

Multicurrency Guide

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Introduction to Multicurrency

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If your organization receives donations from different countries and territories, you must have the ability to accept, process, and analyze these transactions. To support the complexity of multiple currencies, *Multicurrency* performs the calculations required to successfully manage and track revenue.

From *Administration*, you configure the program to accept and process revenue transactions in different currencies. When you enable *Multicurrency*, you can make currencies active or inactive, define currency sets and assign sets to application users and account systems, and import or download exchange rates.

Note: You must have the *Multicurrency* product flag unlocked before you can use these features. For information, contact Support at BSupport@blackbaud.com.

Configuration Workflow

Warning: Before you enable *Multicurrency*, we recommend you determine whether your organization truly requires the need to manage multiple currency types within the program. After you enable *Multicurrency*, you cannot disable the feature.

Follow the steps in this workflow to enable and configure *Multicurrency*.

- Select the currency your organization will use for overall reporting. By default, the program uses the Microsoft *Windows* Regional and Language Options settings on the server where you install the database to determine this currency. However, you can select a different currency. For information about how to configure this setting, refer to *Organization Currency Setup* on page 3.
- To make sure currencies display correctly, you must verify that your *Internet Explorer* language setting matches the locale you select for your organization's default currency.

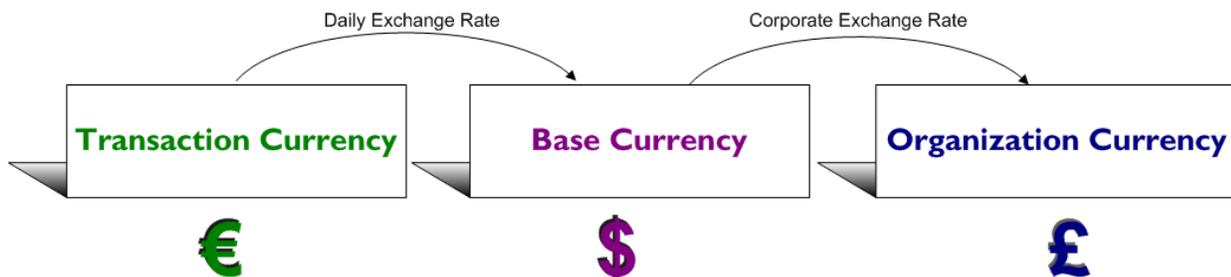
- ❑ Select whether to use the base amount or transaction amount to calculate the organization amount of revenue transactions. For information about how to enable *Multicurrency*, refer to [Enable Multicurrency](#) on page 5. For more information about currency types, refer to [Currency Types](#) on page 2.
- ❑ By default, the program includes all active currencies with currency codes defined by the International Organization for Standardization (ISO). You can limit these currencies to only those your organization supports. For information about how to manage currencies, refer to [Currencies](#) on page 6.
- ❑ A currency set is a group of currencies that you work with on a daily basis. When you first enable *Multicurrency*, the program automatically creates a default currency set that includes your organization currency as its base currency and transaction currency. Create any additional currency sets required to assign specific base and transaction currencies to application users. For information about how to manage currency sets, refer to [Currency Sets](#) on page 8.
- ❑ To calculate the conversion from a transaction currency to the base or organization currency, the program uses currency exchange rates. Import or download exchange rates for the currency conversions your organization supports. For information about how to manage exchange rates, refer to [Multicurrency Exchange Rates](#) on page 9.

Tip: You can use the Currency Exchange Rate batch to import exchange rates to the program, or you can create a Currency Exchange Rate Download Process to download rates from a third-party vendor. For information about how to import exchange rates, refer to [Exchange Rate Batch Template](#) on page 25.

- ❑ Assign a currency set to the appropriate users in the program. When you do this, the user inherits the default currency the program creates when you enable *Multicurrency*. For information about how to link users to a currency set, refer to [Application Users](#) on page 20.

Currency Types

To explain the ways your organization interacts with currencies, we refer to three different currency types. These types explain the difference between the transaction currency of revenue you receive, the currency the revenue is entered in the general ledger, and the currency used by your organization to create a consistent view of revenue in reports and analysis across all subsidiaries.



Transaction Currency

The transaction currency is the currency in which your organization receives a revenue transaction such as a payment or pledge. For example, if your organization receives a donation of 100 USD, the transaction currency

for this revenue is United States dollars. If you receive a donation for 100 GBP, the transaction currency is pounds sterling.

The transaction currency is the currency type that is always used in communication with a donor. If a donor pledges an amount in euros, she expects acknowledgement letters and payment reminders to show the pledge amount in euros. Each office determines the transaction currencies it accepts by creating currency sets. For information about how to create and assign a currency set to an application user, refer to [Currency Sets](#) on page 8.

Base Currency

For records that are not linked to a general ledger (such as fundraising purposes and appeals), the program applies the base currency assigned to the user who enters the record. This is always the base currency in which the office operates, unless the user enters records for offices in different locations. In this situation, the user can change the base currency of the record to match the operating currency of the appropriate office.

For revenue that posts to general ledger, such as a pledges or payments, the program applies the base currency of the account system associated with the revenue. This currency is, usually, the office's operating currency. For example, for an office in New York, the currency set assigned to users in the office has a base currency of United States dollars and each user's default account system also has a base of United States dollars.

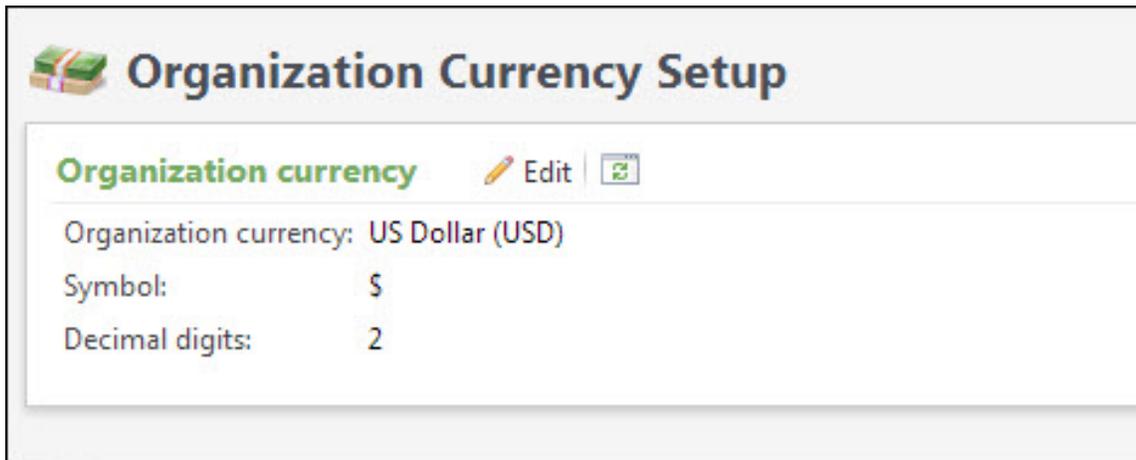
Each user and account system is associated with a base currency, either as part of the assigned currency set or, for users with no currency set assigned, the default currency set defined for your organization.

Organization Currency

The organization currency is the currency used by your organization for analysis and reports. The organization currency enables you to quickly generate a consistent, overall view of constituent giving and the effectiveness of your fundraising efforts.

Organization Currency Setup

If your organization processes a single currency type, and you move your database from its configured environment to a different environment, the move may affect your currency settings. From *Administration*, a system administrator can change the default currency for your organization.



Warning: Configure your organization’s currency settings only once after you install or upgrade the program. If you edit the currency settings after you enter records in your new or updated database, you may invalidate your data.

► Configure your organization currency

1. From *Administration*, click **Organization currency setup**. The Organization Currency Setup page appears.
2. Under click **Organization currency**, click **Edit** on the action bar. The Edit organization currency screen appears.



3. In the **Currency** field, select your default currency type. For example, if your organization is located in the United Kingdom, select UK Pound Sterling (GBP).
4. In the **Locale** field, the location that corresponds to the selected currency type appears.

Note: The **Locale** field displays a selection of predefined locales in Microsoft *Windows*. It does not include the entire list of locales.

5. Click **Save**. You return to the Organization Currency Setup page.

Note: Once you change your organization currency, you must verify that your *Internet Explorer* language setting matches the locale you selected on the Edit organization currency screen.

Enable Multicurrency

After you verify that the organization currency is correct, a system administrator must enable *Multicurrency*. When you enable *Multicurrency*, you select whether to use the base amount or transaction amount to calculate the organization amount. For information about the different types of currencies, refer to *Currency Types* on page 2.

Note: You must have the *Multicurrency* product flag unlocked before you can enable *Multicurrency* in the program. For information, contact Support at BEsupport@blackbaud.com.

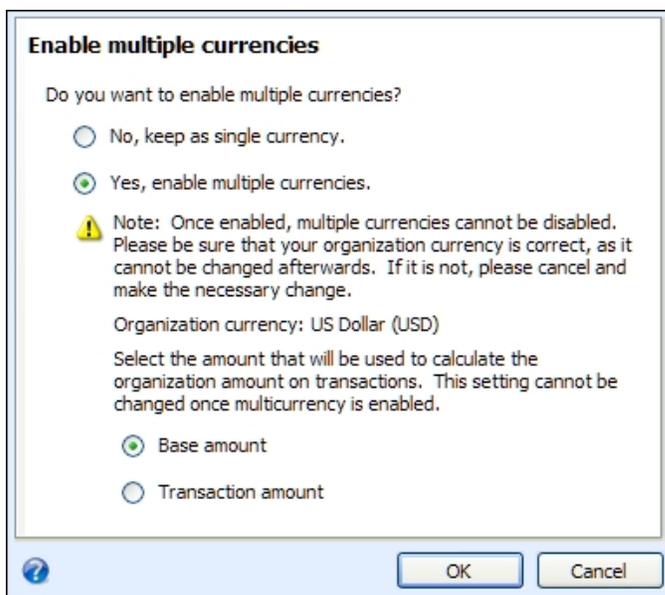
When you enable *Multicurrency*, the program creates a default currency set for your organization. A currency set is a group of currencies that users work with on a daily basis. Each set includes a base currency and one or more transaction currencies.

Warning: After you enable *Multicurrency*, you cannot edit the currency type (either base or transaction) used to calculate the organization currency amount.

► Enable Multicurrency features

You can enable *Multicurrency* from *Administration* after you install or upgrade your database. If you do not have this feature, the **Enable multiple currencies** task does not appear.

1. From *Administration*, click **Organization currency setup**. The Organization Currency Setup page appears.
2. Under **Tasks**, click **Enable multiple currencies**. The Enable multiple currencies screen appears.



Note: The **Organization currency** display shows your organization's default currency, which is based on the Microsoft *Windows* Regional and Language Options settings on the server where you install the database. For information about how to configure the organization currency, refer to **Organization Currency Setup** on page 3.

3. To enable *Multicurrency*, select **Yes, enable multiple currencies**.
4. At the bottom of the screen, select whether to use the base amount or transaction amount to calculate the organization amount. For information about the types of currencies used with *Multicurrency*, refer to **Currency Types** on page 2.

Warning: When you enable *Multicurrency*, the **Organization currency setup** task no longer appears in *Administration*. To view and manage your currency settings, click **Currency** from *Administration*.

5. Click **OK**.

The program automatically creates a currency set that includes the organization currency as the base currency and transaction currency. For information about currency sets, refer to **Currency Sets** on page 8.

Currencies and Currency Sets

Your organization can accept and process revenue transactions in multiple currencies. From the **Currencies** page, you can configure and manage the currency types and currency sets available to users at your organization. From *Administration*, click **Currency**. Next, click **Currencies**. On the **Currencies** page that appears, the **Currencies** and **Currency sets** tabs display.

Currencies

All active currencies with currency codes defined by the International Organization for Standardization (ISO) appear on the **Currencies** tab.

The **Currencies** grid displays the ISO code, locale, currency symbol, rounding rules, and decimal digit used for each currency. In the **Active** column, a check indicates that a currency is available for users to select. By default, the grid displays only active currencies. To display inactive currencies, select **Include inactive**. Next, click **Apply**.

The **Organization currency** column displays your organization reporting currency. For information about how to select an organization currency, refer to **Organization Currency Setup** on page 3.

Add Currencies

Since the **Currencies** tab displays all active currencies with currency codes defined by the International Organization for Standardization (ISO), you rarely need to add a new currency. However, if you add a new currency, you can select how the program formats the currency amounts.

► Add a currency

1. From *Administration*, click **Currency**. The **Currency** page appears.
2. Click **Currencies**. The **Currencies** page appears.
3. On the **Currencies** tab, click **Add**. The **Add a currency** screen appears.

Add a currency

Name: ISO code:

Locale: Currency symbol:

Rounding type: Half rounds away from zero Decimal digits:

Examples: 2,462.5 rounds to 2,463
 9,823.5 rounds to 9,824
 44,443.0 rounds to 44,443
 77,777.0 rounds to 77,777
 -2,462.5 rounds to -2,462
 -9,823.5 rounds to -9,823

Inactive

When displaying amounts in this currency:

Always display ISO code

Always display symbol

Display symbol to users in regions where this currency is the default; display ISO code otherwise

4. Enter a unique name to identify the currency.
5. In the **Locale** field, select the geographical location to associate with the currency.
6. In the **Rounding type** field, select a rounding rule for the currency. This rule determines how the program calculates a whole number from a currency amount that includes decimals.
 For example, if you select “Half rounds to nearest even number,” the currency amount “2,462.5” rounds to “2,462.” The **Examples** field displays how the selected rounding type affects monetary amounts.
7. In the **ISO code** field, the ISO code for the selected locale appears. You may enter a unique ISO code for the currency.
8. In the **Currency symbol** field, the currency symbol for the selected locale appears. You may associate a different symbol with the currency.

Tip: To easily enter a currency symbol, use the Microsoft *Windows* Character Map. From the **Start** menu, select **All Programs, Accessories, System Tools, Character Map**. From the Character Map, you can copy and paste the correct character or enter its corresponding **ALT** numeric code into the **Currency symbol** field.

9. In the **Decimal digits** field, the currency decimal position for the selected locale appears. Enter the position for the decimal separator in the currency amount as necessary. For example, United States dollars uses a “2” decimal digit, so ten dollars and fifty cents appears as “10.50.”
10. Under **When displaying amounts in this currency**, select how to display the currency amounts.
 - To display the currency code, select **Always display ISO code**. If you select this option, five United States dollars appears as “5.00 USD.”

Warning: For currencies that use the same symbol, such as United States and Canadian dollars, we recommend you select **Always display ISO code** or **Display symbol to users in regions where this currency is the default; display ISO code otherwise**. Or you can add the locale and symbol, such as “US \$,” to the **Currency symbol** field. If you select **Always display symbol**, users cannot tell which currency, United States or Canadian, corresponds to an amount with a “\$” symbol.

- To display the currency symbol, select **Always display symbol**. If you select this option, five United States dollars appears as “\$5.00.”

- To display the currency symbol for users within the locale associated with the currency and the currency code for users outside this locale, select **Display symbol to users in regions where this currency is the default; display ISO code otherwise**. For example, if you select this option, users in the United States view five United States dollars as “\$5.00,” while users elsewhere view this amount as “5.00 USD.”

Tip: We recommend you select **Display symbol to users in regions where this currency is the default; display ISO code otherwise** for multiple currencies that use the same currency symbol or for currencies that users may not immediately recognize by the symbol.

11. Click **Save**. You return to the Currencies tab.

Currency Sets

A currency set is a group of currencies you assign to users and account systems. Each set contains one or more transaction currencies, but only one base currency. Therefore, when you assign a currency set to a user, you limit the currencies the user can work with and determine the base currency to use when the program converts currencies the user enters. For example, a user has a currency set that includes pounds sterling, United States dollars, and euros, with a base currency of pounds sterling. When the user adds, for example, a recurring gift, the gift automatically inherits the user’s base currency of pounds sterling. However, the user can select to change the currency to United States dollars or euros, which are transaction currencies she is authorized to accept based on the currency set.

Similarly, when you enter revenue that posts to your general ledger, the currency set assigned to the account system you associate with the revenue determines the base currency of the transaction and the transaction currencies the user can accept.

To view the currency sets configured for your organization’s users, select the Currency Sets tab on the Currencies page.

Name	Base currency	Transaction currencies	Default
Default Currency Set	Euro (EUR)	US Dollar (USD); Euro (EUR); Thai ...	<input checked="" type="checkbox"/>
Asian Currency Set	Japanese Yen (JPY)	US Dollar (USD); Euro (EUR); Thai ...	<input type="checkbox"/>
UK Currency Set	UK Pound Sterling (GBP)	US Dollar (USD); Euro (EUR); Cana...	<input type="checkbox"/>

Under **Currency sets**, you can view the base currency and transaction currencies each currency set contains. In the **Default** column, a check indicates the default currency set for your organization. From the grid, you can add and manage currency sets as necessary.

Add Currency Sets

After a system administrator defines a default currency set for your organization, you can add additional sets to easily assign specific base and transaction currencies to users. For example, for your organization’s Canadian office, you can create a currency set that includes the Canadian dollar as the base currency and select to accept Canadian dollars and United States dollars as transaction currencies. You can then create new currency sets for the office in France and the Australian office, and have each set include different base and transaction currencies. After you add currency sets, you can assign the appropriate set to users in each office.

► Add a currency set

1. From *Administration*, click **Currency**. The Currency page appears.
2. Click **Currencies**. The Currencies page appears.
3. On the the Currency Sets tab, click **Add**. The Add a currency set screen appears.

4. Enter a unique name to help identify the currency set, such as when you assign it to appropriate users.
5. In the **Base currency** field, select the base currency for the set. When you assign the currency set to a user, the program automatically converts the transaction currencies entered by the user to the selected base currency.

Warning: The transaction currencies of the currency set must include the selected base currency. If you delete the base currency from the transaction currencies, you cannot save the currency set.

6. Under **Transaction currency**, the selected base currency automatically appears. Add any additional transaction currencies users assigned the currency set can accept.
7. Click **Save**. You return to the Currency Sets tab.

For information about how to link an application user to the currency set, refer to *Application Users* on page 20.

Change the Default Currency Set

When your organization enables *Multicurrency*, the system administrator creates the default currency set for your organization. The default currency set applies to all users not assigned another currency set. To select a different default currency set for your organization on the Currency Sets tab, click the double arrows beside the set to expand the row and then click **Make default**. When a message appears to ask whether to make the set the default, click **Yes**.

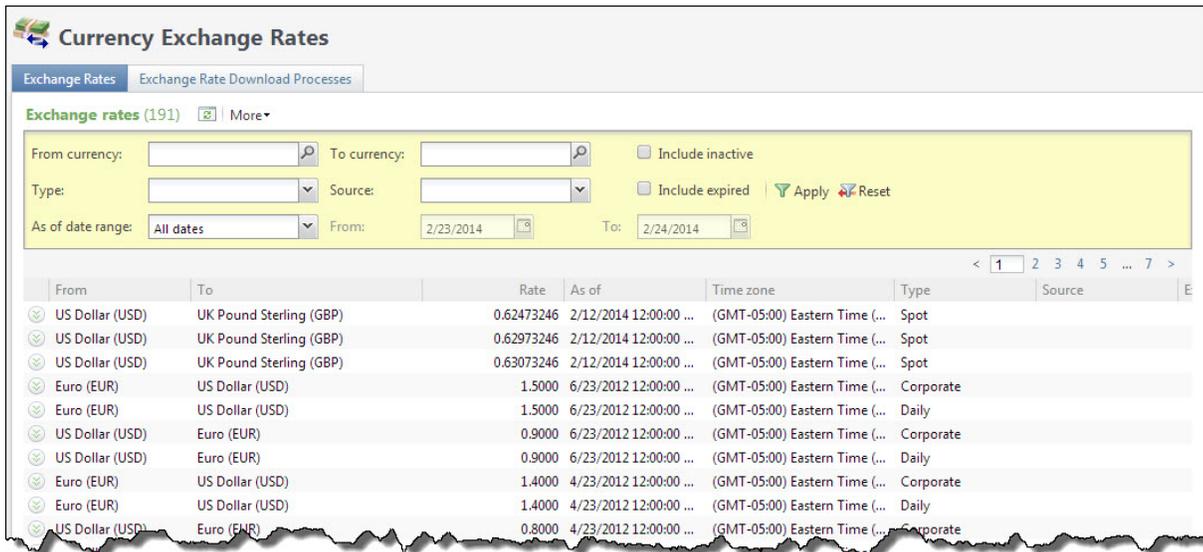
Multicurrency Exchange Rates

The program uses exchange rates to convert one currency to another. To calculate base currency, the program automatically applies the most recent non-expired exchange rate, whether daily or corporate, to the transaction amount. If more than one exchange rate exists, for example if you import rates from multiple sources, you can select which exchange rate to use. You can also manually apply a spot rate to calculate the base amount. To calculate organization currency, the program applies the corporate exchange rate to the transaction currency or

base currency amount, depending on your selection on the Enable multiple currencies screen. For information about how to configure multicurrency, refer to [Enable Multicurrency on page 5](#).

