Tips & Tricks

Written by the firm's resident super user, Victoria, Accredo's user tips provide helpful information, short-cuts and general pointers to help customers improve their use of Accredo.

Limit Foreign Exchange Errors

If you are entering exchange rates, it can be very easy to forget about the decimal place and just key in the numbers, which can leave your data in a mess.

You can set FX Exchange Rate Limits for each currency you use to prevent this from happening. We would recommend everyone using Foreign Exchange set Exchange Rate Limits to prevent data entry errors.

To set your Exchange Rate Limits

Maintain > Foreign Exchange > Exchange Rate Limits

If you are using the Exchange Rates Table, you can select the Low/High Dates From and To, to display the rates from the Table in the Low High Columns. This may assist you in setting your Minimum and Maximum Rate Limits.

Key in the Minimum and Maximum Rates allowed for each currency then close the window.
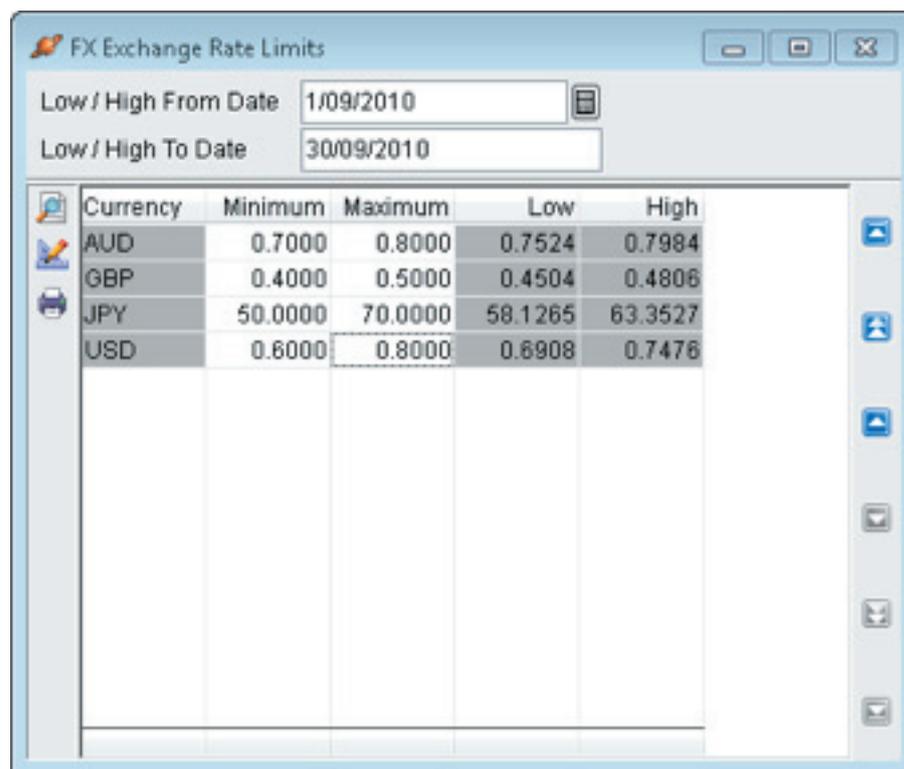
Now for FX transactions, if you enter a rate outside the Exchange Rate Limits specified, a warning will come up as shown. →
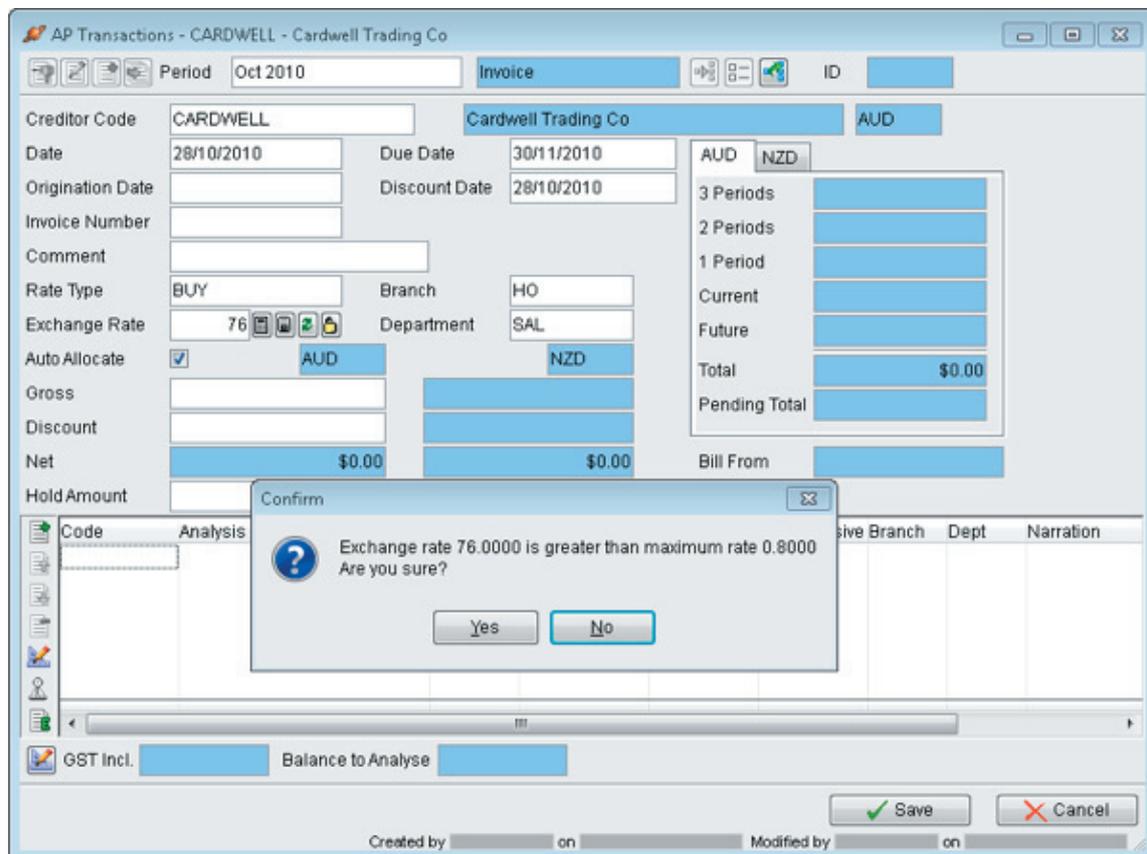
You can enforce this so that it simply won't allow rates to be entered outside the minimum and maximum rates, by setting the User Permission for your Users Rate Limits to None.

Setup > Company > Users > Users and Permissions

Select the User

Then press F11 or Click the Edit Button

Then Click Foreign Exchange > Rate Limits and select 'None'

Then save. →

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