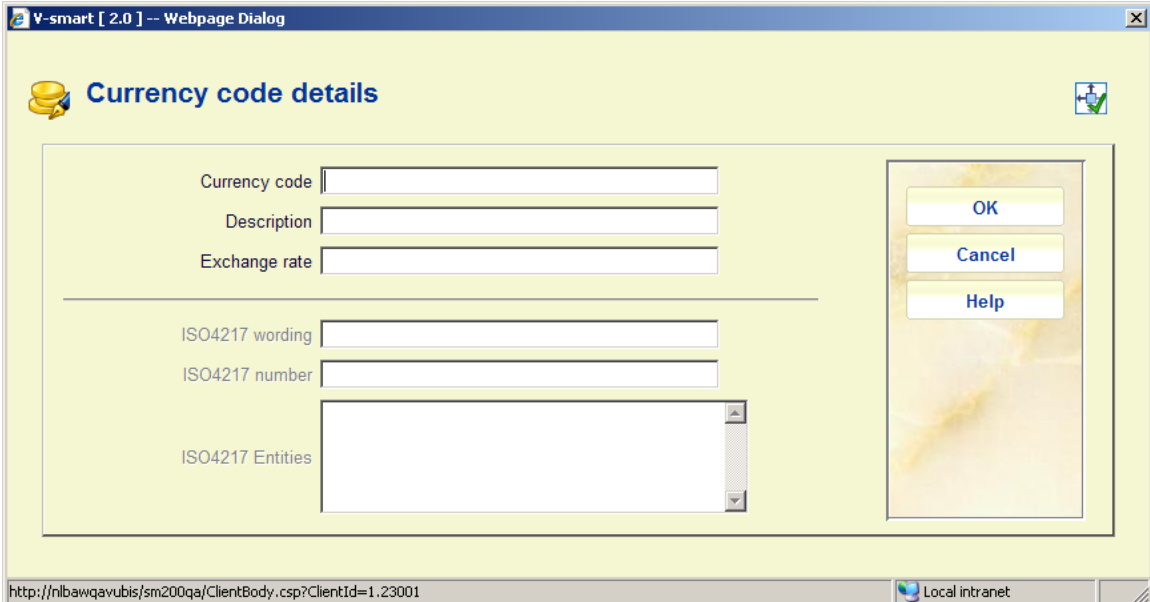
Change details : select a currency code and click on this option to view/modify the details. See section 242.2.1.

ISO4217 currency codes: this option gives a listing of all the ISO4217 currency codes. See section 242.3.

Change all exchange rates - select this option to amend all the currency exchange rates displayed on the screen. When you select this option consecutive input screens will be displayed for each of the codes shown on the overview screen.

242.2.1 Add / modify code

After selecting the option **New code** or **Change details** an input screen will be displayed:



The screenshot shows a web browser window titled "V-smart [2.0] -- Webpage Dialog". The main content area is titled "Currency code details" and features a light green background. On the left, there are six input fields: "Currency code", "Description", "Exchange rate", "ISO4217 wording", "ISO4217 number", and "ISO4217 Entities". On the right side, there is a vertical panel containing three buttons: "OK", "Cancel", and "Help". The browser's address bar at the bottom shows the URL "http://nbawqavubis/sm200qa/ClientBody.csp?ClientId=1.23001" and the text "Local intranet".

Fields on the screen

Currency code - enter a code that has not yet been defined. The code must not be longer than five characters and may comprise letters or just one punctuation mark, for example the dollar sign (\$).

Note

As the currency codes are printed on order slips, reminders etc. it is advisable to use codes that are generally recognized (for example EUR, £, \$) so that they can be easily understood by the supplier.

Description - enter a description of the code. This may not be longer than 24 characters and is compulsory. The description is not printed and is only displayed in the currency and exchange rate information control.