In addition, you can assign an expiration date to the exchange rates. The expiration date on a rate means the rate is active only through the entered date. For example, you may have corporate rates expire monthly, and daily rates expire daily. If the most recent daily rate has expired (along with prior daily rates), the system finds the most recent unexpired corporate rate. You can also set your exchange rates to never expire so the program applies the most current rate. For more information, refer to [Exchange Rate Expiration on page 14](#).

On the Currency Exchange Rates page, you can use the tabs to view the exchange rates configured for your organization and add new exchange rate download processes. To access the Currency Exchange Rates page from *Administration*, click **Currency**. When the Currency page appears, click **Currency exchange rates**.



Multicurrency Exchange Rates Tab

On the Exchange Rates tab, you can view a history of all currency exchange rates configured for your organization. For each exchange rate, you can view the rate, “As of” date, time zone, type, source, and expiration date.

Depending on the number of currencies your organization processes and the frequency you update rates, there may be numerous entries. To help find specific rates, you can filter the grid by currency type, exchange rate type, source, and “As of” date range. You can also select whether to include rates marked as inactive or expired. To filter the grid, select the criteria of the exchange rates to view and click **Apply**.

Exchange Rate Types

When you add a currency exchange rate, you must select the rate type.

Exchange rate type	Description
Corporate rate	The corporate rate is the exchange rate used to convert an amount in transaction or base currency (depending on your selection on the Enable multiple currencies screen when you configure <i>Multicurrency</i>) to the organization currency. In most cases, an organization’s headquarters distributes a list of corporate rates to all offices at regular intervals, such as quarterly or monthly. For consistency, the program uses this rate to calculate amounts in reports and other analysis tools so the converted amounts are

Exchange rate type	Description
	consistent across all offices.
Daily rate	Although the program uses a corporate rate to calculate amounts in reports and other analysis views, some organizations may require that offices import rates more frequently. These daily rates, which may actually be imported on a monthly or weekly basis, are often more current than the corporate rates. The program uses the most recent exchange rate, whether daily or corporate, to convert transaction currency to base currency, so the office's general ledger includes the most accurate revenue amounts.
Spot rate	A spot rate is an exchange rate you can manually apply to a single transaction, a revenue selection, or a revenue batch to convert the transaction currency to base currency. The spot rate provides a means for you to apply a rate other than a daily or corporate exchange rate to a transaction. For example, if you receive a donation from a locale with a volatile market, you may contact your bank to get the currency exchange rate at the time you enter the revenue rather than use the daily rate. The program does not automatically apply a spot rate to transactions.

Import Exchange Rates

To convert one currency to another, the program applies currency exchange rates. From *Batch*, you can use the Currency Exchange Rate batch to import exchange rates. When you enter revenue, you can select from the most current exchange rate, whether corporate or daily, available for each source. The frequency you import rates determines whether the rates you can apply to revenue are the most current.

For information about how to import exchange rates, refer to *Batch* on page 23.

Download Exchange Rates

On the Exchange Rate Download Processes tab, you can create and schedule an exchange rate download process to automatically download exchange rates through the *Xignite* financial web service. To use this service, you must have a subscription with *Xignite*. For more information about their currency exchange rate data subscriptions, refer to <http://www.xignite.com/forex/20001.html>.

Add Exchange Rate Download Processes

This process downloads the real-time cross rate returned by *Xignite* for each pair of currencies you include in the download process.

► Add an exchange rate download process

1. From *Administration*, click **Currency**. The Currency page appears.
2. Click **Currency exchange rates**. The Currency Exchange Rates page appears.
3. On the Exchange Rate Download Processes tab, click **Add**. The Add Xignite currency exchange rate download process screen appears.

Add Xignite currency exchange rate download process

Web site: <http://www.xignite.com/forex/20001.html>

Name:

Description:

Type: Corporate

Set the exchange rate source to Xignite

Rates:

	From	To
	Russian Ruble (RUB)	US Dollar (USD)
	US Dollar (USD)	Russian Ruble (RUB)
*		

Hits generated: 2

Authentication

Username:

Password:

Set as default authentication for Xignite

History

Delete history older than: One week

4. Enter a unique name and description to help identify the download process.
5. In the **Type** field, select whether to use the corporate or daily exchange rate type for currencies in the process.
6. To assign “Xignite” as the source for all rates downloaded in this process, select **Set the exchange rate source to Xignite**.
7. The **Rates** grid includes the recommended exchange rates available to download based on the currency sets configured on the Currencies page. You can add new rates to the grid or delete the recommended rates.

Warning: Exchange rate download processes do not update when you add a new currency. However, you can manually add new rows for the new currency. When you create a new instance of the process, the process includes all active currencies.

8. The **Hits generated** field displays the total number of *Xignite* web service "hits" the download process will use when the service is run. *Xignite* exchange rate subscriptions allow a limited number of hits per month and each exchange rate in the process requires one hit.
9. Under **Authentication**, enter the username and password for your *Xignite* account. If you select **Set as default authentication for Xignite**, the program always uses the username and password you entered.

This option may be useful if your organization has multiple users that run the download process but purchased only one user account with *Xignite*.

- Under **History**, in the **Delete history older than** field, select how long to store the history for this process. If you run the download process frequently, you may want to delete the process history on a regular basis to keep the history list current and useful.

Start Exchange Rate Download Processes

To begin processing a selected exchange rate download process, click the double arrows beside the process to expand the row and then click **Start process**. The Status page for the download appears with information about the process.

Status Page for Download Process

Once you run an exchange rate download process, the process status page appears.

On the Exchange Rates Download Processes tab, click the process name to access this page. The page contains the Recent status, History, and Job schedules tabs. The top half of the page contains the parameters and properties for the exchange rate download process. To make a change to this information, edit the download process.

Download Process Recent Status Tab

On the Recent Status tab, you can view the details of the most recent instance of the exchange rate download process. These details include the status of the run; the start time, end time, and duration of the run; the person who last started the process; the name of the server used to process the run; the total number of exchange rates processed; and how many exchange rates processed successfully and how many were exceptions.

Exchange rate list
Download

Provider: Xignite www.xignite.com/forex/20001.html
Name: Download Description:
Type: Corporate
Rates: 2 Last run on: 10/11/2010 11:15:33 AM

Recent Status | History | Job Schedules

Recent status [x] [More]

Status: ✔ Completed
Status message: Completed

Started by: BBNT\NathanLy Server name: VM-NBL-BBEC28
Started: 10/11/2010 11:15:33 AM Total records processed: 2
Ended: 10/11/2010 11:15:35 AM Number of exceptions: 0
Duration: 2 seconds Records successfully processed: 2

Detail (90) [x] [More]

From	To	Status
US Dollar (USD)	Euro (EUR)	Success
US Dollar (USD)	Thai Baht (THB)	Success

Download Process History Tab

On the History tab, you view the history for each run of the exchange rate download process. The details in the **History** grid include the status of the process; the start time, end time, and duration of the process; the person who last started the process; and the name of the server most recently used to process the exchange rates. This

information generates each time you run an exchange rate download process so it is likely you have multiple rows of information in this grid.

The screenshot shows the 'Exchange rate list' interface. At the top, there is a 'Download' button. Below it, the job details are displayed:

- Provider: Xignite
- Name: Download
- Type: Corporate
- Rates: 2
- Description: www.xignite.com/forex/20001.html
- Last run on: 10/07/2010 9:59:59 AM

Below the details, there are tabs for 'Recent Status', 'History', and 'Job Schedules'. The 'History' tab is selected, showing a table with one entry:

Status	Status message	Started by	Started	Ended	Duration	Number of records ...	Server name
Completed	Completed	BBNT\NathanLy	10/07/2010 9:59:59 AM	10/07/2010 10:00:05 AM	6 seconds	2	PT

Depending on your security rights and system role, you perform functions to manage the processes from the action bar.

- **Delete:** To delete a single instance of the process, highlight the process in the **History** grid. Click **Delete**.
- **Filter:** As the history list grows over time, it may be difficult to find a particular exchange rate download process. To narrow the list, click **Filter**. A **Status** field appears for you to narrow the list by Completed, Running, or Did not finish. Select the status you need and click **Apply**. To remove the **Status** field, click **Filter** again.
- **Refresh:** To make sure you have the latest process information, click **Refresh**.
- **Show/Hide Details:** To view or hide the details for a single instance of the process, select the process and click **Show/Hide Details**.

Exchange Rate Expiration

Currency expiration dates are considered in the context of the “as of” date of the rate. For example, you view the giving history for Robert Hernandez and a gift was given on June 19, 2015 for 50 GBP. You then select to view the giving history in “My Base” which is USD. The application finds the most recent rate between GBP and USD based on June 19, 2015. For this example, it is a corporate rate that expired on June 30, 2015; however, this rate is still good for this conversion because the rate had not expired on the “as of” date of June 19.

When importing exchange rates, the application stores the expiration date on each exchange rate. If the settings change at a later date, those settings apply to future imported exchange rates. Existing rates remain unchanged by the import.

► Edit exchange rate expiration settings

The default exchange rate expiration settings are set to “Never” for both corporate and daily rates. To change the defaults and assign expiration dates, follow these steps.

1. From *Administration*, click **Currency**. The Currency page appears.
2. Click **Currency exchange rates**. The Currency Exchange Rates page appears.
3. Under **Configuration**, click **Edit expiration date settings**. The Exchange rate expiration settings screen appears.

4. In the **Corporate rates expire** field, select how long you want your corporate rates to remain active. Refer to Exchange Rate Expiration Options on page 15 for an explanation of each option.
5. In the **Daily rates expire** field, select how long you want your daily rates to remain active. Refer to Exchange Rate Expiration Options on page 15 for an explanation of each option.
6. Click **Save** to save you settings and return to the Currency Exchange Rates page.

Exchange Rate Expiration Options

The table below explains the expiration options for exchange rates. For more information about exchange rate expiration dates, refer to Exchange Rate Expiration on page 14.

As of date	Expiration setting	Expiration date
9/1/2010	Same day	The end of the day 9/1/10
9/1/2010	In one day	9/2/2010
9/1/2010	In two day	9/3/2010
9/1/2010	In one week	9/8/2010
9/1/2010	In one month	10/1/2010
9/1/2010	In one quarter	12/1/2010
9/1/2010	In one year	9/1/2011
8/31/2010	In one month	9/30/2010
8/31/2010	In one quarter	11/30/2010
8/31/2010	In one year	8/31/2011

Administration

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Multicurrency provides the ability to view and manage amounts in different currencies. Review the information in this section to learn about multiple currency features in *Administration*.

Attributes

In *Administration*, you can create attribute categories and assign a data type to each category. If you select “Currency” as the data type, you can select the currency to use when you associate the attribute with records you create in the program and records you add or import in *Batch*.

Note: You must have exchange rates set up to convert any attribute currency amounts to the organization currency. For example, if your organization currency is USD and you create a currency attribute and select GBP, you must have an exchange rate to convert GBP to USD. For more information about exchange rates, refer to Multicurrency Exchange Rates on page 9.

For currency attributes associated with records that have an assigned currency, the attribute inherits the base currency of the parent record by default. These record types include designations, events, funding requests, fundraising purposes, grant programs, opportunities, planned gifts, prospect plans, registrants, revenue, and sponsorship opportunity child records. However, you can change the default currency format to the organization currency, a currency in your assigned currency set, or the transaction currency of the parent record.

Warning: A currency attribute’s format does not update when you change the base currency of the parent record. If you plan to apply a different base currency to a record, add currency attributes after you make this change.

For currency attributes associated with records that do not have an assigned currency, the attribute inherits the base currency of your assigned currency set by default. These record types include constituent, educational history, and interaction records, as well as stewardship plan steps. However, you can change the default currency format to the organization currency or another currency in your assigned currency set.

When you edit a currency attribute, the current currency format appears even if this currency is not included in your assigned currency set. For example, a user with an assigned base currency of USD adds a currency attribute to a constituent record. This attribute inherits USD as the default currency. Another user whose currency set has a base currency of GBP and a transaction currency of EUR edits the attribute. Although the user’s currency set does not include USD, this currency format appears because it is the currency associated with the attribute.

Globally Add Constituent Attributes

When you create or edit an Add constituent attribute global change definition, a **Currency** field appears when the attribute category you select has a data type of currency. Use this field to globally change the currency for attributes in a selection of constituent records.

Smart Fields

On the Add or Edit screen for a smart field, you can select the currency to use for smart field values. You can use your organization's default currency or select a currency from the currency set. The currency selected for a query or report does not override the currency selected for a smart field.

You can change the currency on for these smart field types.

- Constituent recognition credit amounts
- Constituent revenue amounts
- Constituent revenue application amounts
- Household revenue amounts
- Constituent lifetime giving
- Constituent ask ladder

Import

The following currency rules apply to imports.

Single currency system:

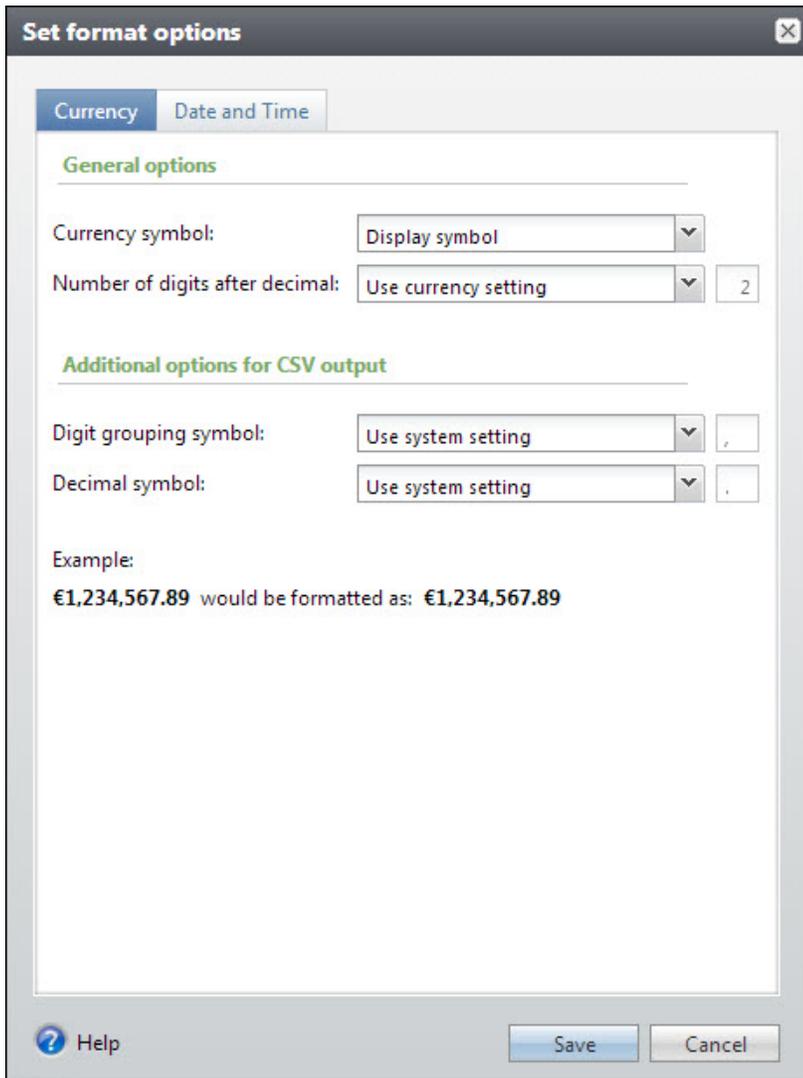
- No currency field appears in the header files.
- No currency fields appear as fields to map in the import.

Multicurrency system:

- Base currency and base amount fields do not appear in either header files or as a field to map in an import.
- Amounts are numbers only. The import does not support ISO codes or currency symbols. A value such as \$123 is acceptable, but the dollar sign has no impact on the transaction or base currency.
- Transaction currency can be specified via import as a different currency than the base currency. Transaction currency accepts the ID or the values viewed in the user interface.
- If you do not specify an exchange rate, the application picks the most recent exchange rate.
- If you do specify an exchange rate, the rate must be valid.

Export

Export format options determine how data appears in the output file. You can select the formatting options for currency from *Administration*. Under **Tools**, click **Export**. In the **Exports** grid, click the double arrows beside the process to expand the row and then click **Set format options**. On the Currency tab, you can specify how currencies should appear in the exported data.



The table below explains the items on the Currency tab.

Screen Item	Description
Currency symbol	Select the currency symbol to use. You can choose one of these options: Use currency setting — Uses the currency setting you selected for the currency. This can be the ISO code, symbol, or both depending on the default currency type for the region. Display ISO code — Uses the ISO code associated with the currency. Display symbol — Uses the currency symbol associated with the currency. Display no symbol — Uses no currency symbol.
Number of digits after decimal	Select the number of digits to use after decimals. You can choose one of these options: Use currency setting — Uses the number of digits associated with the currency. Use custom value — Uses the number of digits you enter in the field.
Digit grouping symbol	Select the digit grouping symbol to use. You can choose one of these options: Use system setting Windows Region and Language settings. Display space — Uses a blank space rather than a symbol.

Screen Item	Description
	Display custom symbol — Uses the custom symbol you enter in the field. Display no symbol — Digits are not grouped.
Decimal symbol	Select the decimal symbol to use. You can choose one of these options: Use system setting Windows Region and Language settings. Display space — Uses a blank space rather than a symbol. Display custom symbol — Uses the custom symbol you enter in the field.
Example	The Example display shows how currency data appears with the selected options.

Application Users

From the **Currency set** column on the Application Users page, you can view the currency set associated with each user. If you do not assign a currency set, the user inherits your organization's default currency set. For more information about currency sets, refer to [Currency Sets on page 8](#).

To access the Application User page, under **Administration**, click **Security**. On the Security page, click **Application users**.

- To assign a currency set to a new user, click **Add**. On the Add application users screen, select an entry in the **Currency set** column.
- To assign a currency set to an existing user, click the double arrows beside the user to expand the row and then click **Edit**. On the edit screen, under **Currency set assignment**, select the set in the **Currency set** field.

You can use the currency set assigned to the user as criteria for an application user search. The search results display the user's login name and information, such as display name, whether the user is a system administrator, number of system roles, and the currency set assigned to the user.

Analysis

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Multicurrency provides the ability to view and manage amounts in different currencies. Review the information in this section to learn about multiple currency features in *Analysis*.

KPIs

The following KPI features are supported in a multicurrency system.

- You can determine if revenue KPIs display results in base or organization currency.
- For KPI instances that include a campaign parameter, the **Currency** field on the Parameters tab of the New KPI Instance screen displays the base currency assigned to the selected campaign. Results are displayed in this base currency.
- For the Opportunities Amount and Opportunities Amount by Selection KPI instances, the **Currency** field appears on the Parameters tab of the New KPI Instance screen. Use this field to select how you want currency to appear in KPI results. Results display the original currency amounts calculated to appear in the currency you select. On the Goal tab, the **Goal value** field displays the value in the type of currency you selected on the Parameters tab.
- Goal information displayed in KPIs appears in the base currency of the fundraising purpose associated with the goal.

Queries

Queries include features to support a multicurrency system.

