



# How to look up a currency exchange rate



## The GUACURR form

Use the **GUACURR** form to look up a particular exchange rate used by all systems and Accounting Staff for a specific day or period of time.

**Currency Code Maintenance GUACURR 6.0 (Banner)**

Currency Code: 1 — USD United States dollar - Surcharge

A/P Account: 2 — 200004 Current Accounts Payable

Exchange Account: 3 — 200143 Currency Exchange Control

Bank Code: 4 — UC Royal Bank U.S. General Chequing

Disbursing Agent: 5 —

Nation: 6 — 050 USA

ISO Currency Code: 7 —

Conversion Type: 8 — Daily Active Status: 9 —

Effective Date: 10 — 01-JUN-1990 Termination Date: 11 —

Next Change Date: 12 — Last Activity Date: 21-OCT-1999

13 ✓

Conversion		
Conversion Rate	Effective Date	Next Change Date
14 — .72	15 — 09-FEB-2004	16 — 09-FEB-2004
.72	03-FEB-2004	03-FEB-2004
.73	26-JAN-2004	03-FEB-2004



## Field definitions

	Item	Description
	<b>KEY BLOCK</b>	<b>Information relating to the currency code selected</b>
<b>1</b>	<b>Currency Code (Required)</b>	Code representing a particular foreign currency, e.g. USD = U.S. dollar surcharge.
<b>2</b>	<b>A/P Account</b>	Default account code used by Accounts Payable for invoice processing.
<b>3</b>	<b>Exchange Account</b>	Default account code used for currency exchange control.
<b>4</b>	<b>Bank Code</b>	Assigned bank code associated with the currency.
<b>5</b>	<b>Disbursing Agent</b>	Not used by McGill University.
<b>6</b>	<b>Nation</b>	Assigned nation code (ie. Country ) associated with the currency.
<b>7</b>	<b>ISO Currency Code</b>	Not used by McGill University.
<b>8</b>	<b>Conversion Type</b>	Determines the frequency with which a rate can be updated. Defaulted to Daily.
<b>9</b>	<b>Active Status</b>	Status indicator. If checked , confirms that the currency exchange is available to the Banner system for ongoing use.
<b>10</b>	<b>Effective Date</b>	The date from which a particular currency code can be used.
<b>11</b>	<b>Next Change Date</b>	The next change date represents the calendar date a change was made. Contains a date when a more recent record for the same currency code exists
<b>12</b>	<b>Termination Date</b>	Date when the currency code is retired.
<b>13</b>	<b>Last Activity Date</b>	The latest date that a change was processed for the currency code.
	<b>NEXT BLOCK</b>	<b>Multiple records to depict changing exchange rates and effective dates</b>
<b>14</b>	<b>Conversion Rate</b>	The conversion rate determined from the Bank of Canada for the particular currency and a particular period.
<b>15</b>	<b>Effective Date</b>	The start date for the particular rate.
<b>16</b>	<b>Next Change Date</b>	The end date for the particular rate.

## How to look up a currency exchange.



## How to look up a currency exchange.

---

- For Purchases**
- 1 Select the form **GUACURR** from the **Finance Fast Track Menu** or type GUACURR in the **Go** field and press Enter.
  - 2 Click on the Magnifying glass 
  - 3 Choose the appropriate code. The U.S. surcharge is applied to purchases such as POs, REQs, Suppliers invoices and expense reports to name a few. Therefore select the code USD.
  - 4 Hit the F8 key or click on the **Execute Query** icon 
  - 5 Click on the **Next Block**  or use Ctl + Page Down if you prefer using your keyboard.
  - 6 Determine the week you wish to query using the scroll bar on your right. (Example **03-Feb-2004**)
  - 7 Take the Canadian value and multiply by the U.S. rate showing for the week in the GUARCURR form.
  - 8 (Example  $1,562.50 * 0.72 = \$1,125.00$  U.S.)

## For Deposits

- 1 Select the form **GUACURR** from the **Finance Fast Track Menu** or type GUACURR in the **Go** field and press Enter.
- 2 Click on the Magnifying glass 
- 3 Choose the appropriate code. The U.S. premium is applied to purchases such as POs, REQs, Suppliers invoices and expense reports to name a few. Therefore select the code USR.
- 4 Hit the F8 key or click on the **Execute Query** icon 
- 5 Click on the **Next Block**  or use Ctl + Page Down if you prefer using your keyboard.
- 6 Determine the week you wish to query using the scroll bar on your right. (Example **03-Feb-2004**)
- 7 Take the Canadian value and multiply by the U.S. rate showing for the week in the GUARCURR form.
- 8 (Example  $1,562.50 * 0.72 = \$1,125.00$  U.S.)