

# 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 <a href="#">Adding a Currency</a> .                         |
| 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 <a href="#">exchange rate processors</a> .   |
| 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 <b>Update Now?</b> 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 <a href="#">ISO 4217</a> 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.