- Sponsorship delinquency: The currency you select in the **Currency** field determines how currency is displayed in query results.
- Constituents by last revenue: Results display revenue amounts in the user's base currency, the transaction currency, and organization currency.
- Global pledge write-off: The currency you select in the **Currency** field determines how amounts display in the query results.
- Donor list: The currency you select in the **Currency** field determines how currency is displayed in query results.
- Identify potential matching gifts: Results display revenue amounts in the user's base currency, the transaction currency, and organization currency.

- Revenue dynamics: The currency you select in the **Currency** field determines how currency is displayed in query results.

Report Builder

You can use Report Builder version 2.0 or higher to create a report based on an ad-hoc query. Currency amount fields included in the report are displayed in the currency associated with the amount.

Reports

Most reports in the program can be viewed in different currencies so amounts display accurately in the selected currency. To do this, use the **Currency** filter to determine how to view amounts in reports.

Batch

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Multicurrency provides the ability to view and manage amounts in different currencies. Review the information in this section to learn about multiple currency features in *Batch*.

Batch Data Entry Tasks

Common batch data entry tasks include multicurrency features.

Apply a Multicurrency Payment in a Revenue Batch to Outstanding Commitments

When you apply a payment in a revenue batch to an outstanding commitment, consider how a multicurrency system affects specific fields.

- Once you apply revenue to a commitment, you can no longer edit the entry's **Account system** or **Transaction currency** fields.
- The **Payment amount** field and the **Applied amount** column in the commitments grid appear in the transaction currency selected for the payment.
- If the transaction currency of the payment is different from that of the commitment, you must have an exchange rate defined. If no exchange rate exists, you cannot apply the payment to the commitment.
- When you apply a payment to a pledge, the **Application details** fields on the Add a payment screen appear in the transaction currency of the commitment.
- When you add a payment for membership, amounts in the **Balance** and **Amount due** fields under **Application details** on the Add a payment screen appear in the base currency assigned to the membership.

- When you add a payment for an event registration, amounts in the **Balance** and **Amount due** fields under **Application details** on the Add a payment screen appear in the base currency assigned to the event.

Edit Multicurrency Installment Information for a Commitment in a Revenue Batch

Commitment total and installment amounts appear in the transaction currency selected for the revenue record.

Specify Recognition Credits for a Multicurrency Transaction in a Revenue Batch

Recognition credit amounts appear in the base currency of the account system associated with the revenue.

Specify Solicitors for a Multicurrency Transaction in a Revenue Batch

Solicitor credit amounts appear in the base currency of the account system associated with the revenue.

Specify Benefits for a Multicurrency Payment in a Revenue Batch

Benefit amounts appear in the base currency assigned to the user who added the benefit. For example, benefits added by a user in an office in Australia appear in Australian dollars. The benefit's currency may be different than the transaction currency of the gift. To accurately calculate the total gift amount when you include a benefit in a different currency (the gift amount minus the total amount of the benefit), the system converts the benefit's total value to the transaction currency using the most recent corporate exchange rate defined for the currencies.

Warning: Once you add a benefit with a monetary value to an entry in the revenue batch, you can no longer edit the entry's **Account system** or **Transaction currency** fields. If you add a benefit with a percentage value, you may edit these fields.

Apply a Multicurrency Transaction in a Revenue Batch to Multiple Designations

Designation amounts appear in the revenue's transaction currency.

On the Split designations screen, the **Total amount** display and amounts in the **Amount** column appear in the revenue record's transaction currency.

Specify Business Units for a Multicurrency Transaction in an Enhanced Revenue Batch

The commitment's total amount and the applied amount for each application appear in the transaction currency of the selected revenue record.

On the Business units screen, the **Total amount** appears in the base currency of the selected account system and the values in the **Amount** column appear in the organization currency.

Add a Matching Gift Claim for a Multicurrency Transaction in a Revenue Batch

Once you add a matching gift claim to an entry in the revenue batch, you can no longer edit the entry's **Account system** or **Transaction currency** fields.

Only matching gift conditions with a base currency that matches the revenue's transaction currency appear in the **MG condition type** column.

In the **Amount** field, matching gift claim amounts appear in the transaction currency of the selected revenue record.

Specify Tributes for a Multicurrency Payment in a Revenue Batch

Tribute amounts appear in the base currency of the account system associated with the revenue record.

Revenue Batch Templates

The Enhanced Revenue Batch and Revenue Update Batch templates are configured to work with multiple currencies. The Revenue Batch template is configured to work only in a single currency system.

When you add a batch, it may contain more than one currency type, so **Projected amount** does not include a currency symbol. For example, if the batch contains three \$100 gifts and two £100 gifts, the projected amount you enter appears as "500.00."

Enhanced Revenue Batch

For the Enhanced Revenue Batch template, if you select to include **Transaction currency** under **Currency details** on the Select fields and defaults tab on the Add a batch template screen, the account system you choose determines which transaction currencies are available.

The amount appears in decimal format and does not include a currency symbol.

If you include the **Currency details** field group in your batch template, the date you select determines which rates you can select from the **Exchange rate** field. If you do not enter a date, no exchange rates appear.

Revenue Update Batch

For the Revenue Update Batch, you can include currency details in the batch template.

If you have set the batch template to update tribute amounts, when a payment or pledge is edited, any associated tributes use the organization's base currency to proportionately update the tribute amount.

Exchange Rate Batch Template

You can use the Currency Exchange Rate Batch template to import multiple exchange rates at one time.

Field	Description
As of date	Enter the date the exchange rate is valid.
As of time	Enter the time the exchange rate is valid.
From currency	Enter the currency type you want to convert to a different currency.
Rate	Enter the exchange rate to use for the conversion.
Source	Enter the exchange rate source, such as a specific bank or publication.
Time zone	Enter a time zone to limit rates you import to a specific time zone.
To currency	Enter the currency to which you want the From currency entry converted.
Type	Enter whether the rate is corporate, daily, or spot. For information about the different types of exchange rates, refer to Multicurrency Exchange Rates on page 9.

For information about how to create a batch, refer to the *Batch and Import Guide*.

Fundraising Purpose Financial Information Batch

When you first open the Fundraising Purpose Financial Information batch, all amount fields on the batch entry form default to the organization currency because a fundraising purpose has not been selected. Once you select a fundraising purpose, the amount fields display the base currency of the selected fundraising purpose.

Sponsorship Batch

The **Base amount**, **Exchange rate**, and **Transaction currency** fields appear in a sponsorship batch to support multiple currencies.

Blackbaud Internet Solutions Transaction Batches

On the Payment tab of the Review transaction data screen for Enhanced Revenue Batch and BBIS Event Registration Transaction Batch types, the **ISO code** field appears in transaction currency. On the Splits tab, designations appear in the currency type you selected in the **ISO code** field on the Payment tab. Membership transactions are downloaded into Membership Dues batches, which display currency-related information.

Attributes in Batch

When you create attribute categories in *Administration*, you select the type of data the attribute can contain. If you select “Currency” as the data type, specific multicurrency rules apply in *Batch*. For Event Batch Basic, Event Registrant Batch Basic, Enhanced Revenue Batch, and Revenue Update Batch types, a currency attribute inherits the currency of the associated record. For example, you create an event registrant batch and add registrants for your Annual Spring Concert. This event has a base currency of GBP, so the event registrant currency attributes also appear as GBP. For Constituent Batch Basic, Constituent Update Batch, and Interaction batch types, you can

select the currency you want to associate with each currency attribute. Only the currencies available in your currency set appear.

Batch Reports

The Revenue Batch Control report, Revenue Batch Validation report, and Revenue Batch Exception report include a **Currency Subtotals** section that groups the revenue received by transaction currency so you can view revenue details by currency type. The program does not apply exchange rates to the different transaction currencies that appear in the report. For example, if the batch includes a payment of 200 Japanese yen and a recurring gift of 300 Australian dollars, the **Current total** is “500.”

Communications

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Multicurrency provides the ability to view and manage amounts in different currencies. Review the information in this section to learn about multiple currency features in appeals, revenue acknowledgements, and other types of communication.

Appeals

By default, appeals use the base currency defined in the currency set of the user who adds the appeal to the database. Benefits you add to the appeal appear in the appeal's base currency.

If an appeal does not include mailings, you can change its base currency.

► Edit the base currency of an appeal

1. From an appeal, click **Change base currency** under **Tasks**. The Edit appeal base currency screen appears.

Warning: You cannot change the base currency of an appeal that includes mailings.

2. In the **Base currency** field, select a currency for the appeal.
3. Click **Save**. You return to the appeal.

Appeal Reports

On the Appeal Profile report, Appeal Package Performance report, Appeal Performance report, Appeal Period Comparison report, Appeal Revenue by Constituency report, and Appeal Mailing Performance report, you can select whether to view the results in the base currency assigned to the appeal or in your organization currency. For example, if the base currency for your annual membership mailing is Canadian dollars and your organization currency is United States dollars, you can view the report results in either currency.

Appeal reports disregard exchange rate expiration dates. If you select the "Base" view and the report process must convert an amount in a different currency to the appeal's base, it uses the most recent exchange rate even if that rate has expired.

Multicurrency Communication Outputs

In acknowledgement, reminder, and receipt outputs, the **Transaction currency** field appears in the output format and displays the transaction currency type. Transaction currency is the currency in which your organization receives a revenue such as a payment or pledge.

Fields that are exported multiple times may generate a currency field that designates that field's currency type. For example, each time a recognition credit appears as a field in the output format, a currency field also appears to designate the recognition credit's currency type.

Most acknowledgement, reminder and receipt output fields appear in transaction currency, with the exception of specific extended output fields.

For acknowledgements:

- Tribute amount appears in base currency.
- Recognition credit amount appears in base currency.
- Matching gift claim amount appears in the matching gift's transaction currency.
- Pledge amount appears in the pledge's transaction currency.
- Pledge balance appears in the pledge's transaction currency.

For reminders:

- Recognition credit amount appears in base currency.
- Pledge balance appears in the pledge's transaction currency.

For receipts:

- Tribute amount appears in base currency.
- Recognition credit amount appears in base currency.
- Matching gift claim amount appears in the matching gift's transaction currency.
- Pledge amount appears in the pledge's transaction currency.
- Pledge balance appears in the pledge's transaction currency.

Acknowledgement Output

In acknowledgement output, the **Transaction currency** field appears within the output format and displays the transaction currency type. Transaction currency is the currency in which your organization receives a revenue transaction such as a payment or pledge. Most output fields appear in transaction currency, with the exception of specific extended output fields.

- Tribute amount appears in base currency.
- Recognition credit amount appears in base currency.
- Matching gift claim amount appears in the matching gift's transaction currency.
- Pledge amount appears in the pledge's transaction currency.
- Pledge balance appears in the pledge's transaction currency.

Fields that are exported multiple times may generate a currency field that designates that field's currency type. For example, each time a recognition credit appears as a field in the output format, a currency field also appears to designate the recognition credit's currency type.

Reminder Output

In reminder output, the **Transaction currency** field appears within the output format and displays the transaction currency type. Transaction currency is the currency in which your organization receives a revenue

transaction such as a payment or pledge. Most output fields appear in transaction currency, with the exception of specific extended output fields.

- Recognition credit amount appears in base currency.
- Pledge balance appears in the pledge's transaction currency.

Fields that are exported multiple times may generate a currency field that designates that field's currency type. For example, each time a recognition credit appears as a field in the output format, a currency field also appears to designate the recognition credit's currency type.

Receipt Output

In receipt output, the **Transaction currency** field appears within the output format and displays the transaction currency type. Transaction currency is the currency in which your organization receives a revenue transaction such as a payment or pledge. Most output fields appear in transaction currency, with the exception of specific extended output fields.

- Tribute amount appears in base currency.
- Recognition credit amount appears in base currency.
- Matching gift claim amount appears in the matching gift's transaction currency.
- Pledge amount appears in the pledge's transaction currency.
- Pledge balance appears in the pledge's transaction currency.

Fields that are exported multiple times may generate a currency field that designates that field's currency type. For example, each time a recognition credit appears as a field in the output format, a currency field also appears to designate the recognition credit's currency type.

Constituents

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Multicurrency provides the ability to view and manage amounts in different currencies. Review the information in this section to learn about multiple currency features in *Constituents*.

Matching Gift Conditions

By default, the monetary amounts of a matching gift condition appear in the base currency of the user who adds the condition to a constituent.

Note: The payment must be in the same currency as the matching gift conditions in order for the payment to qualify for the matching gift. For example, if the matching gift conditions for an organization are in USD, only payments in USD qualify to be matched.

Edit the Base Currency of a Matching Gift Condition

By default, the monetary amounts of a matching gift condition, appear in the base currency of the user who adds the condition to a constituent. For example, if a user's base currency is euros, any matching gift condition the user creates automatically uses this currency.

When a user adds a matching gift claim for the constituent, the transaction amounts automatically appear in the base currency configured for its applicable matching gift condition. You can edit the base currency assigned to a matching gift condition.

Note: You cannot edit the base currency of a matching gift condition applied to a matching gift claim.

Committee Fundraising Goals

When you add a committee, by default the program assigns the committee the base currency of your currency set. For example, if your base currency is euros, any committees you create, as well as any fundraising goals for the committee, automatically use this base currency. However, you can edit the base currency of the goals.

► Edit the base currency of a committee's fundraising goal

1. On the Committee page, select the Fundraising goals tab.
2. Click the double arrows beside the goal to expand the row and then click **Change base currency**. The Edit fundraising goal base currency screen appears. By default, the currency of the goal is the base currency of the user who added it.
3. In the **Base currency** field, select a currency for the committee's fundraising goal.
4. Click **Save**. You return to the Committee page.

Recognition Programs

Recognitions include programs and levels that define requirements for constituent giving recognition. Donors must meet a minimum gift amount to be included in a level, but they may achieve recognition once the program calculates the sum of multiple gift amounts. The following multicurrency rules apply to recognitions.

- The amounts associated with recognition programs, such as minimum and maximum giving amounts for a level, appear in the base currency of the user who enters the program.
- When a user processes recognitions and the recognitions are added to the constituent's recognition record, amounts on the Recognition Programs tab display in the base currency of the recognition program.

Note: When a recognition program links to constituent records, you cannot edit the base currency for the recognition program.

- The values of benefits associated with a recognition program appear in the base currency of the benefit. From *Fundraising*, you can edit a benefit's base currency. For information about how to edit the base currency of a benefit, refer to [Edit the Base Currency of a Benefit](#) on page 43.
- All amounts displayed on the Recognition History tab of the Recognition record page appear in the recognition program's base currency.
- All amounts on the Benefits tab of the Recognition record page appear in the benefit's base currency.
- Amounts on the Recognition Revenue report can appear in the recognition program's base currency or the organization's base currency, depending on which option you select from the **Currency** drop down menu.

► Edit a recognition program base currency

Note: When a recognition program links to constituent records, you cannot edit the base currency for the recognition program.

1. From a recognition program, click **Change base currency** under **Tasks**. The Edit recognition program base currency screen appears.
2. In the **Base currency** field, select a currency for the recognition program.
3. Click **Save**. You return to the recognition program screen.

Revenue and Recognition Information

On the Summary tab of a constituent record, information under **Revenue summary** appears in the base currency of your assigned currency set. The information under **Recent revenue** appears in the revenue's transaction currency.

On the Revenue and Recognition tabs for a constituent, by default the Revenue Summary tab displays revenue in the organization currency. You can use the **Currency** filter to change to "My base," which is the base currency of your currency set.

The Revenue History tab displays revenue in the transaction currency by default. You can use the **Currency** filter to view amounts in base currency, organization currency, or the base currency of your assigned currency set.

Note: If outstanding commitments have been revalued, the Revenue Summary and Revenue History tabs display the revalued balance. If revenue has been revalued, the **Total revenue** amount on the Revenue Summary tab uses the revalued amount. However, the revenue that displays for the **First** and **Last** revenue still uses the revenue's transaction currency and amount.

The Recognition Summary tab displays revenue in the organization currency by default. You can use the **Currency** filter to change this view to "My base," which is base currency of your assigned currency set.

The Recognition History tab displays amounts in the revenue's base currency by default. You can use the **Currency** filter to also view amounts in either the organization currency or the base currency of your assigned currency set.

If you run the Revalue Foreign-Denominated Commitments business process to apply the latest exchange rate to commitments, the revalued balance appears on the constituent's Revenue History tab.

Alumnus Information

On the Alumnus page of a constituent, scholarship award amounts appear in the base currency of the fundraising purpose by default. To view these amounts in the base currency of your currency set or in the organization currency, click **Filter**, select a currency view, and click **Apply**.

Corporate Information

On the Corporate Information tab of an organization constituent, you can select to view the revenue amounts in the base currency of your currency set or in the organization currency. In the **Currency** field, select the currency you want to view.

On this tab, under **Corporate structure**, you can select to view amounts in the base currency of your currency set or in the organization currency. To do this, select **Go to** on the action bar and then select **Revenue**, **Employment information**, or **Prospect plans**. In the **Currency** field on the tab, select the currency you want to view.

Constituent Reports

With Multicurrency, you can also select the currency to view the report results in with the **Currency** filter. Not all values for the **Currency** filter are available on all reports. "Base" is the base currency of your office's default currency set; "My base" is the base currency of your currency set; "Organization" is the organization currency; and "Transaction" is the original transaction currency. When you add revenue, the program calculates and stores

the base currency and organization currency amounts, along with the original transaction currency amount. When you switch currencies on the report, the amounts that display are the original currency amounts calculated when the transactions were added.

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Multicurrency provides the ability to view and manage amounts in different currencies. Review the information in this section to learn about multiple currency features in *Events*.

Event Currency

The program automatically assigns an event the base currency of the user who adds it to the database. After you add an appeal, registration option, or job occurrence to an event, you cannot edit its base currency.

Edit the Base Currency of an Event

The program automatically assigns an event the base currency of the user who adds it to the database. For example, if a user's base currency is euros, any events the user creates automatically have a base currency of euros. Revenue amounts associated with the event, such as registration options and expenses, appear in the base currency. Any dashboards or KPIs that include revenue or amount information about the event also appear in the selected base currency.

Warning: After you add an appeal, registration option, or job occurrence to an event, you cannot edit its base currency.

If the currency of the event changes, the currency of the event's expenses also changes. However, no exchange rate conversion takes place. For example, if you create an event and your base currency is USD, the currency of the event is USD. When a user adds an expense to the event, the currency of the expense is the same as the event, regardless of the base currency of the user. If a user changes the currency of the event, the currency of the expense changes as well. If the expense was 100 USD, it would then be 100 EUR, without an exchange rate conversion.

Registration Options

Registration options appear in the base currency of the event. Once you add a registration option for an event, you can no longer change the event's base currency.

Event Benefits

When you select a benefit to associate with an event registration option, the benefit value appears in the base currency of the benefit, not the base currency of the event. The total value of benefits for the registration option appears in the base currency of the event, with the benefit values converted from the base currency of each benefit.

Event Receipt Amount

The receipt amount for an event registration option appears in the base currency of the event, with the benefits total value converted from the base currency of each benefit.

Event Appeals

The base currency of each appeal you add to an event must match the base currency of the event. Once an appeal is associated with an event, you can no longer change the base currency of the event.

Event Team Fundraising

Team fundraising is based on team fundraising appeals. Goals for team fundraising events appear in the base currency of the appeal, which is also the base currency of the event. After an appeal is associated with an event, you can no longer change the event's base currency.

Auctions

An auction event uses the base currency of the user who adds it to the database. You can change this base currency as long as an auction item or package has not been added to the auction event. To change the base currency on the event record, click **Change base currency** under **Tasks**. For information about how to change the base currency of an event, refer to [Edit the Base Currency of an Event](#) on page 37.

Auction Items and Packages

The transaction currency of an auction item or auction item package, which is a collection of auction items, must match the base currency of the associated auction event. When you add an auction item or auction item package, the account system you select determines the transaction currencies you can select. You can also select the exchange rate to use.

► Edit currency and exchange rates for an auction item

1. From the Add an auction item screen, beside the **Value** field, click the **Currency and exchange rates** button. The Currency screen appears.

