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## Managing Foreign Currencies

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### 1. Introduction

Artlook provides a list of all countries and their currencies together with an option for identifying countries which use the Euro. This list is also used as a country lookup when adding new contacts and as a means of automatically providing the country dialling code for a foreign contact.

Provided you have previously entered the relevant conversion rates, Artlook will apply a converted rate in Euros and Dollars when an item is first set up on the system. You can see these figures by clicking on the Financial Information icon within a detailed stock record. Artlook will also apply a converted rate (for the purposes of calculation) when you are acquiring an item in any foreign currency providing you have previously entered a rate for that currency. The currency is derived automatically from the country of origin of your supplier.

Ongoing changes to currency rates are entered using the “Currency Calculator” which displays any currencies for which you have previously entered a conversion rate within the master list.

Global changes can be made to the Euro and Dollar values for stock items by using the “Recalculate Foreign Prices” utility.

### 2. Setting up the Countries and Currencies List

Go to Tools | Preferences | Countries & Currencies. The critical columns are on the far right – “EU” and “Exchange Rate”. A tick must be placed in the EU column for any country using the Euro.

In the Exchange Rate column enter the relevant conversion rate for a particular currency that you are likely to use. The Currency Calculator (see below) will only display those currencies for which you have entered a conversion rate – there will only be one entry in the Currency Converter for the Euro regardless of how many countries have been given a tick in the EU column of the list.

Ensure that there is a conversion rate for the currencies you wish to use and the relevant countries have been identified as using the Euro. As a one off exercise the current Euro conversion rate should also be entered alongside each relevant country (subsequently any change to the conversion rate for any Euro defined country will be applied automatically to all countries using the Euro).

Once you have made the original changes as required to the list you will only need to edit this table again when you wish to record the conversion rate for a new currency or when new countries begin using the Euro.

The screen shot below shows an edited Countries and Currencies list.

Country	Code	Dial code	Currency	Currency code	EU	Exchange rate
Andorra	AD	376	Euros	EUR	<input checked="" type="checkbox"/>	1.45
Australia	AU	61	Dollars	AUD	<input type="checkbox"/>	2.42
Austria	AT	43	Euros	EUR	<input checked="" type="checkbox"/>	1.45
Bahrain	BH	973	Dinars	BHD	<input type="checkbox"/>	.59
Belgium	BE	32	Euros	EUR	<input checked="" type="checkbox"/>	1.45
Canada	CA	1	Dollars	CAD	<input type="checkbox"/>	2.19
Denmark	DK	45	Krone	DKK	<input type="checkbox"/>	10.74
Egypt	EG	20	Pounds	EGP	<input type="checkbox"/>	9.67
Finland	FI	358	Euro	EUR	<input checked="" type="checkbox"/>	1.45
France	FR	33	Euros	EUR	<input checked="" type="checkbox"/>	1.45
Germany	DE	49	Euros	EUR	<input checked="" type="checkbox"/>	1.45
Greece	GR	30	Euros	EUR	<input checked="" type="checkbox"/>	1.45
Hong Kong	HK	852	Dollars	HKD	<input type="checkbox"/>	12.1
Ireland	IE	353	Euros	EUR	<input checked="" type="checkbox"/>	1.45
Italy	IT	39	Euros	EUR	<input checked="" type="checkbox"/>	1.45
Japan	JP	81	Yen	JPY	<input type="checkbox"/>	184
Luxembourg	LU	352	Euros	EUR	<input checked="" type="checkbox"/>	1.45

### 3. Managing conversion rates

Throughout the program you will see, where relevant, a small calculator symbol which will display the Currency Converter.



This is available when you are setting up new items, selling an item, checking financial information etc. It is also available on the main screen by clicking Tools | Currency Converter.

*The Artlook Currency Converter:*

**Currency converter** [X]

Convert from: Pounds [v]      Convert to: Euros [v]

1500.00      2437.65

Rate: 1 [v]      1.6251 [v]

(Rate: 1.63)

You can use the calculator either to look up values in other currencies or to change the conversion rate for a particular currency.

To look up a value select a currency from the drop down list in “Convert from” and a currency from the drop down list in “Convert to”. The values in green and blue show the original and the converted value. The figure itself is derived from the list price of the stock item on which you are currently located. The currencies displayed are drawn from those currencies in the Master List for which you have entered a rate of exchange. Note that where countries share a currency (such as the Euro) the rate for all currencies is automatically updated.

To change a conversion rate use the up and down arrows in the Rate box. When you click on the cross to close the Converter Artlook will ask you if you wish to update the exchange rate for that currency. Note that where countries share a currency (such as the Euro) the rate is automatically updated across all those countries.

#### 4. Applying new conversion rates to existing stock

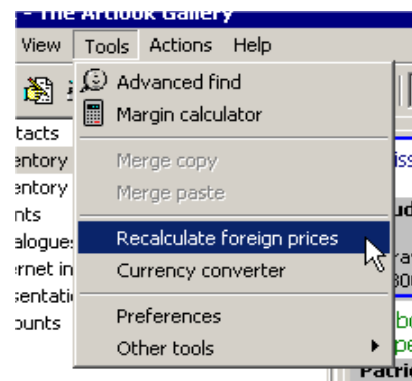
The most obvious area where you will see converted currencies is on the Financial Information tab for a stock record.

List price £2,800.00	Agreed price to owner 0	Price in GBP £2,800.00
Minimum sales price £2,800.00	Agreed commission to owner 40.00 %	Price in US\$ 4088.00
		Price in Euro 5600.00

At the time an item is created values are automatically entered in the US\$ and Euro fields based on the exchange rates you have entered previously. These values will not change automatically when you alter the item’s list price. While it is possible to edit the values manually it is better practice to use the following procedure. To ensure that these values (a) are based on the item’s current list price and (b) reflect the latest exchange rates which you have entered you should use the **Recalculate foreign prices** utility available from the main menu.

Click OK to confirm that you wish to run the routine. Artlook will recalculate the US\$ and Euro values for all stock items based on their current list price. At the same time the “Price in GBP” field will be checked to ensure that it matches the “List Price” field.

This routine should be run every time you make a change to US\$ and Euro currency rates to ensure that your stock records are accurate.



## 5. Frequently asked questions

*Does Artlook offer an automated system for updating currency rates from the Internet?*

Rather than providing an automated updating system which would inevitably apply a standard rate to all conversions we feel that it is preferable that users obtain their own conversion rate information (which is widely available on the Internet) and apply it, changed or unchanged, to their systems using the tools described above.

*How often should I update currency rates?*

This is entirely a matter of choice but users should be aware of the Customs and Excise guidelines and rules for handling foreign currency transactions. The Customs and Excise web site contains further information including approved current conversion rate tables. You can find more information at <http://www.hmce.gov.uk/business/rates/rates.htm>.

*When I acquire a new piece of stock from a foreign supplier Artlook gives me the option of viewing the purchase price in the supplier's currency – is this converted price stored anywhere?*

Regardless of currency pricing as it is displayed all currency values are stored as (and converted to where relevant) sterling.