



Global 3000 Service Pack Note

CM Funds Transfer - Currency

Author	DCP	
Project	ZC60_000123.doc	
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INTRODUCTION

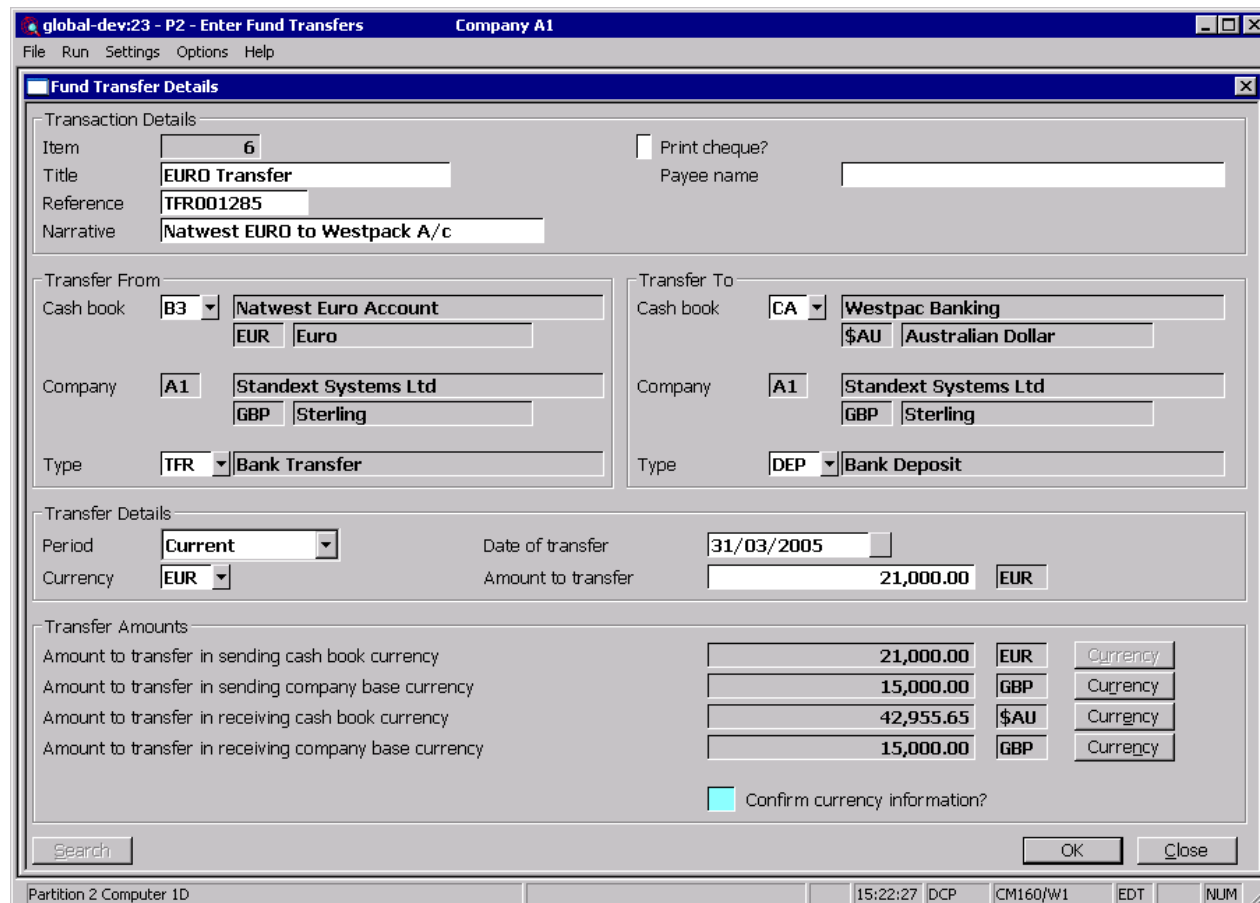
This service pack provides the ability to amend the exchange rates used when funds are transferred within Cash Manager.

The changes are to show the transfer amount in sending cash book currency, in sending company base currency, in receiving cash book currency and in receiving company base currency in the main fund transfer window. Each amount has a button labelled 'Currency' alongside it which can be used to view and amend the amount and exchange rate between the amount and the currency in which the transfer is taking place.

If an exchange rate is amended, all amounts with the same target currency are adjusted. For example, if the company base currency is the same for both cash books involved in the transfer, adjusting the exchange rate between the transfer currency and the sending company base currency (and therefore the amount) also adjusts the amount in receiving company base currency.

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Fund Transfer Detail Window



This window appears when you select Enter Fund Transfers from the Transaction Processing Menu

Purpose This window enables you to enter the details of funds transfers.