The **Amount** field displays the transaction amount in the selected currency.

2. In the **Transaction currency** field, select the currency for the auction item you received. The currencies that appear depend on the account system selected.

Note: The auction item's transaction currency must match the base currency of the auction event.

3. In the **Exchange rate** field, select an exchange rate to convert the transaction currency amount to the base currency of the auction event. The most recent corporate and daily exchange rates available for each exchange rate source appear. When you select "Spot rate," enter a conversion rate.

The **Base amount** field displays the converted transaction amount.

4. Click **OK**. You return to the Add an auction item screen.

Note: Items in a package can have different base currencies, but must have the same transaction currency.

Auction Item Inventory

The auction item inventory contains a **Display currency** filter that allows you to select whether to display the transaction currency or your organization's base currency of each item in the **Value** column. Select the currency to view and click **Apply** to display the results.

Reserve an Auction Item for Purchase

When you reserve an auction item for purchase, the purchase amount appears in the transaction currency of the auction item.

Note: When you reserve an auction item for purchase, and then later pay for that item, the currency of the payment must match the transaction currency of the item. For example, when an auction item has a value of \$50, you must make a payment for that item in United States dollars.

Event Reports

All event reports contain a **Currency** filter to view the results in the user's base currency, your organization's base currency, or the base currency of the event.

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Multicurrency provides the ability to view and manage amounts in different currencies. Review the information in this section to learn about multiple currency features in *Foundations*.

Funding Plans

On the funding plan record, the **Funding need**, **Total requested**, and **Total awarded** amounts in the summary section of the Funding Plan page appear in the plan's base currency. This currency is the base currency assigned to the user who created the plan. For example, if the user's assigned base currency is pounds sterling, then the funding plan inherits pounds sterling as its base currency.

Note: While amounts in the **Requested** and **Awarded** columns on the Funding Requests tab appear in the associated grant program's base currency, the **Total requested** and **Total awarded** amounts on the Funding Plan page appear in the funding plan's base currency. This way you can view overall total amounts even if the grant awards have different currencies.

Change Base Currency of Funding Plans

The funding plans you enter automatically use the base currency of your assigned currency set. You can edit this base currency if necessary.

Note: A change to the plan's base currency does not affect the currency of the funding requests and grant awards linked to the funding plan.

► Edit a funding plan base currency

1. From a funding plan, click **Change base currency** under **Tasks**. The Edit funding plan base currency screen appears.
2. In the **Base currency** field, select a currency for the funding plan.
3. Click **Save**. You return to the funding plan.

Funding Requests

The **Requested** and **Awarded** amounts that appear on the Funding Requests tab of a Funding plan record display in the associated grant program's base currency. This way you can view the request and award amounts in the

same currency even if the grant award has a different transaction currency.

Grant Awards

If the transaction currency and the base currency are different, the program uses the exchange rate you select on the Currency screen to convert the transaction amount to the account system's base currency. The **Base amount** field also appears on the grant award record.

Fundraising

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Multicurrency provides the ability to view and manage amounts in different currencies. Review the information in this section to learn about multiple currency features in *Fundraising*.

Benefits Catalog

Benefits are gifts you give to constituents to thank them for commitments or donations to your organization. You associate benefits with appeals in *Marketing and Communications* or transactions in *Revenue*.

With *Multicurrency*, the monetary value of a benefit appears in the base currency of the user who adds the benefit to the catalog. However, you can edit this currency.

When you add a benefit to a revenue transaction, you can select only benefits that have the same base currency as the revenue. Although you can add benefits of any currency type to an appeal, when you associate the appeal with a revenue transaction, only benefits with the same base currency as the revenue are available.

If multiple offices with different base currencies manage the benefit, any dashboards or KPIs that include information about the benefit value appear in the base currency of the user who views the information.

Edit the Base Currency of a Benefit

The program automatically assigns each benefit a monetary amount using the base currency of the user who adds it to the database.

When you edit the base currency of a benefit that is linked to revenue transactions or to an appeal, the currency does not change on the existing records. Only new transactions use the updated base currency.

► Edit a benefit base currency

1. From *Fundraising*, click **Benefits catalog** under **Configuration**. The Benefits Catalog page appears.
2. Under **Benefits catalog**, select the benefit with the base currency to edit and click **Change base currency**.

The Edit benefit base currency screen appears.

3. In the **Base currency** field, select a currency for the benefit.
4. Click **Save**. You return to the Benefits Catalog page.

Fundraising Hierarchies

In *Fundraising hierarchies*, the amounts associated with designations display in the base currency of the user's assigned base currency.

Fundraising Purposes

Any monetary values associated with the purpose, such as endowment minimums or goals, appear in the base currency of the user who adds the purpose. You can edit the base currency of a purpose.

Financial Information

All amount information included on the Financial information tab appears in the base currency of the selected financial purpose.

In addition, all amount information included on the **Disbursements** and **Decapitalization** sections of the Financial information tab, including amounts displayed on the Add/Edit disbursement screen and the Add/Edit decapitalization screen, appear in the base currency of the selected financial purpose.

Recipients

All amount information included on the Recipients tab, including amounts displayed on the Add or Edit recipient screen, appear in the base currency of the selected financial purpose.

Goals

Fundraising purposes goals are the cornerstones that enable you to effectively analyze your progress. On the Goals tab of a fundraising purpose or a designation, you can view and add goals.

With *Multicurrency*, goals for the purpose appear in the currency of the purpose. If the currency of the purpose changes, the currency of the goals also changes. However, no exchange rate conversion takes place. For example, if you create a purpose and your base currency is USD, the currency of the purpose is USD. When a user adds a goal to the purpose, the currency of the goal is the same as the purpose, regardless of the base currency of the user. If a user changes the currency of the purpose, the currency of the goals changes too. If the goal was 10,000 USD, it would then be 10,000 EUR, without an exchange rate conversion.

Endowment Minimum

If a fundraising purpose type has financial information, such as for endowments, then a fundraising purpose of that type tracks the endowment and financial information in the currency of the purpose. If the currency of the purpose changes, the currency of the endowment and financial information also changes. However, no exchange rate conversion takes place. For example, if you create a purpose and your base currency is USD, the currency of

the purpose is USD. When you edit a purpose, the amount in the **Minimum amount for endowment** field also displays in USD. If a user changes the currency of the purpose, the currency of the goals changes as well. When the endowment minimum is 1,000,000 USD, it is also 1,000,000 EUR, without an exchange rate conversion.

Gift Fees

Your organization may use a percentage of payment amounts received as a gift fee to, for example, cover operating costs. When your organization enables gift fees, the Gift Fees tab appears on the record of a fundraising purpose. By default, gift fees appear in the same currency as the purpose. If the purpose's currency changes, the gift fee remains in the original currency. If you edit gift fees, you can select the currency the gift fees should display—the original currency of the purpose when the fee was added or the new currency of the purpose.

Donor Information

Amounts display on the Donor Information tab appear in the base currency of the revenue in which it was given.

Opportunity Pyramid

Amount ranges that display on the Opportunity Pyramid tab appear in the base currency of the ranges.

Edit Fundraising Purpose Currency

When a user adds a fundraising purpose, the program automatically applies the user's base currency to the purpose. You can change this currency as long as the purpose does not have dependencies. If a row for the purpose exists in a Fundraising Purpose Financial Info batch or if there is more than one designation associated with the purpose, the **Change base currency** task does not appear.

If you change the base currency of a fundraising purpose, the purpose's goals inherit the new currency.

► Edit a fundraising purpose base currency

1. Step one From the fundraising purpose record, click **Change base currency** under **Tasks**. The Edit fundraising purpose base currency screen appears.
2. Step two In the **Base currency** field, select a currency.
3. Step three Click **Save**. You return to the fundraising purpose record.

Designations

On the Goals tab, amounts for a designation record appear in the base currency of the fundraising purpose for the associated designation.

On the Opportunity Pyramid tab, amount ranges for a designation appear in the base currency of the ranges.

Campaigns

Campaigns represent your organization's planned efforts to raise money for specific programs or causes. With *Multicurrency*, the program automatically assigns a campaign the base currency of the user who adds it to the database. However, you can edit the base currency of a campaign.

Note: If you change a campaign's base currency, any goals, priorities, or subpriorities defined for the campaign also change to the new currency.

You can also create sub-campaigns with a base currency that is different from the top-level campaign. Any changes you make to a campaign or sub-campaign's base currency affect the selected record only. For example, you have a top-level campaign with a base currency of United States dollars. This campaign has a sub-campaign with a base currency in pounds sterling. If you change United States dollars to Canadian dollars for the top-level campaign, the sub-campaign's base currency still remains as pounds sterling.

Edit the Base Currency of a Campaign

The program automatically assigns a campaign the base currency of the user who adds it to the database. However, you can edit the base currency of a campaign.

The base currency affects the goals, priorities, and subpriorities entered for the campaign. For example, if you select a base currency of pounds sterling, users enter goals, priorities, and subpriorities for the campaign in pounds sterling. If multiple offices with different base currencies manage the campaign, any dashboards or KPIs for the campaign appear in the base currency of the user who views the information. With campaign reports, users can select to view the information in the base currency of the campaign or in the organization currency.

► Edit a campaign base currency

1. From the campaign record, click **Change base currency** under **Tasks**. The Edit campaign base currency screen appears.
2. In the **Base currency** field, select a currency for the campaign.
3. Click **Save**. You return to the campaign record.

Campaign Goals

Campaigns can have goals that are the cornerstones that enable you to effectively analyze your progress. Goal amounts appear in the currency of the campaign. If the currency of the campaign changes, the currency of the goals also changes. However, no exchange rate conversion takes place. For example, if you create a campaign and your base currency is USD, the currency of the campaign is USD. When a user adds a goal to the campaign, the currency of the goal is the same as the campaign, regardless of the base currency of the user. If a user changes the currency of the campaign to euros, the currency of the goals changes as well. If the goal was 10,000 USD, it would then be 10,000 EUR, without an exchange rate conversion.

Campaign Hierarchy

You can associate campaigns with other campaigns in a hierarchy. You can assign a base currency to the top-level campaign in the hierarchy, then assign the same or different base currencies to any sub-campaigns you create. If you select a different base currency for a campaign or sub-campaign, this change affects the selected record only.

It does not change the base currency of any other campaign in the hierarchy. For information about how to assign a base currency to a campaign, refer to [Edit the Base Currency of a Campaign](#) on page 46.

Campaign Priorities

Campaign priorities and subpriorities you create appear in the base currency assigned to the campaign. If you change a campaign's base currency, any goals, priorities, or subpriorities automatically change to the new currency as well. For example, if you create a campaign and your base currency is USD, the currency of the campaign is USD. When a user adds a priority or subpriority to the campaign, the currency of the priority or subpriority is the same as the campaign, regardless of the base currency of the user. If a user changes the currency of the campaign to euros, the currency of the priority or subpriority changes as well. If the priority or subpriority was 10,000 USD, it would then be 10,000 EUR, without an exchange rate conversion.

Campaign KPIs

KPIs for goals and for priorities and subpriorities appear in the base currency assigned to the campaign. If you change a campaign's base currency, any KPIs for priorities or subpriorities automatically change to the new currency as well.

Naming Opportunities

Naming opportunities enable you to raise funds and provide constituents the chance to have their names placed in a physical location or on a donor wall.

Amounts associated with naming opportunities, such as the **Minimum gift amount**, appear in the user's base currency. In addition, any recognitions associated with the naming opportunity display amounts in the base currency of the naming opportunity.

Donor Challenges

A donor challenge is a fundraising tool to help increase support for a specific cause. A major donor or corporate sponsor can pledge a large sum to challenge the organization to raise a specific amount from other donors. When you add a challenge, it is assigned the base currency of the user who added the challenge. However, you can edit the base currency as long as revenue has not been encumbered or matched for the challenge.

When you add revenue as encumbered or matched for the challenge, the revenue appears in the base currency of the challenge, regardless of the currency of the revenue transaction itself.

Edit the Base Currency of a Donor Challenge

You can edit the base currency of the challenge as long as the funds have not been encumbered or matched for the challenge. Once revenue is encumbered or matched, the base currency for the challenge cannot be changed.

► Edit a donor challenge base currency

1. From a donor challenge, click **Change base currency** under **Tasks**. The Edit donor challenge base currency screen appears. By default, the currency of the challenge is the base currency of the user who added it.
2. In the **Base currency** field, select a currency.

Note: If revenue has been encumbered or matched for the donor challenge, you cannot change the base currency.

3. Click **Save**. You return to the donor challenge.

Fundraising Reports

When you view most fundraising reports, you can select whether to view the results in your organization currency or in the base currency assigned to the campaign, fundraising purpose, or designation used in the report.

Fundraising reports disregard exchange rate expiration dates. If you select the “Base” view and the report process must convert an amount in a different currency to the campaign, purpose, or designation’s base, it uses the most recent exchange rate even if that rate has expired.

Multicurrency and Blackbaud Internet Solutions

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The program provides additional functionality and enhancements so you can work with multiple currencies on your *Blackbaud Internet Solutions* website. To make sure the program and your website work together in a multicurrency environment, you must address additional considerations.

Cross-Currency Payments in Blackbaud Internet Solutions

In *Blackbaud Internet Solutions*, there is a **Cross-Currency payments** setting. Cross-currency payments occur when a commitment is made in one currency, but a payment for the commitment is made in another, such as a pledge in one currency and a pledge payment in another. Select this checkbox in *Blackbaud Internet Solutions* so website users can make payments in a different currency from the currency of the commitment. Currency exchange rates are obtained from *Blackbaud CRM*. By default, the checkbox is not marked and cross-currency payments are not allowed.

Note: The **Cross-Currency payments** setting is available in *Blackbaud Internet Solutions* only when *Multicurrency* is enabled in *Blackbaud CRM*.

Donations and the Donation Form Part

The Donation Form part is associated with a merchant account. All transactions processed by the Donation Form part are downloaded into **Blackbaud CRM** in the currency of the merchant account. The Donation Form part may also include items such as designations and appeals from **Blackbaud CRM**. These items do not impact the currency of the donation.

Events and the Event Registration Form Part

Events in **Blackbaud CRM** are associated with a currency. To add an event to an Event Registration Form part in **Blackbaud Internet Solutions**, the currency of the event must match the currency of the merchant account for the Event Registration Form part. If the currencies are not the same, **Blackbaud Internet Solutions** displays a validation error when you attempt to save the Event Registration Form part.

Note: If multiple events exist on a single Event Registration Form part in **Blackbaud Internet Solutions**, all events must be associated with the same currency.

Memberships and the Membership Form Part

Membership programs in **Blackbaud CRM** are associated with a currency. When you add a membership program to a Membership Form part in **Blackbaud Internet Solutions**, you must use a Payment 2.0 part with a merchant account currency that matches the currency of the membership program.

Note: If multiple membership programs exist on a single Membership Form part in **Blackbaud Internet Solutions**, all programs must be associated with the same currency.

Payments and the Payment 2.0 Part

With the Payment 2.0 part on a web page, you can edit the payment settings for other parts such as the Donation Form and Event Registration Form parts to route transactions to the shopping cart. The parts then send users to the shopping cart for payment and the Payment 2.0 part determines the available payment methods, as well as the merchant account.

If you use the Payment 2.0 part on a separate page for your payment transaction processing, the currency of the merchant account of the Payment 2.0 part must match the currency of the transactions, such as the membership program or the event. If the currencies are not the same, **Blackbaud Internet Solutions** displays a validation error when you attempt to save the part.

Multiple Payment 2.0 parts can be set up to use different merchant accounts with different currencies. However there is only one shopping cart view, even if multiple Payment 2.0 parts exist. Therefore, it is possible for transactions for different merchant accounts to display in one shopping cart. When this happens, the website user is prompted that items in the cart are not in the same currency as the merchant account for the Payment 2.0 part. The items that don't match are highlighted and must be removed before the website user can proceed with the payment.

Transaction Manager Part

The Transaction Manager part displays two lists. The History view displays a website user's historical transactions and the Active view displays a list of active transactions including outstanding commitments, such as active pledges or unpaid event registrations. In the History view, the **Amount** column for transactions displays the amount in the currency of the commitment and of the payment. For example, a pledge is shown in the currency of the pledge commitment and a pledge payment is shown in the currency of the pledge payment transaction. In the Active view, items are shown in the currency of the commitment, such as the pledge or the event registration.

If cross-currency payments are not enabled in *Blackbaud Internet Solutions*, transactions must be paid in the same currency as the commitment.

If cross-currency payments are enabled in *Blackbaud Internet Solutions*, it is possible to have a commitment in one currency and a payment in another currency. The commitment and the payment would display in the appropriate currency.

In the Transaction Manager, the **Pay** link is available only when the following conditions are met.

- The currency of the merchant account must be in the currency set associated with the account system of the commitment.
- There must be a valid currency exchange rate between the currency of the merchant account and the currency of the commitment.

If the conditions are not met, the items display in the Transaction Manager part, but a website user cannot make a payment for the items.

Multicurrency Batches

In *Blackbaud CRM*, from *Web*, you determine how the program downloads transactions from *Blackbaud Internet Solutions*. The batch assignments are the mapping rules you define for each transaction type and they include a rule for currency attributes. When the attribute entered in *Blackbaud Internet Solutions* does not match the currency attribute assigned to the batch, the program generates a batch exception.

► Assign a currency attribute to a Blackbaud Internet Solutions batch

1. From *Web*, click **Manage web transactions**. The Web Transactions page appears.
2. On the Batch Assignment Settings tab, click the double arrows beside an assignment to expand the row and then click **Edit**. The Edit batch assignment settings screen appears.

Specify how to assign transactions to batches. The batch assignment setting determines the type of transaction, and the batch assignments determine the batch and batch owner for each transaction.

Transaction type: Signup

Mark as default for this transaction type

Name: Signup

Description:

Batch options

Max transactions per batch: 100

Batch assignments

Name	Assign by	Selection	Owner	Batch tem...	Security gr...	Constituen...
Default	All transact...	BBNT\Rona...	Constituen...			

Help Save Cancel

- In the **Batch assignments** grid, select a mapping.
- On the Batch Assignment Settings tab, click the double arrows beside an assignment to expand the row and then click **Edit**. The Edit batch assignment settings screen appears.

Name:

Transaction filters

Assign by: Default

Accept all transactions

Batch owners

Batch template: Constituent Update Batch

Select owners for batch assignment:

Owner
RonaldHa

Default settings

Default constituent security group:

Constituent site:

Attribute currency:

OK Cancel

- In the **Attribute currency** field, select the currency format you want to assign to the batch.
- Click **OK**. You return to the Edit transaction type screen.
- Click **Save**. You return to the Batch Assignment Settings tab.

General Ledger

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Multicurrency provides the ability to determine the GL accounts to credit or debit for gains and losses related to commitment revaluations. You can also select the account for GL distributions related to balancing revenue when the payment and account system use different base currencies.

Realized Gains or Losses

To generate GL distributions for gains and losses related to converting one currency to another, you can map revenue transactions to GL accounts or account codes.

When you specify an account code, other segments are derived from selected characteristics of the transaction. Review the table for examples of possible mappings for currency exchange distributions.

Transaction Type	Debit #	Credit #
Commitment exchange that results in a gain	01-1000-00	01-4000-00
Commitment exchange that results in a loss	5600	1000

► Add mapping for a foreign currency exchange

1. From the Transaction Mappings for the Development Office page, select the Currency tab.
2. Under the **Realized gains and losses** grid, click **Add**. The Define mapping screen appears.
3. Under **Debit/Credit**, select the account or account code to use when generating GL distributions. To locate an account, you can use the Account Search.
4. Under **Generation criteria**, click the **When creating** arrow to access the Type screen.
 - a. Under **Type**, select whether the program generates GL distributions to the account for a gain or loss.
 - b. Click **OK**. You return to the Define mapping screen.
5. To save the new mapping and return to the Currency tab, click **Save**.

Unrealized Gains or Losses

To generate GL distributions for gains and losses related to revalued commitments, you can map revenue transactions to GL accounts or account codes.

When you specify an account code, other segments are derived from selected characteristics of the transaction. Review the table for examples of possible mappings for distributions created when you revalue commitments.