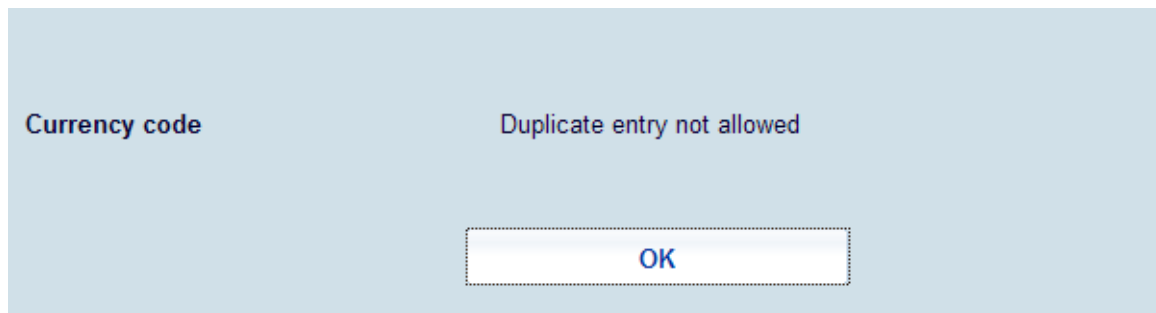
Exchange rate - enter the current exchange rate for the foreign currency. It is important to use the most recent exchange rates available as they are used for converting purchase orders in a foreign currency to the local currency (for example for the purposes of budgetary control etc.).

Notes

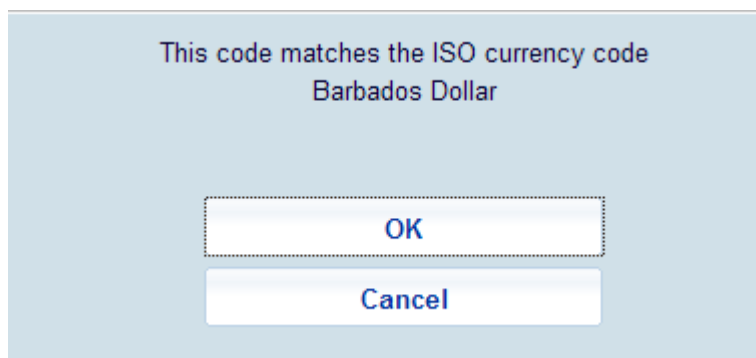
Once a currency has been entered it cannot be deleted and the currency code cannot be amended.

The ISO4217 related fields are not updateable. All official codes are delivered on installation of the system.

When you enter a new code and this is a duplicate of an existing code, an error message is shown:



