

Company > Currencies

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Currency Setup

General

Option	Description
Default Currency	The default currency used in the system. Set this to your most preferred currency. To add additional currencies see Adding a Currency .
Show Currency Code	Check to enable displaying the currency code next to each currency value (e.g. USD). If you accept more than one currency that uses the same symbol this is highly recommended.
Allow Client to Set Currency	Check to allow the client to choose which currency they prefer to be billed in.

Multi-Currency

Option	Description
Use Package Pricing for New Services Only	Check to allow packages to be ordered only using the pricing defined for that package. Checking this requires that pricing be defined for each currency you wish to accept for that package. In other words, this prevents currency conversion from taking place.
Automatically Update Exchange Rates	Check to allow exchange rates to be automatically updated using one of the available exchange rate processors .
Exchange Rate Processor	Sets the exchange rate processor to fetch updated exchange rates from. Not all currencies may be supported by all processors.
Rates Last Updated	Displays the last time exchange rates were updated. Click Update Now? to force an update of exchange rates manually.
Pad Exchange Rates	Exchange rates are based on large value transactions between banks, so your rate may be significantly higher than reported by the exchange rate processor. Use this value to pad exchange rates to ensure you do not lose money on the conversion.

Active Currencies

This section lists all currencies currency available in the system.

Adding a Currency

To add a currency click the **Add Currency** button from the Active Currencies listing page.

Editing a Currency

To edit a currency click **Edit** next to the currency you wish to edit on the Active Currencies listing page.

Option	Description
Currency Code (ISO 4217)	The ISO 4217 currency code. This field is non-editable.
Format	The format to use when displaying the currency, and when entering values.
Prefix Symbol	The symbol to display before the currency value.
Suffix Symbol	The symbol to display after the currency value.
Exchange Rate	The exchange rate between this currency and the Default Currency.

Deleting a Currency

To delete a currency click **Delete** next to the currency you wish to delete on the Active Currencies listing page.