Transaction Type	Debit #	Credit #
Commitment revaluation that results in a gain	01-1150-00	01-6500-00
Commitment revaluation that results in a loss	01-6600-00	01-1150-00

► Add mapping for revalued commitments

1. From the Transaction Mappings for the Development Office page, select the Currency tab.
2. From the **Unrealized gains and losses** grid, click **Add**. The Define mapping screen appears.
3. Under **Unrealized gain/loss** and **Receivable**, select the account or account code to use to generate GL distributions. If you select **Account**, search for and select the account to use.
4. Under **Generation criteria**, click the **When creating** arrow to access the Type screen.
 - a. Under **Type**, select whether the program generates GL distributions to the account for a gain or loss.
 - b. Click **OK**. You return to the Define mapping screen.
5. Click the **Applied to** arrow to access the Revenue types screen.
 - a. Under **Revenue type**, select the revenue types you want to include when the program generates GL distributions. Only commitment types that can have a balance appear in the list.
 - b. Click **OK**. You return to the Define mapping screen.
6. Click the **With currency** arrow to access the Currency screen.
 - a. Under **Currency**, select the currencies to include when you generate gain/loss distributions.
 - b. Click **OK**. You return to the Define mapping screen.
7. To save the new mapping and return to the Currency tab, click **Save**.

Intercurrency Balancing

To generate general ledger distributions for intercurrency balancing, you can map distributions to an account or an account code for intercurrency balancing.

You use intercurrency balancing to deposit currencies that are different than bank account currencies. You also use it when the payment's transaction currency is different than the commitment's transaction currency. For example, with deposit corrections, the program creates intercurrency distributions that balance the main

distributions for the deposit and the gain or loss that is created due to the difference in base amounts for the main distributions.

You can only select one account or account code for intercurrency balancing. When you specify an account code, other segments derive from selected characteristics of the transaction.

► Add mapping for intercurrency balancing

1. From the Transaction Mappings for the Development Office page, select the Currency tab.
2. From the **Intercurrency balancing** grid, click **Add**. The Define mapping screen appears.

Note: If a previously defined intercurrency balancing mapping exists, click **Edit**.

3. Select the account or account code to use to generate GL distributions. If you select **Account**, search for and select the account to use.
4. Click **Save** to save the new mapping and return to the Currency tab.

Post to General Ledger

When you add a post to GL process in *Revenue*, you can determine how you want gain or loss information to appear in the corresponding general ledger reports. When you revalue commitments, there may be a gain or loss generated if the exchange rate has increased or decreased since you entered the commitment. From the Posting Details tab on the Add a post to GL process, you can select whether to show this information in a summary or detail view in the Pre-post report, Post to GL report, or the Post to GL — Included Transactions report.

To access this tab in *Revenue*, click **Post revenue to GL**. On the Post Revenue to GL page, click **Add**. The Add a post to GL process screen appears. Select the Posting Details tab.

GL Transaction Type	Post Method	Reference
Revenue:	Summary	Summarized Revenue <input type="checkbox"/> Override
Cash:	Summary	Summarized Cash <input type="checkbox"/> Override
Accounts Receivable:	Summary	Summarized Receivables <input type="checkbox"/> Override
Revaluation Gain/Loss:	Summary	Summarized Revaluation Gain/Loss <input type="checkbox"/> Override

Summarize transactions by: Post Date

Direct Marketing

Change Marketing Item Base Currency57

Currency for Marketing Reports57

Multicurrency provides the ability to view and manage amounts in different currencies. Review the information in this section to learn about multiple currency features for marketing items, such as marketing efforts and packages.

Change Marketing Item Base Currency

By default, marketing items use the base currency assigned to the user who adds the item to the database. To change an item's currency, click **Change base currency** under **Tasks** and select a different currency.

The **Change base currency** task appears for these marketing items:

- Unactivated direct marketing efforts
- Unactivated public media marketing efforts
- Unactivated marketing acknowledgement processes
- Unactivated membership renewal efforts
- Unactivated sponsorship efforts
- Marketing plans
- White mail segments
- Lists
- List segments
- Ask ladders
- Packages
- Creatives
- Materials and expenses
- Documents

Currency for Marketing Reports

You can select the currency to view report results. For revenue, "Base" is the base currency of the selected account system. For non-revenue records, "Base" is the base currency assigned to the user who creates the record. "Organization" is the organization currency. When you add revenue, the program calculates and stores the base currency and organization currency amounts, along with the transaction currency amount. When you

switch currencies on the report, the amounts that display are the currency amounts calculated when the transactions were added.

You can change the currency view on these marketing reports:

- Ask ladder response
- Membership renewal effort
- Source code performance
- Unresolved responses
- Source analysis response
- Indirect responses
- Marketing summary
- Appeal mailing performance
- Appeal package performance
- Selection brief
- Marketing revenue
- Average gift comparison
- Package performance

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Multicurrency provides the ability to view and manage amounts in different currencies. Review the information in this section to learn about multiple currency features in *Memberships*.

Membership Programs

When you add a membership program, it is in the base currency of the user. When you sell a membership, the currency of the program has to match the base currency of the account system.

Change Base Currency

From the membership programs screen, under **Membership tasks**, click **Change base currency** to access the Edit membership program base currency screen. In the **Base currency** field, select the currency you want to use for the selected program.

If benefits are associated with a membership program, they must be removed before the base currency of the program is changed. If there is revenue associated with the program, you cannot change the base currency.

Membership Levels

Amounts associated with membership level information appear in the membership program's base currency. For example, if the level's program uses United States dollars as its base currency, the membership level currency is also the United States dollars.

Membership Benefits

Benefits must be in the same currency as the membership program.

Membership Add-ons

When add-ons are associated with a membership program, they are assigned a price. The price must be in the same currency of the membership program.

Membership Promotions

Promotions of any currency can be associated with a membership program. When you sell a membership, only promotions in the same currency of the transaction can be used.

Benefits List

You can use the **Currency** filter to determine how to view amounts. For revenue, “Base” is the base currency of the associated account system. For non-revenue items, such as fundraising purposes, “Base” is the base currency of the currency set assigned to the user who entered the record. “My base” is the base currency of your currency set, “Organization” is the organization currency, and “Transaction” is the revenue’s transaction currency. The available filter values depend on the report selected. When you add revenue, the program calculates and stores the base currency and organization currency amounts, along with the original transaction currency amount. When you switch currencies on the report, the amounts that display are the original currency amounts calculated when the transactions were added.

Membership Reports

You can use the **Currency** filter to determine how to view amounts in reports. For revenue, “Base” is the base currency of the associated account system. For non-revenue items, such as fundraising purposes, “Base” is the base currency of the currency set assigned to the user who entered the record. “My base” is the base currency of your currency set, “Organization” is the organization currency, and “Transaction” is the revenue’s transaction currency. The available filter values depend on the report selected. When you add revenue, the program calculates and stores the base currency and organization currency amounts, along with the original transaction currency amount. When you switch currencies on the report, the amounts that display are the original currency amounts calculated when the transactions were added.

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Multicurrency provides the ability to view and manage amounts in different currencies. Review the information in this section to learn about multiple currency features in *Prospects*.

Planned Gifts

To add a planned gift as revenue, you must have rights to a general ledger account system with a currency set that includes the transaction currency of the planned gift. Planned gift amounts appear in the base currency of the user who adds the gift record. The planned gift's designation amounts and assets inherit this currency. To change the base currency, click the **Currency and exchange rates** button on the Add a planned gift or Edit planned gift screen. For more information, refer to *Edit Currency and Exchange Rate on Revenue Transactions* on page 72.

On the planned gift record, designation amounts and assets appear in the planned gift's base currency.

When you configure **Major giving setup**, you can select whether to automatically calculate the realized amount for vehicle types as your organization receives revenue toward a planned gift. When you do this (on the Vehicle Options tab, select **Enable realized amount auto-calculation**), the program also calculates these amounts in the transaction, base, and organization currencies.

When you apply a payment to a planned gift, the **Amount** field on the payment screen displays the amount in the gift's transaction currency. The **Base amount** field displays the revenue amount in the base currency of the associated account system. If the transaction currency differs from the base currency, the program converts the transaction amount from the base currency. To edit the exchange rate, click the **Currency and exchange rates** button next to the **Amount** field.

Prospect Plans

By default, a prospect plan uses the base currency of the user who added the plan. However, you can edit the base currency as needed.

For more information about how to edit the base currency, refer to [Edit the Prospect Plan Base Currency](#) on page 62.

Edit the Prospect Plan Base Currency

You can edit the base currency of a prospect plan as long as revenue is not associated with any of the plan's opportunities.

► Edit the prospect plan base currency

Note: You can edit the base currency of a prospect plan as long as revenue is associated with any of the plan's opportunities.

1. From a prospect plan, click **Change base currency** under **Tasks**. The Edit prospect plan base currency screen appears.
By default, the plan's currency is the base currency of the user who added the plan.
2. In the **Base currency** field, select a currency for the prospect plan.

Note: If revenue is associated with an opportunity for the prospect plan, you cannot change the base currency of the plan.

3. Click **Save**. You return to the prospect plan.

Opportunities

By default, an opportunity inherits the base currency of the associated prospect plan. If no revenue has been associated with the opportunity, you can change its base currency. When you associate a pledge, payment, or grant award with an opportunity will, by default, the revenue has the same currency as the prospect plan. However, you can change the base currency when you add the pledge or payment.

In opportunity amount ranges, groups of opportunity amounts are, by default, in the base currency of the user who creates the group. However, you can change the based currency of the group if needed.

Fundraiser

Amounts in the summary view on a fundraiser record appear in the fundraiser's base currency.

Stewardship

From the Benefits and Interests tab on a stewardship plan, benefit value amounts appear in the base currency of the benefit, not the currency of the stewardship plan. On the Purposes tab, the total giving for purposes appear in the base currency of the purpose, not the currency of the stewardship plan.

Edit the Stewardship Plan Base Currency

When you add a stewardship plan, the plan's base currency of the base currency assigned to the user who added the plan. However, you can edit the base currency.

► Edit the stewardship plan base currency

1. From a stewardship plan, click **Change base currency** under **Tasks**. The Edit stewardship plan base currency screen appears.

Tip: By default, the plan's currency is the base currency of the user who added the plan.

2. In the **Base currency** field, select a currency for the stewardship plan.
3. Click **Save**. You return to the stewardship plan.

Naming Opportunities

Naming opportunities amounts appear in the base currency assigned to the user who adds the opportunity.

Prospect Plan Analysis and Planned Gift Detail Report

You can use the **Currency** filter to determine how to view amounts in reports. For revenue, "Base" is the base currency of the associated account system. For non-revenue items, such as fundraising purposes, "Base" is the base currency of the currency set assigned to the user who entered the record. "My base" is the base currency of your currency set, "Organization" is the organization currency, and "Transaction" is the revenue's transaction currency. The available filter values depend on the report selected. When you add revenue, the program calculates and stores the base currency and organization currency amounts, along with the original transaction currency amount. When you switch currencies on the report, the amounts that display are the original currency amounts calculated when the transactions were added.

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Multicurrency provides the ability to view and manage amounts in different currencies. Review the information in this section to learn about multiple currency features in *Revenue*.

Payments

When you enter a payment, the payment amount appears in the base currency of the selected general ledger account system. To enter the payment amount in another currency, click **Currency and exchange rates** next to the **Amount** field. Unless you apply the payment toward a donation, an unapplied matching gift, or an application type of Other, a valid exchange rate must exist to convert the transaction currency to the application's base currency. For information about how to edit the transaction currency, refer to *Edit Currency and Exchange Rate on Revenue Transactions* on page 72.

When you add or edit a payment, the **Base amount** field appears under the **Amount** field. If you change the transaction currency, **Base amount** displays the transaction amount in the base currency.

When you apply a payment toward a commitment such as a pledge or recurring gift, the payment's transaction currency does not have to match the transaction currency of the commitment. For example, you can pay for a pledge made in pounds sterling with United States dollars. To apply the payment to a commitment with a different transaction currency, you must have either a valid exchange rate for the currencies or the base currency of the payment must match the transaction currency of the commitment. When you apply a payment toward a commitment, the **Payment to application currency conversion** section appears on the Amount to apply screen. Under **Payment to application currency conversion**, the amount of the payment applied toward the commitment appears, both in the transaction currency of the payment and converted to the transaction currency of the commitment or installment.

Amount to apply

Pledge balance of 500.00 EUR

Next installment balance of 500.00 EUR

Other amount:

Overpayment to:

Payment to application currency conversion

Payment applied: \$135.00

Commitment amount: 540.00 EUR

OK Cancel

After you save the payment, you cannot change its transaction currency. If the transaction currency of the payment differs from the base currency of the selected account system, you can click **Currency and exchange rates** next to the **Amount** field to apply a different exchange rate to the payment. On the Currency screen that appears when you click this button, the **Exchange rate** field is disabled when the transaction and base currencies are the same.

Additional considerations exist for certain payment methods.

- For a credit card payment, when you select **Authorize card on save**, you can select the merchant account used to process the revenue transaction. Only merchant accounts configured to accept the revenue's transaction currency appear as options in the drop down field. In *Revenue*, you establish merchant accounts for each currency on the BBPS Merchant Accounts page.
- For a gift-in-kind payment, you enter the appraisal threshold in the organization currency. Appraisal values appear in the gift-in-kind item's transaction currency. To determine whether a payment of gift-in-kind exceeds the threshold, the program automatically converts the fair market value from the transaction currency amount to the base currency amount and then to the organization currency amount.
- When you sell shares of a stock payment, the sale amount and fees appear in the transaction currency in which you receive the stock payment. For example, if you receive a stock payment in United States dollars, the sale amount of the stock and any fees related to its sale are calculated in this currency. To apply a different exchange rate to the sale amount, click **Currency and exchange rates** next to the **Sale amount** field. For information about how to edit the exchange rate, refer to *Edit Currency and Exchange Rate on Revenue Transactions* on page 72.

Note: To calculate the amount gained or lost from the sale, the system requires an exchange rate for the stock's transaction currency and the account system's base currency. If the exchange rate is not defined, "N/A" appears for the base currency totals on the Sell Stock screen and under **Stock sale totals** on the Stock Sales tab.

- When you sell property received as a payment, you must sell the property in the same currency you received the payment. On the Sell property screen, the sale amount and fees appear in the transaction currency in which you received the property payment. After you sell property, the **Payment method** field on the payment record indicates that the property is sold and displays the amount for which you sold it in the property's transaction currency.

Warning: When you sell a gift of stock or property, you should enter the transaction amount in the base currency of the selected account system. Currently, if the transaction currency does not match the base currency, the program does not generate a gain or loss distribution in the General Ledger. Instead, you must manually enter an adjustment for the difference.

GL Distributions

On the GL Distributions tab of a revenue record, use the **Currency** filter to display a distribution's credit and debit amounts in either transaction, base, or organization currency. Note that gains and losses display in base or organization currency, or both.

In a multicurrency system, the program may create additional distribution rows in the general ledger. With payments, the program creates these for currency exchange gains and losses and for intercurrency balancing. Exchange gains and losses occur when a payment is applied to a pledge with a different exchange rate to base currency than the payment. This can also happen with planned gifts and grant awards. Intercurrency balancing can occur when the transaction currency of a payment toward a pledge, planned gift, or grant award is different than the commitment's transaction currency. The GL accounts for the distributions are determined by the mapping configured in General ledger setup. From *Administration*, click **General ledger setup**. Open an account system and click **Define Transaction Mappings**. From the Transaction Mappings page, go to the Development Office. Select the Currency tab to view the **Realized Gains and Losses**, **Unrealized Gains and Losses**, and **Intercurrency Balancing** grids.



Apply Payment to Pledge Example

Your base currency is GBP. Today, you create a pledge for 1600 USD. Today's exchange rate for USD to GBP is 0.629.

1. The program creates a debit to your receivable account and a credit to your revenue account for 1600 USD. Because your base currency is GBP and the exchange rate from USD to GBP is 0.629, the distributions each display a base amount of 1006.40 in GBP.

GL Distributions					
GL information					
Account system: System Generated Account System					
GL distribution					
Mapping type	Transaction type	Account	Transaction amount	Base amount	Reference
1 Pledge	Debit	1140-004-000-000-000	1,600.00 USD	£1,006.40	Philanthropic Organization-Pledge
Pledge	Credit	4040-004-000-000-000	1,600.00 USD	£1,006.40	Philanthropic Organization-Pledge

One month later, you apply a payment of 1000 GBP to the pledge.

- The program creates an intercurrency credit and a debit to the default cash account for 1000 GBP. These distributions also show a base amount of 1000 GBP. The payment is displayed in its own currency on the general ledger.
- The program creates an intercurrency debit and a credit to your receivable account for 1583.82 USD. This amount is based on an exchange rate from GBP to USD of 1.58382. The program selects the most recent rate. $1000 * 1.58382 = 1583.82$. These distributions also display a base amount of 996.22 GBP because the exchange rate from USD to GBP is 0.629. $1583.82 * 0.629 = 996.22$.
- To compensate for the base amounts that do not balance, the program creates an exchange gain distribution for the base amount of 3.78 GBP. $1000 - 996.22 = 3.78$
- The offset to the exchange gain is a credit for the base amount of 3.78 GBP, which balances the intercurrency account and nets its entries to zero.

GL Distributions					
GL information					
Account system: System Generated Account System					
GL distribution					
Mapping type	Transaction type	Account	Transaction amount	Base amount	Reference
2 Pledge Payment for Bookable Pledges - Check	Debit	1100-004-000-000-000	£1,000.00	£1,000.00	Philanthropic Organization-Pledge Payment for bookable pledges-Check
Pledge Payment for Bookable Pledges - Check	Credit	5100-004-000-000-000	£1,000.00	£1,000.00	Intercurrency Balancing
GL balancing distributions					
Mapping type	Transaction type	Account	Transaction amount	Base amount	Reference
5 Pledge Payment for Bookable Pledges - Check	Debit	5100-004-000-000-000		£3.78	Intercurrency Balancing
Pledge Payment for Bookable Pledges - Check	Debit	3 5100-004-000-000-000	1,583.82 USD	£996.22	Intercurrency Balancing
4 Pledge Payment for Bookable Pledges - Check	Credit	4130-004-000-000-000		£3.78	Currency Exchange Gain
Pledge Payment for Bookable Pledges - Check	Credit	3 1140-004-000-000-000	1,583.82 USD	£996.22	Philanthropic Organization-Pledge Payment for bookable pledges-Check

Pledges

When you add a pledge, the total pledge amount appears in the base currency of the selected general ledger account system. To enter the pledge amount in another currency, click **Currency and exchange rates** next to the **Amount** field. For information about how to edit the transaction currency, refer to Edit Currency and Exchange Rate on Revenue Transactions on page 72.

When you add or edit a pledge, the **Base amount** field appears under the **Amount** field. If you change the transaction currency, **Base amount** displays the transaction amount in the base currency.

When you save the pledge, you cannot edit its transaction currency. If the transaction currency of the pledge differs from the base currency of the selected account system, you can click **Currency and exchange rates** next to the **Amount** field to apply a different exchange rate to the pledge. If the transaction and base currencies are the same, the **Exchange rate** field is disabled.

When you write off a pledge, you enter the write-off amount in the pledge's transaction currency. The exchange rate originally applied to the pledge installments does not change.

Recurring Gifts

When you add a recurring gift, the total recurring gift payment amount appears in the base currency of your assigned currency set. To enter the recurring gift payment amount in another currency, click **Currency and exchange rates** next to the **Amount** field. For information about how to edit the transaction currency, refer to Edit Currency and Exchange Rate on Revenue Transactions on page 72.

When you add or edit a recurring gift, the **Base amount** field appears under the **Amount** field. If you change the transaction currency, **Base amount** displays the transaction amount in the base currency.

After you save the recurring gift, you cannot edit its transaction currency. If the transaction currency of the pledge differs from the base currency of your currency set, you can click **Currency and exchange rates** next to the **Amount** field to apply a different exchange rate to the commitment. If the transaction and base currencies are the same, the **Exchange rate** field is disabled.