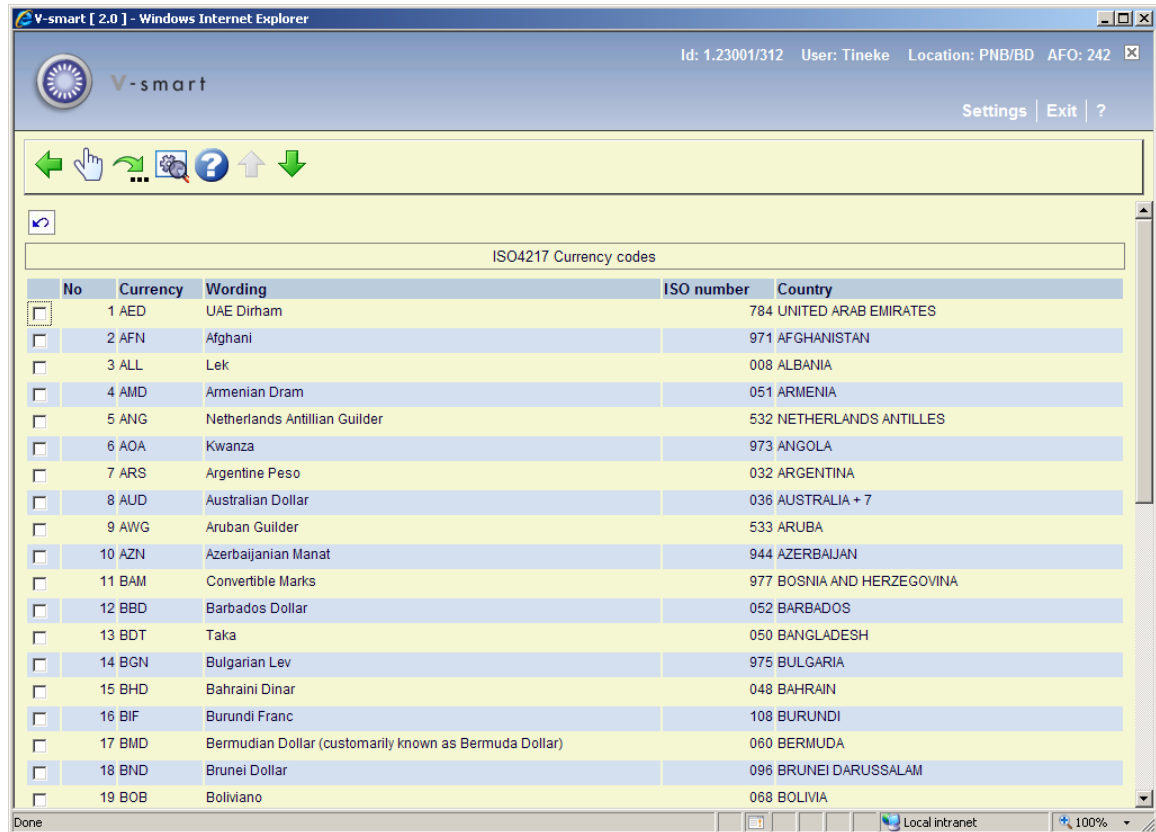
On the other hand, if this code happens to match a standard ISO code that has not yet been activated, then a warning is displayed:



but the code may be added.

242.3 ISO4217 currency codes

ISO4217 currency codes: this option gives a listing of all the ISO4217 currency codes:



No	Currency	Wording	ISO number	Country
<input type="checkbox"/>	1 AED	UAE Dirham	784	UNITED ARAB EMIRATES
<input type="checkbox"/>	2 AFN	Afghani	971	AFGHANISTAN
<input type="checkbox"/>	3 ALL	Lek	008	ALBANIA
<input type="checkbox"/>	4 AMD	Armenian Dram	051	ARMENIA
<input type="checkbox"/>	5 ANG	Netherlands Antillian Guilder	532	NETHERLANDS ANTILLES
<input type="checkbox"/>	6 AOA	Kwanza	973	ANGOLA
<input type="checkbox"/>	7 ARS	Argentine Peso	032	ARGENTINA
<input type="checkbox"/>	8 AUD	Australian Dollar	036	AUSTRALIA + 7
<input type="checkbox"/>	9 AWG	Aruban Guilder	533	ARUBA
<input type="checkbox"/>	10 AZN	Azerbaijani Manat	944	AZERBAIJAN
<input type="checkbox"/>	11 BAM	Convertible Marks	977	BOSNIA AND HERZEGOVINA
<input type="checkbox"/>	12 BBD	Barbados Dollar	052	BARBADOS
<input type="checkbox"/>	13 BDT	Taka	050	BANGLADESH
<input type="checkbox"/>	14 BGN	Bulgarian Lev	975	BULGARIA
<input type="checkbox"/>	15 BHD	Bahraini Dinar	048	BAHRAIN
<input type="checkbox"/>	16 BIF	Burundi Franc	108	BURUNDI
<input type="checkbox"/>	17 BMD	Bermudian Dollar (customarily known as Bermuda Dollar)	060	BERMUDA
<input type="checkbox"/>	18 BND	Brunei Dollar	096	BRUNEI DARUSSALAM
<input type="checkbox"/>	19 BOB	Boliviano	068	BOLIVIA

