



Currency Setup

TrueBook simplifies managing transactions in multiple currencies by supporting three currency types for each transaction: Base Currency, Transaction Currency, and Donor/Reporting Currency. Users can define and set up currencies based on their needs.

The system comes pre-configured with NPR (Nepalese Rupee). If your organization primarily deals with NPR currency and do not need to deal with other currency, you can skip the currency setup process, as there's no need to configure additional currencies.

To set up currencies in TrueBook, follow these steps:

- Go to [System](#) menu.
- Click on [Currency Setup](#)
- A [Currency Setup](#) dialog box will open, displaying the existing currencies in the [Existing Currency](#) List.

You can then proceed to define and configure the currencies you need for your organization's financial transactions.

ID	CUR	Name
002	EURO	EURO
001	NPR	Nepalese Rupee
003	USD	USD-Dollor

To add a new currency in TrueBook, follow these steps:

- Click on the [Add](#) button in the Currency Setup dialog box.
- The system will automatically assign an [ID](#) for the currency, which cannot be changed.
- In the [CUR](#) field, type the Currency Abbreviation i.e., GBP, EUR, USD etc.
- In the [Name](#) field, type the full name of the currency.
- Click [Save](#) Button

The newly added currency will now be listed in the [Existing Currency](#) List.

To edit currency details in TrueBook, follow these steps:

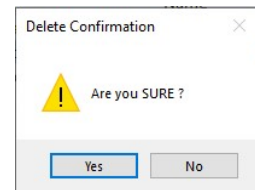
- Move your mouse pointer to the record selection area; it will change to a right arrow sign (➡)
- Click on the record you want to edit.
- The selected currency's details will be displayed in the [Currency](#) section.
- Click the [Edit](#) Button
- Make the necessary changes (please note that you cannot change the currency [ID](#)).
- Click the [Save](#) Button to save your changes.



ID	CUR	Nar
002	EURO	EURO
➡ 001	NPR	Nepalese Rupees
003	USD	US Dollor

To delete a currency in TrueBook, follow these steps:

- Select the currency you want to delete. The selected currency's details will be displayed in the [Currency](#) section.
- Click the [Delete](#) Button
- A [Delete Confirmation](#) Message will pop-up (or a [Security Alert](#) Message will pop up if the currency is already in use).
- [Delete Confirmation](#) Message will pop-up (or [Security Alert](#) Message will pop with currency already in use)
- Click the [Yes](#) Button to confirm deletion.

**Please note:**

- The same currency can be used for multiple projects and transactions if the exchange rate is used voucher-wise or transaction-wise.
- If the exchange rate is based on a period, then only one rate can be used for specific period for each currency. So, if different donors use different exchange rates, then you need to add/define additional currencies. For example, you can add USD1, USD2, etc., and treat each currency as a different one, defining different exchange rates for the period.
- Exchange rate rules can be configured during the project setup process. Refer Project Setup and Exchange Rate Chapter for more details.