When you write off a recurring gift payment, you enter write-off amounts in the recurring gift's transaction currency. The exchange rate originally applied to the gift's installments does not change.

Matching Gift Claims

When you add a matching gift claim, the total matching gift claim amount appears in the base currency of the selected matching gift condition. When you select a matching gift condition, you cannot edit the base currency. However, you can edit the exchange rate. If you do not select a matching gift condition, the base amount appears in the base currency of your assigned currency set. To enter the claim amount in another currency or edit the exchange rate, click **Currency and exchange rates** next to the **Amount** field. For information about how to edit the transaction currency, refer to Edit Currency and Exchange Rate on Revenue Transactions on page 72.

To automatically generate a matching gift claim, the matched revenue transaction must be in the base currency of the matching gift condition used to generate the claim.

When you reconcile a matching gift, the amounts on the Reconcile Matching Gifts page appear in the revenue's transaction currency.

Revenue Record Amounts and Values

On a revenue record, the currency in which specific amounts appear vary.

- To successfully add benefits to a revenue transaction, either individually or through a batch, the base currency of the benefit must match the base currency of the revenue transaction. When you add or edit a revenue transaction, the **Total benefit amount** field displays in base currency. On the Benefit details screen, calculations in the **Percent benefits** grid appear in base currency. For information about how to edit the base currency of a benefit, refer to [Edit the Base Currency of a Benefit](#) on page 43.
- On the Recognition tab, recognition credit amounts appear in the base currency of the revenue's account system.
- On the Solicitors tab, credit amounts for solicitors of a revenue transaction appear in the base currency of the revenue's account system.
- On the Appraisals tab for a gift-in-kind payment, you enter values in the item's transaction currency.
- On the Business Units tab for recurring gifts, pledges, and donation payments, the amounts appear in the base currency of the revenue's account system.

On the Revenue History page for a revenue transaction, amounts appear in the base currency of the user's assigned currency set.

Additional fields appear on some revenue record tabs. The Currency Revaluation tab also appears on commitment records. For more information, refer to [Commitment Revaluations](#) on page 71.

Revenue Details

On the Details tab of a revenue record, the **Organization amount** field displays the amount of the transaction in the organization currency. For a transaction converted from another currency, the **Base exchange rate** and **Organization exchange rate** fields display information about the exchange rate used for the conversion.

General Ledger Distributions

On the GL Distributions tab of a revenue record, a filter appears to display distribution amounts in the transaction, base, and organization currencies. When you adjust a distribution, you enter the adjustment amount in transaction currency.

With *Auctions*, a currency gain or loss may occur if the exchange rate at the time an auction item is sold is different from the rate applied when the item was donated to your organization. A separate line appears in the **GL Balancing Distributions** section of the GL Distributions tab for each gain or loss. For more information about gains and losses, refer to [GL Distributions](#) on page 67.

Commitment Revaluations

You can revalue commitments at regular intervals. When you run the Revalue Foreign-Denominated Commitments business process, the program applies the most current exchange rate, based on the parameters you specify. For pledges, grant awards, and planned gifts, the process applies the exchange rate to the commitment's balance. For recurring gifts, the process applies the exchange rate to the recurring gift amount because these commitments do not have a balance. The revalued amount indicates the value of the

commitment to your organization. Although the transaction amounts do not change, the value of the revenue may increase or decrease as currency exchange rates fluctuate.

For example, your base and organization currency are GBP. Last year, you received a recurring gift for 100 amounts. On the Currency Revaluations tab, you can view the history of a commitment's revaluations.

Currency Revaluations					
Currency revaluations 🔍 More ▾					
Date	Type	Previous rate	Previous balance	New rate	New balance
9/5/2015 11:59:59 PM	Base	5.1000	1,275.00 GBP	5.1000	1,275.00 GBP
9/5/2015 11:59:59 PM	Organization	1.5000	\$1,912.50	1.5000	\$1,912.50
5/8/2018 11:59:59 PM	Base	4.5000	1,125.00 GBP	5.0000	1,250.00 GBP
5/8/2018 11:59:59 PM	Organization	1.2000	\$1,350.00	1.5000	\$1,875.00

The **Previous balance** and **New balance** columns show the commitment's balance before the revaluation and the balance after you run the revaluation process, except for recurring gifts. For this type of commitment, the **Previous balance** and **New balance** fields show the transaction amount because recurring gifts do not have a balance. If you select "Maintain installment amounts" in **Recurring gift settings** under **Configuration** in *Revenue* and the donor does not pay the full amount, a past due amount appears on the recurring gift record. However, this is not a balance because recurring gift installments are always the same transaction amount and never include any previously unpaid amounts.

For commitment records that meet all criteria specified, the Revalue Commitments business process creates an entry for the base currency and organization currency amounts. For information about how to revalue commitments, refer to *Revalue Commitments* on page 74.

Edit Currency and Exchange Rate on Revenue Transactions

When you add revenue that posts to the general ledger, such as a pledge or payment, the revenue amount appears in the base currency of the account system associated with the transaction. For recurring gifts, which do not post to the general ledger, and non-revenue records such as appeals or campaigns, amounts appear in the base currency of the user's assigned currency set. However, you can change the currency type to any transaction currency included in the corresponding currency set.

Note: You can edit the transaction currency only when you add the revenue transaction. For an existing transaction, you can edit only the exchange rate.

► Edit the transaction currency

1. On the Add or Edit screen for the revenue transaction, enter the total amount of the transaction in the **Amount** field. By default, the transaction amount appears in the base currency of the selected account system's currency set.

Note: For a payment transaction, unless applied toward a donation, an unapplied matching gift, or an application type of Other, a valid exchange rate must exist for the program to convert the transaction currency to the base currency.

2. Click **Currency** next to the **Amount** field. The Currency screen appears.

3. In the **Transaction currency** field, select the currency in which you received the transaction. Only currencies in your assigned currency set appear. The **Amount** field displays the transaction amount in the selected currency.
4. In the **Exchange rate** field, select the type of exchange rate to use to convert the transaction amount from the selected currency to the base currency. The most recent rates daily and corporate rates for each exchange rate source appear. If you select “Spot rate,” enter the conversion rate to use.
The **Base amount** field displays the transaction amount converted to base currency.
5. Click **OK**. You return to the revenue screen. In the **Amount** field, the amount of the transaction in the selected currency appears. The **Base amount** field displays the transaction amount converted to the base currency of the account system.

Electronic Funds Transfer Processes

Your organization can accept, process, and analyze revenue transactions in different currencies. To process multiple currencies, additional considerations exist when you work with electronic funds transfer processes.

Direct Debit Processing

When you create a direct debit file to send to your organization's bank for processing, only direct debit transactions with a transaction currency in United States dollars (USD) are included in the transmission file.

Generate Payments

Note: In *Multicurrency*, you can only use the Enhanced Revenue Batch type for the generate payments process.

When you run the Generate payments process for pledges or recurring gifts, the program copies the transaction currencies from the pledges or recurring gifts to the generated payments. To calculate the base amount of the payment, the program converts the transaction amount to the base currency of the account system selected for the process. The exchange rate for the conversion is as recent as the configured **Include transactions on or before** date. If the account system's currency set does not support a payment's transaction currency, the program excludes the payment from the process and the payment appears in the exception report. After you view the exception report, you can make any necessary changes to ensure the payment processes correctly the next time you generate payments.

Credit Card Processing

Note: In *Multicurrency*, you can only use the Enhanced Revenue Batch type for the credit card processing process.

The **Accounts** grid appears when you add a credit card processing process. In this grid, the **Currency** and **Merchant account** fields appear so you can specify a merchant account for each currency in your database. A revenue batch can include credit card transactions for multiple countries. When you process the credit card transmission file, the program maps the transaction to the correct merchant account based on the transaction currency. Each merchant account is valid for a single country.

When you run the Credit card processing process to generate a new batch with payments for pledges or recurring gifts, the program copies the transaction currencies from the pledges or recurring gifts to the generated payments. To calculate the base amount of the payment, the program converts the transaction amount into the base currency of the account system selected for the process. The exchange rate for the conversion is as recent as the configured **Include transactions on or before** date. If the account system's currency set does not support a payment's transaction currency, the program excludes the payment from the process and the payment appears in the exception report. To go directly to the payment that caused the exception, click the constituent's name in the exception report. Make any necessary changes to ensure the payment processes correctly the next time you generate payments.

Revalue Commitments

To revalue commitments, run the Revalue commitments business process to apply the latest exchange rate to the balance of each commitment that meets the process's criteria. You may perform this task at regular intervals, such as every quarter. The revaluation process does not affect exchange rates previously applied to the commitment or previously paid amounts. It affects only the value of the unpaid balance. For example, your base currency is GBP and you can accept both pounds sterling and euros. A donor pledges 100 EUR in January and pays 50 EUR. In July, you run a revaluation process that updates the exchange rate applied to the pledge. The amount of the pledge does not change and neither does the balance owed by the donor.

Note: When you revalue a commitment, the program updates the commitment's balance on the Revenue History tab of the constituent record.

Revalue Foreign-Denominated Commitments Page

On the Revalue Foreign-Denominated Commitments page, you can view a list of all revaluation processes. For each process listed, you can view its name, description, type of commitments included, selection, and the "as of" date and time for the exchange rates used to revalue the commitments. To access this page from *Revenue*, under **Processing**, click **Revalue Commitments**.

Revalue Foreign-Denominated Commitments							
Revalue foreign-denominated commitments processes (4) + Add ▼ Filters 📄 More ▼							
Name	Description	Grant awards	Planned gifts	Pledges	Installment plans	Recurring gifts	Selection
<input checked="" type="checkbox"/>	Revalued Commitments for Q3	Yes	Yes	Yes	No	Yes	
<input checked="" type="checkbox"/>	Revalued Commitments for Q2	Yes	Yes	Yes	No	Yes	

From the **Revalue foreign-denominated commitments processes** grid, you can add, edit, and delete, as well as run or view selected revaluation processes. To make sure the grid displays the latest information, click **Refresh**.

Add a Revalue Foreign-Denominated Commitments Process

Because commitments are paid in installments over time, the exchange rate associated with the commitment's transaction currency may change. You can revalue the outstanding balance of your commitments on a regular basis. The revaluation process calculates the new value of the commitment's balance to your organization. The process does not change the total balance or the amount of the installments.

► Add a revalue foreign-denominated commitments process

1. From *Revenue*, under **Processing**, click **Revalue Commitments**. The Revalue Foreign-Denominated Commitments page appears.
2. Click **Add**. The Add a revalue foreign-denominated commitments process screen appears.

Add a revalue foreign-denominated commitments process

Name:

Description:

Site:

Criteria

Revalue by:

Transaction type:

Grant awards

Planned gifts

Pledges

Recurring gifts

Installation plans

Selection:

Exchange rates

Use rates as of:

Date/time process is run

Specific date/time:

Source:

Adjustment details

Default dates to the same date from which exchange rates will be selected.

Adjustment date:

Adjustment post date:

Adjustment post status:

Adjustment reason:

Adjustment details:

Results

These options may be modified at run time.

Create selection from results

Selection type:

Selection name:

Overwrite existing selection

Create selection of exceptions

Selection type: Revenue

Selection name:

Overwrite existing selection

3. Enter a name and description to identify the revaluation process.
4. In the **Site** field, you can restrict the use of the process to a specific site in your organization. When you select a site, only users associated with the site can access the process. To allow users of all sites to access the process, select “All sites.”
5. Under **Criteria**, select whether to revalue commitments by transaction type or to include only a specific selection in the process. To include one or more types of commitments in the process, select **Transaction type**. To further limit the commitments the process revalues, select **Selection** and choose a group of commitment records to revalue.
6. Under **Exchange rates**, select the “as of” date and time and the rate’s source to determine the exchange rates the process applies to commitments.
 - When you select **Date/time process is run**, it uses the most current exchange rates that also meet the criteria selected at the time the process runs. Select this option when you plan to create a job schedule for the process.

- When you select **Specific date/time**, the process uses the most current exchange rate available, up until the time specified.
 - You can also select an exchange rate source from the **Source** field. If you limit the process to a specific exchange rate source, the rates applied to the amounts may not be the most current rates available in the program.
7. Under **Adjustment details**, select **Default dates to the same date from which exchange rates will be selected** to make the revaluation adjustment dates match the date the exchange rates are selected. If you do not select this option, you can enter the dates to use in the **Adjustment date** and **Adjustment post date** fields.
 - a. In the **Adjustment post status** field, select whether to post the revalued commitments to the general ledger. To post the revalued amounts, select “Not posted”. When you do this, in the **Adjustment post date** field, enter the date when the revaluations post to the general ledger.
 - b. Under **Adjustment reason**, select the reason code to explain the need to revalue commitments. In the **Adjustment details** field, enter any additional information about the revaluation.
 - c. In the **Adjustment details** field, enter any additional information required to explain the need to revalue the commitments.
 8. Under **Results**, select whether to create a selection based on the results of the process.
 - a. To create a new output selection of commitments when you run the process, select **Create selection from results**. The output selection is a static selection that contains all commitments the process revalues. Next, you can choose the type of selection and enter a name and determine whether to overwrite any existing selection with the same name.
 - b. To create a new output selection of exceptions when you run the process, select **Create selection of exceptions**. An output selection is a static selection that contains all commitments the process fails to revalue. Next, you can enter a selection name and determine whether to overwrite any existing selection with the same name.
 9. Click **Save**. You return to the Revalue Foreign-Denominated Commitments page.

Run Revalue Foreign-Denominated Commitments Process

Once you add a revaluation process, you run it to revalue commitments with outstanding balances that meet the criteria selected.

► Run a revalue foreign-denominated commitments process

1. From *Revenue*, click **Revalue commitments** under **Processing**. The Revalue Foreign-Denominated Commitments page appears.
2. In the **Revalue foreign-denominated commitments processes** grid, select the process to run.
3. Click **Start process**. The Run revalue foreign-denominated commitments process screen appears.
4. Under **Results**, you can choose to create an output selection of commitments that process successfully or a selection of exceptions that failed to process. You can enter names for the selections and choose the selection types.
5. Click **Start**. The process status page appears so you can view details about the process and its output. For

information about the process status page, refer to Revalue Foreign-Denominated Commitments Process Page on page 78.

Go to Revalue Foreign-Denominated Commitments Process

To view the process page for a revaluation process, select the process in the **Revalue foreign-denominated commitments processes** grid on the Revalue Foreign-Denominated Commitments page and click **Go to process**. The process status page appears. For information about the process status page, refer to Revalue Foreign-Denominated Commitments Process Page on page 78.

Revalue Foreign-Denominated Commitments Process Page

When you create a Revalue Foreign-Denominated Currency process, the program creates a status page. On this page, you can view the name and description of the process, the reason for the revaluation, the selection included in the process, if any, the general ledger post status and date of the process, and whether the process creates an output selection.

The status page also displays the current status and historical information about the process. From this page, you can also set a job schedule to run the process automatically. To help you navigate through this information, each process status page contains multiple tabs.

Recent Status Tab

On the Recent Status tab, you view the details of the most recent instance of the revaluation process. These details include the status of the process; the start time, end time, and duration of the process; the person who last started the process; the name of the server most recently used to revalue commitments; the total number of commitments processed; and how many commitments processed successfully and how many were exceptions.

History Tab

On the History tab, you view a list of all instances of a revaluation process. The details in the grid include the status of the process; the start time, end time, and duration of the process; the person who last started the process; and the name of the server most recently used to revalue commitments. This information generates each time you run the process. Therefore, it is likely you have multiple rows of information in this grid. To make sure the latest process information appears in the grid, click **Refresh List**.

As the history list grows over time, it may be difficult to find a particular revaluation process. To narrow the list, click **Filter** on the action bar. A **Status** field appears so you can select the status of the process instances to view, such as "Completed" or "Did not finish". Select the status to view and click **Apply**. To remove the **Status** field, click **Filter** again.

Exception Report for Foreign-Denominated Commitments Process

When you run a revalue foreign-denominated commitments process, the process status page appears and displays the number of records that processed successfully and those that failed. Exceptions are commitments that did not revalue. When there are exceptions, you can view the exception report for the revalue foreign-denominated commitments process. This report contains information about the commitments that did not process and explains why each failed.

You can view the exception report from the Recent Status or History tabs of the process status page. You can report on the most recent instance of the process or for a previous instance. You can also print the report or export the data to use in another software application.

- Revalue Commitments on page 74
- Revalue Foreign-Denominated Commitments Process Page on page 78

Gift Fees (Revenue Record)

Gift fees that display in the summary section of the payment record and all amount fields on the Edit gift fees screen appear in the base currency of the revenue's general ledger account system. The Edit gift fees screen fields include **Payment amount**, **Receipt amount**, **Total gift fees**, **Amount**, and **Gift fees**.

Gift Fees (Default)

When you configure **Default gift fees**, amounts on the Default Gift fees page, such as **From**, **To**, and **Gift fee (%)**, display in the organization currency.

Reconcile Matching Gifts

Amount information that displays on the Reconcile Matching Gifts page appears in the revenue's base currency.

On the Apply Matching Gift Payments tab, you reconcile transaction currency of the payment and the commitment. When either uses a different currency, the application and exchange rate is used to convert between the two amounts. For example, you have an unapplied matching gift payment of 1,000 Canadian dollars (CAD) and there are two matching gift claims: one with a transaction amount of 150 CAD and another for 130 USD. On the Transactions for screen, you can manually apply amounts in the transaction currency of the payment or you can click **Apply to** and automatically apply the money against the claims. In either case, the application converts the matching gift based on the current exchange rate. The functionality is the same in the **Payment by related constituents** grid.

Revenue Reports

You can use the **Currency** filter to determine how to view amounts in reports. For revenue, "Base" is the base currency of the associated account system and for non-revenue items, such as fundraising purposes, "Base" is the base currency of the currency set assigned to the user who entered the record. "My base" is the base currency of your currency set, "Organization" is the organization currency, and "Transaction" is the revenue's transaction currency. The filter values available depend on the report selected. When you add revenue, the program calculates and stores the base currency and organization currency amounts, along with the original transaction currency amount. When you switch currencies on the report, the amounts displayed are the original currency amounts calculated when the transactions were added.

Note: The program stores the transaction, base, and organization amounts with each revenue entry. If you select "My base," and the report process must convert amounts, the results may not be as accurate as the "Base" and "Organization" views, which display existing amounts. This is because revenue reports disregard exchange rate expiration dates. If a report must convert an amount in this way, it uses the most recent exchange rate even if that rate has expired.

For the Pre-post, Post to GL, and Post to GL Exception reports, an exception message appears in the report when revenue does not post because exchange rates must be defined for the applicable distributions.

Tip: In the Pre-post report, the summary view does not display transaction amounts because the totals can include multiple currencies. The details view does not display totals for transaction amounts for the same reason.

In the Reconcile Deposits report, amounts appear in the base currency of the user who added the revenue. To include a column that displays the original transaction currency amount, select **Include transaction amount**.

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Multicurrency provides the ability to view and manage amounts in different currencies. Review the information in this section to learn about multiple currency features in *Sponsorship*.

Sponsorship Record

The following areas display amount and payment information in the base currency assigned to the user who added the sponsor record.

- Change to sole sponsorship
- Remove sole sponsorship
- Payment tab
- Reassign sponsorship

Sponsor Record

Amounts in the summary view section of the sponsor record appear in the user's base currency. From the Transaction tab, commitment transaction amounts associated with the sponsor appear in the base currency assigned to the user who adds the transaction.

Sponsorship Program

You can change the base currency of a sponsorship program. On the Sponsorship Program page, click the arrow beside the program to expand the row and then click **Change base currency**. The Edit sponsorship program base currency screen appears. In the **Base currency** field, select a currency and then click **Save** to return to the Sponsorship Programs page.

Add a Sponsorship

A sponsorship uses the base currency of the user who creates it. However, you can select a different base currency. For more information, refer to [Edit Currency and Exchange Rate on Revenue Transactions on page 72](#).

Transfer a Sponsorship

When you transfer a sponsorship, you can only edit the **Currency and exchange rates** field for the sponsorship. For more information, refer to [Edit Currency and Exchange Rate on Revenue Transactions on page 72](#).

