



Exchange rate

In TrueBook, for the project which uses different currency for reporting (other than the Base Currency). Following options for exchange rate can be set for transaction / voucher entry.

- 1. Periodic Rate:** This involves setting a single exchange rate for a defined period, which can cover any date range. It's essential to establish the exchange rate before booking any transactions. The system will not permit voucher entries without an exchange rate defined for the given period. Follow below steps to define exchange rate for the period.
- 2. Voucher Wise:** With this option, you can set a specific exchange rate for each voucher. You have the flexibility to define or enter the exchange rate individually for each voucher during the voucher entry process.
- 3. Transaction Wise:** Exchange rates can also be determined for individual transactions. Users can define or enter exchange rates for each transaction separately at the time of transaction entry.

To define / set exchange rates in TrueBook, follow these steps:

- Go to the [Entry](#) menu.
- Click on [Exchange Rate](#)
- A dialog box for Exchange Rates will open.
- Select the currency for which you want to set the exchange rate from the [Currency](#) drop-down menu.

You will then see the defined exchange rates for the selected currency in the dialog box.

Exchange Rate				
Currency: USD				
Sno	Description of Period	From	To	Exchange Rate 1 USD = NPR
18	April 2021	2021/04/01	2021/04/30	117.6180
17	March 2021	2021/03/01	2021/03/31	119.6810
16	February	2021/02/01	2021/02/28	123.7510
15	January 2021	2021/01/01	2021/01/31	124.1250
14	December 2020	2020/12/01	2020/12/31	122.0051
13	November 2020	2020/11/01	2020/11/30	120.5510
12	October 2020	2020/10/01	2020/10/31	118.9701
11	September 2020	2020/09/01	2020/09/30	121.7290
10	August 2020	2020/08/01	2020/08/31	119.7810
9	July 2020	2020/07/01	2020/07/31	117.0150
8	June 2020	2020/06/01	2020/06/30	120.1280
7	May 2020	2020/05/01	2020/05/31	122.0150
6	April 2020	2020/04/01	2020/04/30	118.9800

1 2 3 4 5

Add Edit Print Save Cancel Close

To add an exchange rate in TrueBook, follow these steps:

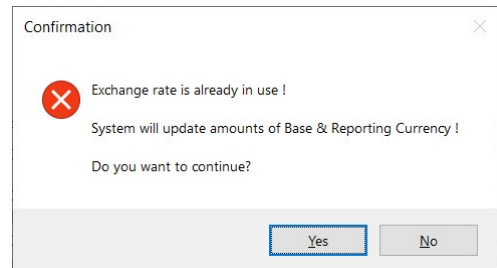
- Click the [Add](#) button.
- System will provide a serial number in [SNo](#) Column (1).
- In the [Description of Period](#) column (2), type a description, which can be a month, quarter, year, etc.
- Specify the exchange rate effective date: enter the from-date in the [From](#) column (3) and the To-date in the [To](#) column (4).

- Type the currency rate in the *exchange rate* column (5).
- Click the *Save* Button

The added currency rate will be included in the exchange rate list. Note that you can set the *From* date for the first period (SNo 1). Afterward, the system will automatically set the next day of the previous period as the *From* date, and it cannot be changed.

To edit an exchange rate in TrueBook, follow these steps:

- Select the exchange rate record you want to edit. The selected row's information will be displayed on the bottom line (see note 1 & 2).
- Click the *Edit* Button.
- Make the necessary changes.
- Click the *Save* Button
- If the exchange rate is already in use within the period, a confirmation message will pop up.
- Click the *Yes* Button to change the exchange, and the system will update all the transactions' Base and Reporting Currency amounts as per the new exchange rate.



Note:

1. If you have already booked transactions within the exchange rate period, you will see an message. **"Already in USE !"**
2. If transactions within the exchange rate period have been posted or cleared (via Open Item Clearing or Bank Reconciliation), the *Edit* button will not be enabled, and the message mentioned in the note will display.

"Already in USE and some transaction status are posted ! Cannot Edit !!"

or

"Already in USE and some line items are already cleared ! Cannot Edit !!"