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2.01.07 Exchange Rate

The document class Exchange rate manages the exchange rates for the conversion between two currencies. A factor with a corresponding exchange rate is defined between the source currency and the target currency. The exchange rates are required for the conversion of the currency fields.

Remark I: Exchange rates can also be "frozen" for projects, Receipts and invoices on a key date.

Remark II: If a second currency is to be used, the exchange rate between the local and second currency must always be defined (see also document type configuration and the further notes in the administration guide).

This mask consists of the following elements::

- **From Currency:** In this field you can select the source currency for the conversion. The displayed entries of this list can be defined in currencies.
- **To Currency:** In this field, you can select the target currency for the conversion. The displayed entries in this list can be defined in currencies.
- **Date:** This field defines the date from which the defined exchange rate is to be used for system-wide translation and overwrites older definitions from this date.
- **Factor:** This field is used to enter the factor of the source currency for the conversion of the currencies. The default value for this field is 1.
- **Rate:** This field is used to enter the exchange rate between the currencies. In the example above, an exchange rate from EURO to Swiss francs valid as of October 27, 2019 has been defined. Here, 1 EURO corresponds to exactly 1.103 Swiss francs.