The prompts in the upper part of the window are:

Item *(Display-only.)* A reference number for the fund transfer. This is automatically generated by Cash Manager.

Title Enter a title for the transfer in up to 22 characters. This is used as a batch title for both batches generated by the fund transfer.

Reference Enter a reference to identify the transfer in up to 10 characters. This reference is given to both cash book transactions arising from the transfer, and cannot be left blank.

Narrative Enter a description in up to 30 characters. This is used for both cash book transactions generated by the transfer.

Print cheque? Set this if you want to print a cheque for the transfer. If this is set you must print the cheque before you close the transfer.

Payee name *(Only if the 'Print cheque' prompt is set.)* Enter the payee name to be printed on the cheque.

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The prompts in the middle part of the window are:

- Transferred from cash book** Enter the code of the cash book from which you want to transfer funds; i.e. the sending cash book. Its name and currency are displayed. A search is available.
- Company** *(Display only.)* The code, name, and base currency of the company to which the sending cash book belongs.
- Type** Enter the transaction code for the transaction. A search is available.
- Transferred to cash book** Enter the code of the cash book to which you want to transfer funds; i.e. the receiving cash book. Its name and currency are displayed. A search is available.
- Company** *(Display only.)* The code, name, and base currency of the company to which the receiving cash book belongs.
- Type** Enter the transaction code for the transaction. A search is available.

The prompts in the lower part of the window are:

- Period** The financial period of the transfer. Select one of the following:
- Current period (the default).
 - Next period.
- Date of transfer** Enter the date of the transfer. This is the transaction date for the transactions generated by the transfer. It must not be later than the end of the selected period. The default is either today's date, or the end of the selected period, whichever is earlier.
- Currency** Enter the code of the currency in which you are transferring the funds. This is referred to as the 'transfer currency'. It must be either the cash book currency or the base currency of one of the cash books involved. A search is available.
- Amount to transfer** Enter the amount to be transferred in the selected currency. Cash Manager converts the value in this currency to the other currencies involved in the transfer if they are different. Cash Manager uses the house exchange rates in force on the transaction date for these calculations.
- Note** If the currency operates with a decimal precision of zero or one, you cannot enter a value with more non-zero decimal places than are allowed for the currency; for example if the decimal precision is zero you can enter the amount as '1478' or as '1478.00', but not as '1478.5'.
- Amount to transfer in sending cash book currency** *(Display only.)* The amount to transfer in the currency of the sending cash book. This is display only, however if the currency of the sending cash book is different to the currency in which the funds are being transferred the currency button (see below) can be used to change the exchange rate (and therefore the amount) between them.
- Amount to transfer in sending company base currency** *(Display only.)* The amount to transfer in the base currency of the sending company. This is display only, however if the base currency of the sending company is different to the currency in which the funds are being transferred the currency button (see below) can be used to change the exchange rate (and therefore the amount) between them.
- Amount to transfer in receiving cash book currency** *(Display only.)* The amount to transfer in the currency of the receiving cash book. This is display only, however if the currency of the receiving cash book is different to the currency in which the funds are being transferred the currency button (see below) can be used to change the exchange rate (and therefore the amount) between them.

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Amount to transfer in receiving company base currency *(Display only)*. The amount to transfer in the base currency of the receiving company. This is display only, however if the base currency of the receiving company is different to the currency in which the funds are being transferred the currency button (see below) can be used to change the exchange rate (and therefore the amount) between them.

Confirm currency information? Set this to confirm the currency information for the transfer. Do not set this if the exchange rates to be applied to the transfer are not known; you can confirm them later when the details are known. If necessary you can amend and confirm the currency information after the transfer is closed.

Note This prompt is automatically set and is skipped, if all the exchange rates between the currencies involved are fixed on the transaction date.

The buttons are:

Search Where available press this to list valid codes and responses for the current prompt.

Currency There are four currency buttons, one alongside each of the following:

- Amount in sending cash book currency,
- Amount in sending company base currency,
- Amount in receiving cash book currency,
- Amount in receiving company base currency.

Where available they can be pressed to view and amend details of the exchange rates involved in converting from the transfer currency to the currency of the associated amount.

Note Changing the exchange rate between the transfer currency and one of the above currencies changes the exchange rate for all amounts in the same currency. For example if a transfer is entered in EURO and both the sending cash book currency and the receiving company base currency are GBP, changing the exchange rate between EURO and the sending cash book currency (GBP) also updates the exchange rate between EURO and the receiving company base currency (also GBP).

OK Press this to confirm your responses in the window.

Close Exit the window. This will abandon the transfer currently being entered.

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