Reassign a Sponsorship

When you reassign a sponsorship, you can edit the **Currency and exchange rates** field for the sponsorship. For more information, refer to [Edit Currency and Exchange Rate on Revenue Transactions on page 72](#).

In addition, the amount in the **Carry forward** field on the Reassign a sponsorship screen appears in the transaction currency. If you change the transaction currency when reassigning a sponsorship, you cannot reassign the **Carry forward** amount.

Project Base Currency

When a user adds a project, the user can select a different base currency.

► Edit a sponsorship project base currency

1. From a project, click **Change base currency** under **Tasks**. The Edit project base currency screen appears.
2. In the **Base currency** field, select a currency for the project opportunity.
3. Click **Save**. You return to the project page.

Reports

You can use the **Currency** filter to determine how to view amounts in sponsorship reports. For revenue, “Base” is the base currency of the associated account system and for non-revenue items, such as fundraising purposes, “Base” is the base currency of the currency set assigned to the user who entered the record. “My base” is the base currency of your currency set, “Organization” is the organization currency, and “Transaction” is the revenue’s transaction currency. The filter values available depend on the report selected. When you add

revenue, the program calculates and stores the base currency and organization currency amounts, along with the original transaction currency amount. When you switch currencies on the report, the amounts that display are the original currency amounts calculated when the transactions were added.

Adjust Sponsorship Rates with Global Change

When you add or edit a global change for an Adjust Sponsorship Rate definition, use the **Transaction currency** field to globally update records with only the selected currency. If records with different transaction currencies should be updated, you must run this global change process for each currency.

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Multicurrency provides the ability to view and manage amounts in different currencies. Review the information in this section to learn about multiple currency features in *Treasury*.

Bank Accounts

When you add a bank account, the available currencies depend on the account systems established in *Administration*. You cannot edit the currency of bank accounts with transactions. You can view a bank account's currency on the bank account's page.

Miscellaneous Payments

To change the payment's currency or exchange rate, click **Currency** next to the **Amount** field. On the Miscellaneous Payment page, the Details tab displays **Organization amount**, **Base exchange rate** and **Organization exchange rate** for the miscellaneous payment.

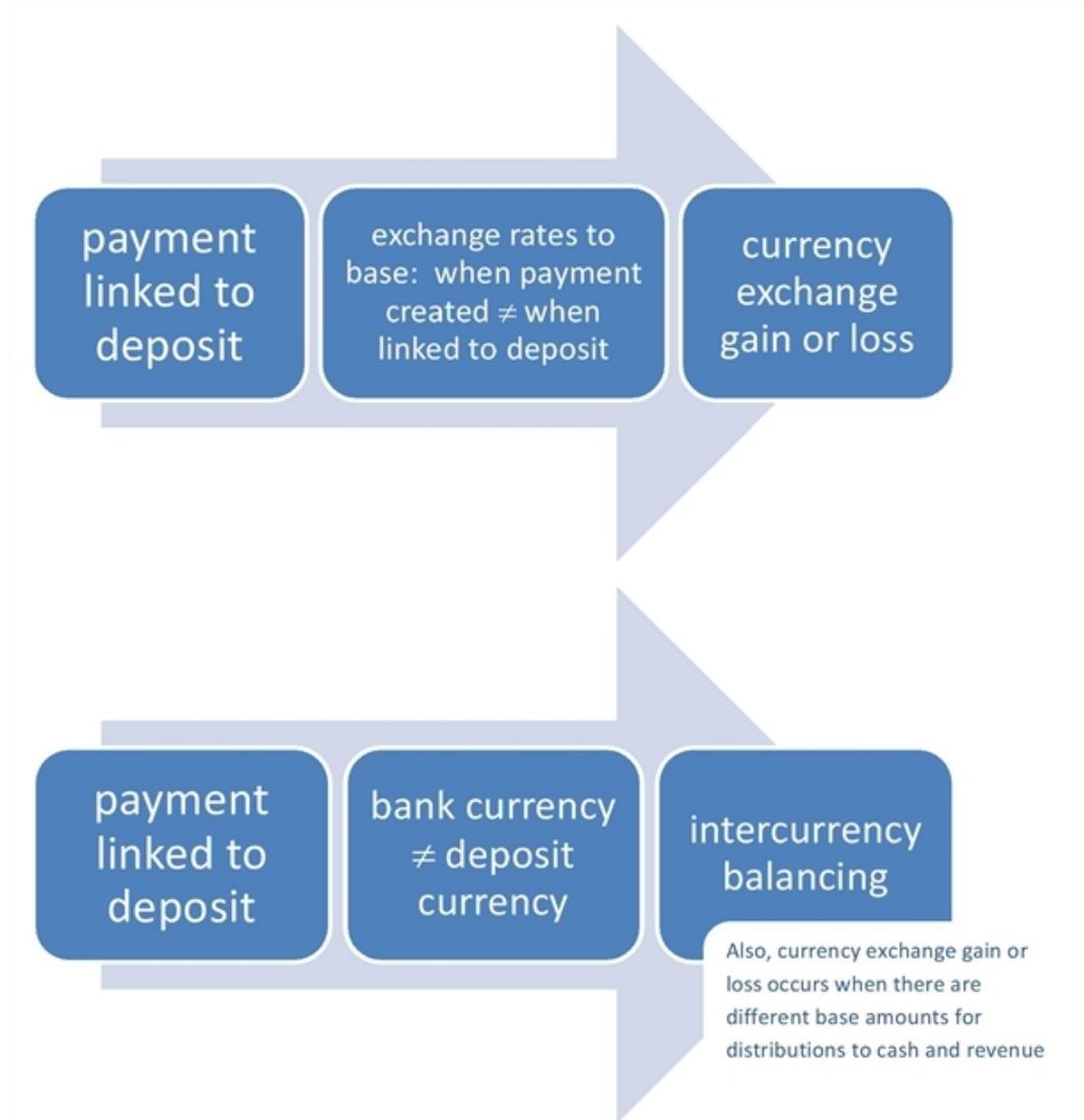
Note: These fields do not always appear on the Details tab. For example, if the base currency and transaction currency are the same, the **Organization exchange rate** field does not appear.

GL Distributions Tab for a Payment

With *Multicurrency*, the program may create additional distribution rows. With payments, the program creates these for currency exchange gains and losses, and for intercurrency balancing. Exchange gains and losses occur when a payment is linked to a deposit with an exchange rate to base currency that is different from when the payment was created. Intercurrency balancing can occur when a deposit currency is different than a bank

account currency. The GL accounts for the distributions are determined by the mapping configured in General Ledger.

- Administration>General ledger setup>Development office>Currency tab>**Realized gains and losses**
- Administration>General ledger setup>Development office>Currency tab>**Intercurrency balancing**



Miscellaneous Payment Currency Exchange Gain Example

Your base currency is GBP.

You create a miscellaneous payment on 7/1/2011 for 500 USD. Your exchange rate for USD to GBP on 7/1/2011 is 0.63.

1. A credit and a debit appear on the GL Distributions tab for the payment.

GL Distributions

GL information					
Account system: System Generated Account System					
GL distribution					
Edit distribution					
Mapping type	Transaction type	Account	Transaction amount	Base amount	Reference
1 Miscellaneous payments - Cash	Debit	1000-000-000-000-AAA	500.00 USD	£315.00	Payment-Miscellaneous-Cash
Miscellaneous payments - Cash	Credit	4000-000-000-000-000	500.00 USD	£315.00	Payment-Miscellaneous-Cash

Note: This example does not include amounts in organization currency. Exchange gains, exchange losses, and intercurrency balancing may also occur for organization currency amounts.

You link the payment to a deposit on 7/5/2011. Your exchange rate for USD to GBP on 7/5/2011 is 0.64.

- The program creates a credit to revenue for 315 GBP. The credit is created because your base currency is GBP and the exchange rate from USD to GBP is 0.63 on 7/1/2011, when you created the payment. $500 * 0.63 = 315$. The revenue on the general ledger displays the correct transaction amount and resulting base amount.
- The program creates a debit to the bank account's GL cash account for 320 GBP. The debit is created because your base currency is GBP and the exchange rate from USD to GBP is 0.64 on 7/5/2011, when you linked the payment to the deposit. $500 * 0.64 = 320$. The payment's portion of the deposit is displayed on the general ledger with the correct transaction amount and resulting base amount.
- The program creates a credit to exchange gain for 5 GBP that represents the exchange gain against the base amount. $320 - 315 = 5$.

These distributions appear on the GL Distributions tab for the miscellaneous payment and the deposit.

GL Distributions

GL information					
Account system: System Generated Account System					
GL distributions					
Go to payment					
Transaction type	Account	Amount	Base amount	Reference	
2 Credit	4000-000-000-000-000	500.00 USD	£315.00	Payment-Miscellaneous-Cash	
Debit	5100-000-000-000-AAA	500.00 USD	£315.00	Intercurrency Balancing	
GL balancing distributions					
Go to payment					
Transaction type	Account	Amount	Base amount	Reference	
3 Debit	1000-000-000-000-003	£320.00	£320.00	Payment-Miscellaneous-Cash	
Debit	5100-000-000-000-AAA		£5.00	Intercurrency Balancing	
4 Credit	4130-000-000-000-AAA		£5.00	Currency Exchange Gain	
Credit	5100-000-000-000-AAA	£320.00	£320.00	Intercurrency Balancing	

Miscellaneous Payment Intercurrency Balancing Example

Your base currency is GBP. You create a miscellaneous payment on 8/1/2011 for 450 USD. Your exchange rate for USD to GBP on 8/1/2011 is 0.63.

1. The program creates a debit to the bank account's GL cash account for 450 USD with an exchange rate of 0.63 and a base amount of 283.50 GBP. The payment's portion of a potential deposit is displayed on the general ledger in the expected currency for the transaction amount and resulting base amount. The credit appears on the GL Distributions tab for the payment.
2. The program creates a credit to revenue for 450 USD with an exchange rate of 0.63 and a base amount of 283.50 GBP. Your revenue is displayed on the general ledger with the correct transaction amount and resulting base amount. The credit appears on the GL Distributions tab for the payment.

GL Distributions						
GL information						
Account system: System Generated Account System						
GL distribution						
Mapping type	Transaction type	Account	Transaction amount	Base amount	Reference	
1 Miscellaneous payments - Cash	Debit	1000-000-000-000-AAA	450.00 USD	£283.50	Payment-Miscellaneous-Cash	
2 Miscellaneous payments - Cash	Credit	4000-000-000-000-000	450.00 USD	£283.50	Payment-Miscellaneous-Cash	

Note: This example does not include amounts in organization currency. Exchange gains, exchange losses, and intercurrency balancing may also occur for organization currency amounts.

You create a deposit and link the payment to the deposit on 8/5/2011. The deposit bank account's currency is CAD. Your exchange rate for USD to CAD on 8/5/2011 is 0.97. Your exchange rate for CAD to GBP is 0.61 on 8/5/2011.

Add a deposit

Deposit information

Bank account:

Deposit date:

Post status:

Post date:

Reference:

Payment currency:

Deposit projections

Number of payments:

Amount:

[Help](#)

Your exchange rate for CAD to GBP is 0.61 on 8/5/2011.

Exchange payment currency to bank account currency

Total linked payments: 450.00 USD
Payment currency: US Dollar (USD)
Exchange rate: Spot rate 0.97000000
Deposit amount: 436.50 CAD

Exchange bank account currency to base currency

Deposit amount: 436.50 CAD
Bank account currency: Canadian Dollar (CAD)
Exchange rate: Spot rate 0.61000000
Base amount: 266.27

Help OK Cancel

3. The program creates an intercurrency debit of 450 USD with an exchange rate of 0.63 and a base amount of 283.50 GBP. This offsets the credit to revenue for the transaction amount.
4. The program creates an intercurrency credit of 436.50 CAD with an exchange rate 0.61 and a base amount of 266.27 GBP. This offsets the debit to cash for the base amount.
5. The program creates an exchange loss debit of 17.23 GBP in the base amount field. This is the difference between the base amounts for the credit to revenue and the debit to cash.
6. The program creates an intercurrency credit of 17.23 GBP in the base amount field. This offsets the exchange loss debit.
7. Because the deposit currency is different than the payment currency, the program updates the debit to the bank account's GL cash account described in item 1. The new amount is 436.50 CAD with an exchange rate of 0.61 and a base amount of 266.27 GBP. The payment's portion of the deposit is displayed on the general ledger with the correct transaction amount in the deposit's currency and resulting base amount.

These distributions appear on the GL Distributions tab for the miscellaneous payment and the deposit.

GL Distributions				
GL information				
Account system: System Generated Account System				
GL distributions				
Go to payment				
Transaction type	Account	Amount	Base amount	Reference
3 Debit	5100-000-000-000-AAA	450.00 USD	£283.50	Intercurrency Balancing
Credit	2 4000-000-000-000-000	450.00 USD	£283.50	Payment-Miscellaneous-Cash
GL balancing distributions				
Go to payment				
Transaction type	Account	Amount	Base amount	Reference
Debit	7 1000-000-000-000-001	436.50 CAD	£266.27	Payment-Miscellaneous-Cash
5 Debit	4130-000-000-000-AAA		£17.23	Currency Exchange Loss
Credit	6 5100-000-000-000-AAA		£17.23	Intercurrency Balancing
4 Credit	5100-000-000-000-AAA	436.50 CAD	£266.27	Intercurrency Balancing

Deposits

When you add a deposit, you associate a currency with it, and you can also select the exchange rate to use to convert the payments in the deposit to the currency associated with the deposit's bank account. Also, you can select the exchange rate to use to convert the bank account currency to the base currency of the account system associated with the bank account.

When the payment currency and the deposit's bank account currency are different, the Deposit page displays the deposit amount in both currencies. The **Deposit amount** field in the summary section shows the amount in the bank account currency. Under **Payment information and deposit projections**, the **Actual amount** field displays the amount in the payment currency. The Details tab on the Deposit page displays the **Organization amount**, **Base exchange rate** and **Organization exchange rate** for the deposit.

► Select a payment currency and exchange rates for a deposit

1. From the Add a deposit screen or the Edit deposit screen, click **Currency and exchange rates** next to the **Payment currency** field. The Currency screen appears.

Tip: By default, the deposit's currency is the currency associated with the selected bank account.

Under **Exchange payment currency to bank account currency**, the **Total linked payments** field displays the total amount of payments linked to the deposit.

- a. In the **Payment currency** field, select the currency to associate with the deposit. When you link payments to the deposit, only transactions in the currency you select appear on the Link multiple payments screen.

Note: The **Payment currency** field is enabled only on the Currency screen you access from the Add a deposit screen. Once you create a deposit, you cannot change the deposit's payment currency.

- b. In the **Exchange rate** field, select the exchange rate to use to convert the total payment amount to the bank account's currency when the currencies are different. The exchange rates available as of the deposit date for each exchange rate source appear. If the payment currency is the same as the bank account's currency, this field is disabled.

Under **Exchange bank account currency to base currency**, the **Deposit amount** field displays the total amount of the deposit's linked payments converted to the bank account currency. The **Bank account currency** field displays the currency associated with the selected bank account.

- a. In the **Exchange rate** field under **Exchange bank account currency to base currency**, select the exchange rate to use to convert the amount in the bank account's currency to the base currency of the account system associated with the bank account.

The **Base amount** field displays the bank account amount converted to the base currency of the account system.

2. Click **OK**. You return to the Add or Edit deposit screen.

Multicurrency: Create Deposits Process

Currency fields and columns in several areas display the payment amount in transaction currency for deposit processes. Currencies are associated with the account system for the bank account specified for a deposit template. The program considers a deposit template's currency when determining if template conflicts exist

during the create deposit process. For example, two deposit templates cannot share the same settings for revenue source, payment method, and currency when running the create deposit process.

When the program creates deposits, it uses the most recent daily or corporate rate for payments that must be converted to your bank's currency. We recommend you review the deposits after they are created to confirm the exchange rates and converted amounts. For example, you may need to add a daily or corporate exchange rate to a deposit.

Deposit Corrections

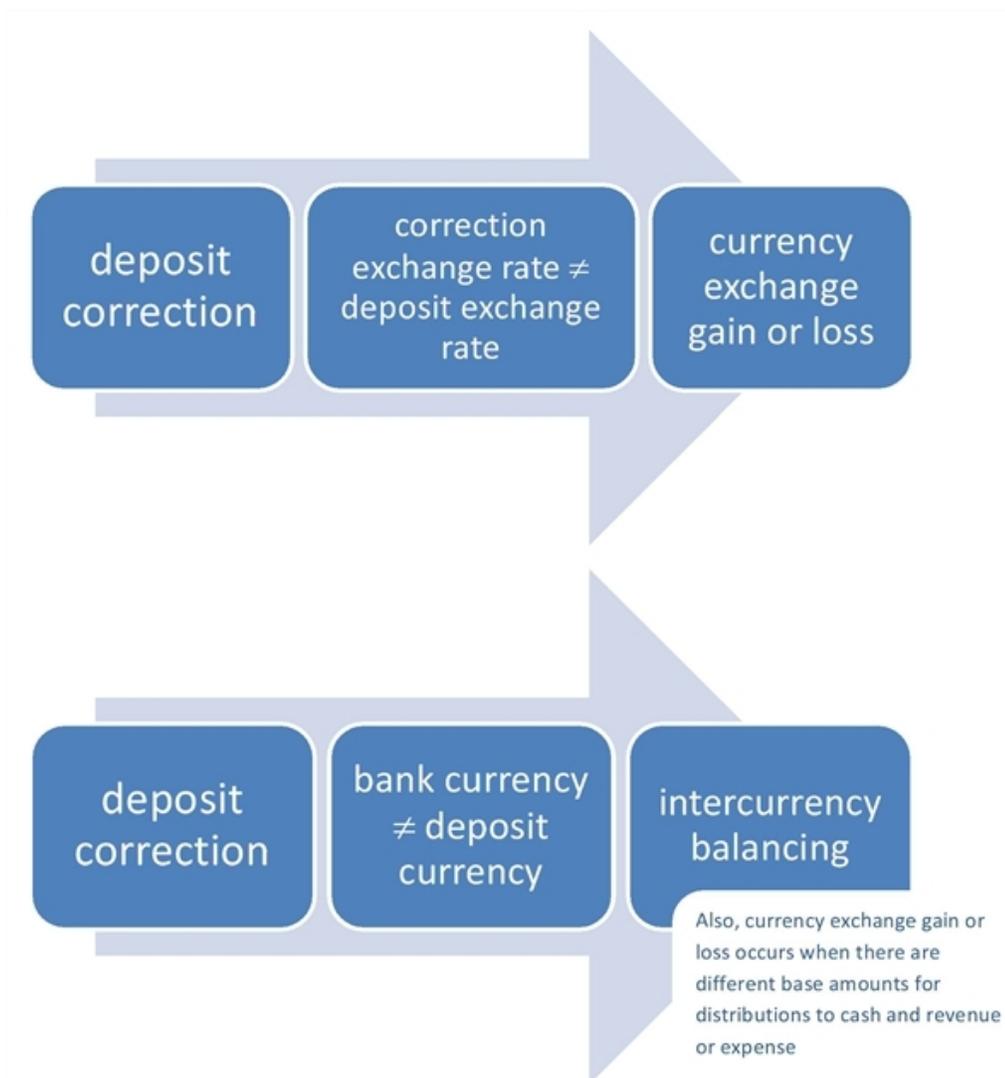
Deposit corrections use the same currency and exchange rate as the deposit. When you add a deposit correction, to view the exchange rate and base amount, click the **Currency and exchange rates** button next to the **Amount** field. On the Deposit correction page, the Details tab displays **Organization amount**, **Base exchange rate** and **Organization exchange rate** for the deposit correction.

Note: These fields do not always appear on the Details tab. For example, if the base currency and transaction currency are the same, the **Organization exchange rate** field does not appear.

GL Distributions Tab for a Deposit Correction

With deposit corrections, the program creates additional distribution rows for currency exchange gains and losses and for intercurrency balancing. Exchange gains and losses occur when a deposit correction's exchange rate is different than the associated deposit's exchange rate. Intercurrency balancing can occur when the deposit currency is different than the bank's currency. The GL accounts for the distributions are determined by the mapping configured in General Ledger.

