Defining Currencies

Currencies are used for receipts, flat rates and conversion into the base currency. The base currency is specified via the system parameters[1].

Currency master data

- **Name:** visible name.
- **ISO code:** exactly three-character ISO currency code.
- **Valid from / Valid to:** period of use.

Exchange rates

For each currency, exchange rate intervals with start, end and rate can be maintained. Intervals must not overlap. The reference date for receipts and per diems/overnight allowances can be set separately in the trip type; without a deviation, the system default applies.

Import and verification

If the automatic exchange rate import is used, the imported intervals and the source used must be checked regularly. After a change, check a receipt and a per diem in a foreign currency, including rounding and the base currency amount. The technical import is listed in the job overview of the Travel module[2].

Felder

Name	Wert
Modul	Travel Management (tm)
Webdesk Actionname	tm_editCurrency
Artefakt-Typ	Action

1. /daisy/webdesk-manual-en/admin/2676-dsy/5121-dsy.html
2. /daisy/webdesk-manual-en/admin/2676-dsy/3782-dsy.html