# Currency User Guide

## Currency Actions

### Add Currency

To start this action, click the   Add Currency   button above the Currency listing.

Creates a new Currency.

When this action starts a form is displayed to enter the details of the Currency.

Each field customises or controls some aspect of the Currency display or behaviour.

Some fields are required and must be entered before the Currency can be added, the required fields are Alphabetic Currency Code, Minor unit, OCC Exponent.

Although some fields are not required, it is best practice to populate these, including .

Most fields are optional, and are often prefilled with a good default so these may not need to be changed. These optional fields allow further customisation.

Alongside most fields is a small ? icon with further help for each field. This information is included at the end of this document.

### View

To start this action, select the Currency you need to work on, and click the   View   button in the ⋮ More Menu on that row.

Display the selected Currency.

This action displays the Currency similarly as for an Edit Action, except none of the fields are editable.

Useful for reviewing records without making any changes.

### Edit

To start this action, select the Currency you need to work on, and click the ✏ button on that row.

Edits an existing Currency.

When this action starts a form is displayed with the existing Currency and any previous information entered.

Each field customises or controls some aspect of the Currency display or behaviour.

When editing it is advisable to only change what is needed and most fields may not need to be changed. These other fields allow further customisation.

Alongside most fields is a small ? icon with further help for each field. This information is included at the end of this document.

### Delete

To start this action, either select the Currency to work on and click the 🗑 button on that row. Or CTRL+click to select multiple Currencies and click the 🗑 button above the Currency listing.

Deletes an existing Currency.

When this action starts a screen is displayed to check for Confirmation before the Action continues.

On this screen a list of warnings may be provided to show the impact of deleting this Currency.

### Search

To start this action, click the 🔍 button above the Currency listing.

Allows a Search of Currencies.

This allows a simple text search across all Currencies.

To search a specific field select the field from the drop down list

### Adv. Search

To start this action, click the 🔍 Adv. Search button above the Currency listing in the ⋮ More Menu.

Allows an Advanced Search of Currencies.

The Advanced Search opens a new section at the bottom of the Currencies and allows several distinct features:

- Multiple Search Lines : allows Currency matches to be identified where more than one search criteria is required

- Nested Searches : allows a combination of AND and OR logic to find results

- Saved Filters : allows a search to be saved as a Filter
- Export : allows the results of the search to be exported and worked on separately

## Refresh

To start this action, click the ⟳ Refresh button above the Currency listing in the ⋮ More Menu.

Refresh the list of Currencies.

Allows the list of records to be refreshed.

Although the records in the system will automatically update if a another Admin is using the system at the same time, the Refresh button allows the list to be manually updated.

## Export to List

To start this action, click the ☁ Export to List button above the Currency listing in the ⋮ More Menu.

Export the Currency results shown to a List.

An Export List can be downloaded as a CSV file, or through any number of customised Export Templates.

Export to List will begin the process of Exporting the Currencies shown.

Once the data is exported it is available to download as a CSV file with all columns.

A list of Export Templates for Currencies will be shown, select the Export Template to Print, Export to Document, Export to CSV or Email.

Before using a template an opportunity to amend the template is provided.

See Export Templates for more information on Managing Export Templates.

## Export All

To start this action, click the ⤓ Export All button above the Currency listing in the ⋮ More Menu.

Export all the Currencies to a List.

Exactly as for "Export to List" except rather than just Exporting the Currency results shown, all Currencies will be expored.

## Export Item

To start this action, select the Currency you need to work on, and click the ☁ Export Item button in the ⋮ More Menu on that row.

Export only the selected Currency to a List.

Exactly as for "Export to List" except rather than just Exporting the Currency results shown, only the selected Currency is exported.

## Choose Columns

To start this action, click the ⚙ Choose Columns button above the Currency listing in the ⋮ More Menu.

Changes the Columns shown in the Currency Listing.

The Choose Columns screen shows the Selected Columns on the left, and the Currency Columns available on the right.

Drag and Drop column names between the two columns.

Alternatively double click on a column name to move it from one list to the other.

On the left the Selected Columns can be dragged up and down to change the ordering in the Currency Listing.

## Manage Filters

To start this action, click the ⊤ Manage Filters button above the Currency listing in the ⋮ More Menu.

Creates custom Filters for Currencies.

A Filter is a saved Advanced Search. Multiple Filters can be created for Currencies.

These Filters appear at the top of the Currency listing.

When the Filter is selected the results are restricted to only include those which match the Filter.

The Manage Filters action shows a list of existing Filters for Currencies where these can be managed.

# Currency Field Reference

## Alphabetic Currency Code

This field is mandatory.

Three letter alphabetic currency code transmitted to OCC provider

## Numeric Currency Code

Three digit numeric currency code transmitted to OCC provider

## Minor unit

This field is mandatory.
Number of decimal places, e.g. 2 for GBP

## OCC Exponent

This field is mandatory.
Number of zeroes added to figure before transmission to OCC provider

## HTML symbol

e.g. enter &pound; for pound symbol. Leave blank to use Currency name

## Add thousand separator

When checked, a comma will be added between each thousand break