- Administration>General ledger setup>Development office>Currency tab>**Realized gains and losses**
- Administration>General ledger setup>Development office>Currency tab>**Intercurrency balancing**



Deposit Correction Exchange Gain Example

Note: This example does not include amounts in organization currency. Exchange gains, exchange losses, and intercurrency balancing may also occur for organization currency amounts.

Your base currency is USD. The bank account currency is EUR.

You create a deposit in EUR with an exchange rate for EUR to USD of 1.280.

You create a deposit correction on 8/1/2011 for 25 EUR. Your exchange rate for EUR to USD on 8/1/2011 is 1.270.

1. The program creates a debit to the bank account's GL cash account for 25 EUR. The base currency amount for the debit distribution is 31.75 USD. This is because the base currency is USD and the exchange rate from EUR to USD is 1.270 on the date you made the correction.
2. The program creates a credit of 25 EUR to your correction account. The base currency amount for the credit distribution is 32 USD. This is because the base currency is USD and the exchange rate from EUR to USD is 1.280 when you created the deposit.

- The program creates a credit exchange gain for 0.25 USD that represents the exchange gain for the base amount. $32 - 31.75 = 0.25$.

GL Distributions				
GL information				
Account system: North America				
GL distributions				
Transaction type	Account	Amount	Base amount	Reference
1 Debit	1000-00	25.00 EUR	31.75 USD	Bank Account Deposit Correction
2 Credit	1000-05	25.00 EUR	32.00 USD	Bank Account Deposit Correction
GL balancing distributions				
Transaction type	Account	Amount	Base amount	Reference
3 Debit	5999-00		0.25 USD	Currency Exchange Loss

Deposit Correction Intercurrency Balancing Example

Note: This example does not include amounts in organization currency. Exchange gains, exchange losses, and intercurrency balancing may also occur for organization currency amounts.

Your base currency is GBP. The bank account currency is USD.

You create a deposit for EUR payments with an exchange rate for EUR to USD of 1.3962. The exchange rate for USD to GBP is 0.62.

You create a deposit correction on 8/1/2011 for 25 EUR. Your exchange rate for EUR to USD on 8/1/2011 is 1.270. Your exchange rate for EUR to GBP is 0.8736.

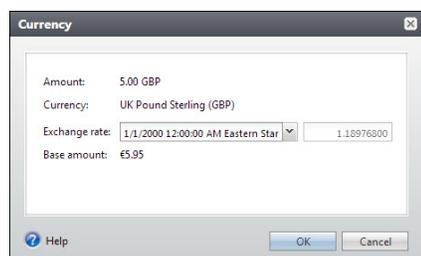
- The program creates a debit of 25 EUR to your correction expense account. The base currency amount for the debit distribution is 21.84 GBP. This is because the base currency is GBP and the exchange rate from EUR to GBP is 0.8736 on the date you made the correction.
- The program creates a credit to the bank account's GL cash account for 34.91 USD. The base currency amount for the credit distribution is 21.64 GBP. This is because the base currency is GBP and the exchange rate from USD to GBP is 0.62 when you created the deposit.
- The program creates an intercurrency credit of 25 in EUR with an exchange rate of 0.8736 and a base amount of 21.84 GBP. This offsets the debit to expense.
- The program creates an intercurrency debit of 34.91 USD with an exchange rate 0.62 and a base amount of 21.64 GBP. This offsets the credit to cash.
- The program creates a debit exchange gain for 0.20 GBP that represents the exchange gain for the base amount. $21.84 - 21.64 = 0.20$.
- The program creates an intercurrency credit for 0.20. This corresponds to the exchange gain for the base amount. Alternatively, this balances the difference in base amounts for the other intercurrency distributions.

GL Distributions

GL information					
Account system: System Generated Account System					
GL distributions					
					
Transaction type	Account	Amount	Base amount	Reference	
1 Debit	5063-000-000-000-000	25.00 EUR	£21.84	Bank Account Deposit Correction	
3 Credit	5100-000-000-000-000	25.00 EUR	£21.84	Intercurrency Balancing	
GL balancing distributions					
					
Transaction type	Account	Amount	Base amount	Reference	
6 Debit	5100-000-000-000-000		£0.20	Intercurrency Balancing	
Debit	4	5100-000-000-000-000	34.91 USD	£21.64	Intercurrency Balancing
5 Credit	4130-000-000-000-000		£0.20	Currency Exchange Gain	
Credit	2	1000-000-000-001-003	34.91 USD	£21.64	Bank Account Deposit Correction

Change Currency Deposit Corrections

From the Add or Edit deposit correction screen, you can change the exchange rate for deposit corrections. Next to the **Amount** field, click **Currency and exchange rates**. The Currency screen appears.



Currency

Amount: 5.00 GBP

Currency: UK Pound Sterling (GBP)

Exchange rate: 1/1/2000 12:00:00 AM Eastern Star 1.18976300

Base amount: £5.95

Help OK Cancel

In the **Exchange rate** field, select the exchange rate to use to convert the deposit correction amount to the base currency of the account system associated with the bank account when the currencies are different. To return to the Add or Edit deposit correction screen, click **OK**.

Adjustment Categories

For bank account adjustment categories, the amount matches the bank account's currency.

Adjustments

To change the currency or exchange rate of the amount when you add an adjustment, click **Currency and exchange rates** next to the **Amount** field.

- If the adjustment type is "Payment" or "Deposit," the default exchange rate depends on the adjustment date.

- If the adjustment type is “Transfer out,” the **Amount** field uses the same currency as the bank account from which you create the adjustment. For more information, refer to Currency for Transfer Out Adjustments on page 99.

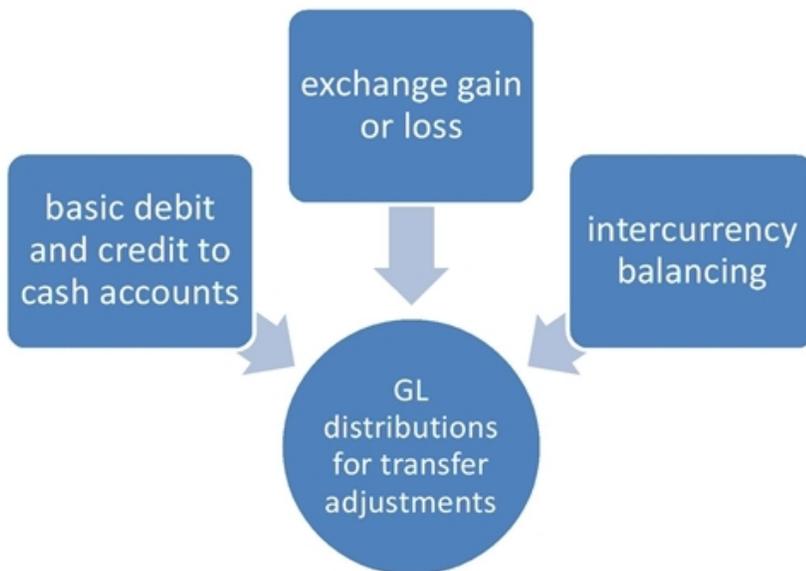
The Adjustment page also displays the base amount. The Details tab displays **Organization amount**, **Base exchange rate** and **Organization exchange rate** for the adjustment.

Note: These fields do not always appear on the Details tab. For example, if the base currency and transaction currency are the same, the **Organization exchange rate** field does not appear.

GL Distributions Tab for an Adjustment

Distributions for bank adjustments include a transaction amount and a base amount. The program may create additional distribution rows. The program creates ‘transfer out’ adjustments for currency exchange gains and losses and for intercurrency balancing. The GL accounts for the distributions are determined by the mapping configured in General Ledger.

- Administration>General ledger setup>Development office>Currency tab>**Realized gains and losses**
- Administration>General ledger setup>Development office>Currency tab>**Intercurrency balancing**

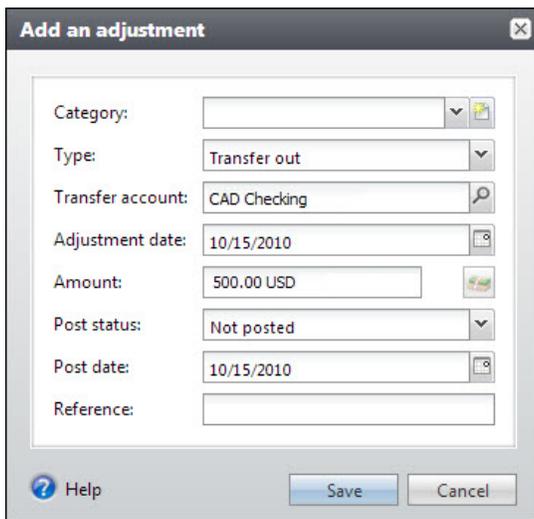


Exchange Gain from Transfer Out Example

Note: This example does not include amounts in organization currency. Exchange gains, exchange losses, and intercurrency balancing may also occur for organization currency amounts.

Your base currency is GBP. The ‘transfer in’ bank account currency is CAD. The ‘transfer out’ bank account’s currency is USD.

You create a transfer for 500 USD from your USD bank account to your CAD bank account.



The image shows a dialog box titled "Add an adjustment" with a close button (X) in the top right corner. The dialog contains several input fields and dropdown menus:

- Category:** A dropdown menu with a downward arrow and a small icon to its right.
- Type:** A dropdown menu with "Transfer out" selected and a downward arrow.
- Transfer account:** A text field containing "CAD Checking" and a magnifying glass icon to its right.
- Adjustment date:** A date field containing "10/15/2010" and a calendar icon to its right.
- Amount:** A text field containing "500.00 USD" and a currency icon to its right.
- Post status:** A dropdown menu with "Not posted" selected and a downward arrow.
- Post date:** A date field containing "10/15/2010" and a calendar icon to its right.
- Reference:** An empty text field.

At the bottom of the dialog, there is a "Help" button with a question mark icon, and "Save" and "Cancel" buttons.

The exchange rate for USD to CAD is 1.005. The exchange rate for GBP to EUR is 1.220.

Currency

[Exchange USD Checking currency to CAD Checking currency](#)

Transfer out amount: 500.00 USD
 Currency: US Dollar (USD)

Enter the exchange rate for the transfer

Exchange rate:
 Transfer in amount: 502.50 CAD

Enter the transfer in amount and create a spot exchange rate

Transfer in amount:
 Spot rate: 1.00500000

[Exchange USD Checking currency to base currency](#)

Transfer out amount: 500.00 USD
 Currency: US Dollar (USD)

Exchange rate:
 Base amount: £313.00

[Exchange CAD Checking currency to base currency](#)

Transfer in amount: 502.50 CAD
 Currency: Canadian Dollar (CAD)

Exchange rate:
 Base amount: £310.55

- The program creates a credit of 500 USD to your USD bank account's GL cash account. The base amount of the credit distribution is 313 GBP. This shows the transfer for the 'transfer *out*' account on the general ledger with the correct transaction amount and the resulting base amount.
- The program creates a debit of 502.50 CAD to your CAD bank account's GL cash account. The base amount of the debit distribution is 310.55 GBP. This is because the base currency is GBP and the exchange rate from CAD to GBP is 0.618. $502.50 * 0.618 = 310.55$. This shows the transfer for the 'transfer *in*' account on the general ledger with the correct transaction amount, exchange rate, and base amount.
- The program creates an intercurrency debit of 500 USD and a base amount of 313 GBP. This balances the credit to your USD bank account's GL cash account.
- The program creates an intercurrency credit of 502.50 CAD with an exchange rate of 0.618 and a base amount of 310.55 GBP. This offsets the debit to your CAD bank account's GL cash account.
- The program creates a debit exchange loss for 2.45 GBP in the base amount field that represents the exchange loss for the base amount. $313.00 - 310.55 = 2.45$.
- The program creates an intercurrency credit for 2.45 GBP in the base amount field. This corresponds to the exchange gain for the base amount. Alternatively, this balances the difference in base amounts for the other intercurrency distributions.

GL Distributions

GL information

Account system: System Generated Account System

GL distributions Edit distribution

Transaction type	Account	Amount	Base amount	Reference
3 Debit	5100-00...	500.00 USD	£313.00	Intercurrency Balancing
1 Credit	1000-00...	500.00 USD	£313.00	Bank Adjustment - Transfer Out

GL balancing distributions

Transaction type	Account	Amount	Base amount	Reference
5 Debit	4130-00...		£2.45	Currency Exchange Loss
Debit	2 1000-00...	502.50 CAD	£310.55	Bank Adjustment - Transfer In
4 Credit	5100-00...	502.50 CAD	£310.55	Intercurrency Balancing
Credit	6 5100-00...		£2.45	Intercurrency Balancing

Currency for Transfer Out Adjustments

With “Transfer out” adjustments, if the bank accounts use the same currency, there are no exchange rates. If the banks accounts use different currencies, there are up to three exchange rates to consider:

- Currency for ‘transfer out’ bank account to currency for ‘transfer in’ bank account

Screen Item	Description
Transfer out amount	This field shows the adjustment amount in the ‘transfer out’ or withdrawal account’s currency format.
Currency	This field shows the ‘transfer out’ or withdrawal account’s currency format.
Enter the exchange rate for the transfer	To determine Transfer in amount based on an exchange rate, select this field. Use this option when you know the exchange rate, but not the exact amount transferred into the deposit account.
Exchange rate	If you select Enter the exchange rate for the transfer , in the Exchange rate field, select the type of exchange rate to use to convert the ‘transfer out’ amount from Currency to the ‘transfer in’ bank account’s currency. The exchange rates are based on the rates configured for the adjustment date. If you select Spot rate, enter the conversion rate to use.
Transfer in amount (under Enter the exchange rate for the transfer)	This is the product of Transfer out amount and Exchange rate . It represents Transfer out amount in the ‘transfer in’ account’s currency.
Enter the transfer in amount and create a spot exchange rate	If you know the transfer in amount, select this field. Use this option when the bank provides you with the exact amount transferred into the deposit account.
Transfer in amount (under Enter the transfer in amount and create a spot exchange rate)	If you select, Enter the transfer in amount and create a spot exchange rate , enter the transfer in amount. The program calculates a spot rate based on the transfer out amount and the transfer in amount.

Screen Item	Description
Spot rate	This is the ratio of Transfer in amount to Transfer out amount . It represents the spot exchange rate for the 'transfer out' account's currency to the 'transfer in' account's currency.

- Currency for 'transfer out' bank account currency to base currency

Screen Item	Description
Transfer out amount	This field shows the adjustment amount in the 'transfer out' or withdrawal account's currency format. This field shows the same amount as Transfer out amount in the first section.
Currency	This field shows the 'transfer out' or withdrawal account's currency format. This field shows the same currency as the Currency field in the first section.
Exchange rate	In the Exchange rate field, select the type of exchange rate to use to convert the 'transfer out' amount from Currency to the base currency. The exchange rates are based on the rates configured for the adjustment date. If you select Spot rate, enter the conversion rate to use. This exchange rate is different from the exchange rate in the first section.
Base amount	This is the product of Transfer out amount and Exchange rate . It represents the Transfer out amount in the base currency.

- Currency for 'transfer in' bank account to base currency

Screen Item	Description
Transfer in amount	This field shows the adjustment amount in the 'transfer in' or deposit account's currency format. This field shows the same amount as Transfer in amount in the second section.
Currency	This field shows the 'transfer in' or deposit account's currency format.
Exchange rate	In the Exchange rate field, select the type of exchange rate to use to convert the 'transfer in' amount from Currency to the base currency. The exchange rates are based on the rates configured for the adjustment date. If you select Spot rate, enter the conversion rate to use.
Base amount	This is the product of Transfer in amount and Exchange rate . It represents the Transfer in amount in the base currency.

For example, assume your organization has a base currency of US dollars and you have bank accounts with currencies of Canadian dollars and Mexican pesos. To transfer out of the Mexican pesos account to the Canadian dollars account, these exchange rates apply:

- Mexican pesos account (transfer out) to Canadian dollars account (transfer in)
- Mexican pesos account (transfer out) to base currency
- Canadian dollars account (transfer in) to base currency

The exchange loss or gain is the difference between the base amounts related to the second and third exchange rates.

Currency

[Exchange MXN Acct/NA system currency to CAD acct/NA system currency](#)

Transfer out amount: 1,000.00 MXN
 Currency: Mexican Peso (MXN)

Enter the exchange rate for the transfer

Exchange rate:

Transfer in amount: 81.97 CAD

Enter the transfer in amount and create a spot exchange rate

Transfer in amount:

Spot rate: 0.08196750

[Exchange MXN Acct/NA system currency to base currency](#)

Transfer out amount: 1,000.00 MXN
 Currency: Mexican Peso (MXN)

Exchange rate:

Base amount: 78.99 USD

[Exchange CAD acct/NA system currency to base currency](#)

Transfer in amount: 81.97 CAD
 Currency: Canadian Dollar (CAD)

Exchange rate:

Base amount: 79.36 USD

Reconcile Transactions and Disbursements

When reconciling transactions and disbursements, you can specify the transaction amount to display in a specific currency. On both the Add and Edit a column mapping screens, use the **ISO code** field to select the name of the column in the disbursement report file that provides the international standard code for the currency you want to view when reconciling transactions. The currency you select here determines how the **Amount** field displays on all tabs of the Reconcile transactions and disbursements page, except the View by transaction tab.

Note: The **Amount** column on the View by transaction tab displays in the transaction currency of the original transaction.

On the Pending Credit Card Transaction Search screen, when you enter an amount in the **Amount** field, all transactions (regardless of currency type) that match the amount you enter appear under **Results**. Each

transaction is listed and displays the amount in its associated currency. To access the Pending Credit Card Transaction Search screen, from the Reconcile transactions and disbursements page, select the Unmatched disbursements tab. Click the double arrows next to a transaction to expand its row. From the action bar that appears, click **Find transaction match**.

Treasury Reports

You can use the **Currency** filter to determine how to view amounts in reports. For revenue, “Base” is the base currency of the associated account system and for non-revenue items, such as fundraising purposes, “Base” is the base currency of the currency set assigned to the user who entered the record. “My base” is the base currency of your currency set, “Organization” is the organization currency, and “Transaction” is the revenue’s transaction currency. The filter values available depend on the report selected. When you add revenue, the program calculates and stores the base currency and organization currency amounts, along with the original transaction currency amount. When you switch currencies on the report, the amounts that display are the original currency amounts calculated when the transactions were added.

Deposits Report

The amounts on the Deposits report are formatted in the currency of the payments. The report displays an amount for Payment totals.

Miscellaneous Payments Report

The amount column on the Miscellaneous payments report is formatted with the currency of the payments. You can use the **Currency** filter to specify what currency displays in the **Total Miscellaneous Payments** row. When there are multiple transaction currencies on the report, the row displays “N/A.” When **Currency** is set to “Base,” the row displays the total of GL distribution base amounts for each miscellaneous payment. If there are miscellaneous payments for multiple account systems, the row displays “N/A.” When **Currency** is set to “Organization,” the row displays the total of GL distribution organization amounts.

Receipt for Miscellaneous Payments Report

The amount column on the Receipt for miscellaneous payment report uses the transaction currency of the payments.

Volunteers

Volunteer Job Values 103

Multicurrency provides the ability to view and manage amounts in different currencies. Review the information in this section to learn about multiple currency features in *Volunteers*.

Volunteer Job Values

With volunteer jobs, you can estimate the hourly value of the job, such as the hourly wage an employee would receive to perform the job.

The program uses this value to calculate the estimated value of the work the volunteer fulfills. On the volunteer record, the General tab displays an estimated value of the work performed during the current year and over the volunteer's lifetime with your organization.

Volunteer jobs appear in the base currency of the user who created the job, and any job occurrences you create for the job inherit this currency. If you change the base currency of the job, the program updates the base currency of associated job occurrences.

Edit a Volunteer Job Base Currency

Tip: By default, the job's currency is the base currency of the user who added the job.

From a job, click **Change base currency** under **Tasks**. The Edit job base currency screen appears. In the **Base currency** field, select a currency for the job.



Click **Save**. You return to the job page.