Options on the screen

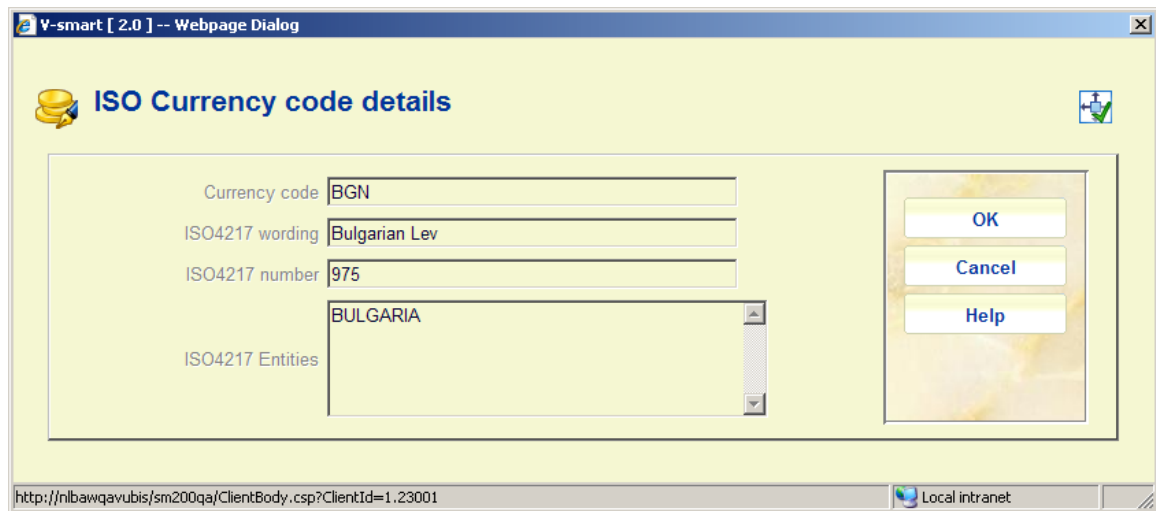
Details: Select a line and then this option to view the details. See section 242.3.1.

Jump to screen: Use this option to go to a particular place in the list. See section 242.3.2.

Choose record: Select a line and then this option to modify the details. See section 242.3.3.

242.3.1 Details

Details: Select a line and then this option to view the details. A summary screen will be displayed:



This is for information purposes only.

This information comes from the standard code definition and is only available in English.

242.3.2 Jump to screen

Jump to screen: After selecting this option an input form will be displayed with search criteria:

V-smart [2.0] -- Webpage Dialog

Search list

No

Currency

Wording

ISO number

Country

Any text

Match case

Continue from current page

Jump to row (1-172)

Jump to page (1-5)

http://nlbawqavubis/sm200qa/ClientBody.csp?ClientId=1.23001 Local intranet

After selecting a criterion and clicking **OK**, the screen will be redisplayed at a point matching your input.

242.3.3 Choose record

Choose record: Select a line and then this option to modify the details. An input form will be displayed:

The screenshot shows a web browser window titled "V-smart [2.0] -- Webpage Dialog". The main content area is titled "Currency code details" and contains a form with the following fields:

- Currency code:
- Description:
- Exchange rate:
- ISO4217 wording:
- ISO4217 number:
- ISO4217 Entities:

On the right side of the form, there are three buttons: "OK", "Cancel", and "Help". The status bar at the bottom shows the URL "http://nlbawqavubis/sm200qa/ClientBody.csp?ClientId=1.23001" and "Local intranet".

Fields on the screen

Currency code – protected field containing the ISO4217 currency code

Description – the formal description of the code. This may be modified.

Exchange rate - enter the current exchange rate for the foreign currency. It is important to use the most recent exchange rates available as they are used for converting purchase orders in a foreign currency to the local currency (for example for the purposes of budgetary control etc.).

*As soon as you enter an exchange rate and click **OK**, the currency code will be moved to the initial overview screen, i.e. it is now "in use".*

The ISO4217 related fields are not updateable. All official codes are delivered on installation of the system.

- **Document control - Change History**

Version	Date	Change description	Author
1.0	July 2008	Creation	
2.0	August 2010	New options related to ISO4217 currency codes part of 2.0.06 updates	