



Currency Adjustments

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1. PREPARING CURRENCY ADJUSTMENTS

A currency document is used determine the currency adjustments required in regard to transactions previously applied to ledger accounts in the selected currency and selected company. Note that creating a new document does not post any adjustment transactions to the accounts, i.e. the adjustments may be ascertained for review purposes only.

1.1. Obtain Authorisation

Use the appropriate company procedure to obtain authorisation to prepare a currency adjustment review.

1.2. Create the Currency Adjustment

Use the menu option 'Currency Adjustment Processing' to create the currency document. Enter the company code, currency code and 'as at' date for the adjustments, and the job starting date and time. Note that this creates a job and queues it to the financial job queue. As the job will take some time to execute in large companies, it is advisable to set the starting date and time to appropriate values so that it will run with a minimum of delay.

To verify the outcome, use the menu option 'Currency Document' to select the currency document number and check the screen display.

2. PROCESSING CURRENCY ADJUSTMENTS

Processing a currency document involves 2 processes – queuing and processing. Firstly the document is queued to the financial job queue. When it reaches the head of the queue it is processed in 3 stages. The 1st stage involves checking that the document is valid, in all respects, for processing. The 2nd stage of processing creates a transaction set from the document using the appropriate rules. The 3rd stage processes the transaction set. This involves posting the transactions to the accounts specified in the transaction set, thereby updating the balances and period information on those accounts. It also updates other information (e.g. the status of the originating document) as specified in the relevant rules.

2.1. Obtain Authorisation

Use the appropriate company procedure to obtain authorisation to process the currency adjustments.

2.2. Submit the Currency Adjustment

Use the Submit action in the menu option 'Currency Document' to queue the currency (adjustment) document for posting. Note that only currency documents that have not been processed, or that have been processed and reversed, may be posted.

To verify the outcome, use the 'Job Manager Control' menu option to confirm that the currency document has been processed, then return to the menu option 'Currency Document', and check that the document status displayed is 'Complete'.

3. REVERSING CURRENCY ADJUSTMENTS

Reversing a currency document causes the document to be marked for reversal and queued to the financial job queue. It is then processed (refer to [Processing Currency Adjustments](#)) so that the transaction set that is created has, when posted, the effect of reversing every transaction from the transaction set that was created when the document was originally processed.

3.1. Obtain Authorisation

Use the appropriate company procedure to obtain authorisation to reverse the currency adjustments.

3.2. Reverse the Currency Adjustment

Use the menu option 'Currency Document' to enter the currency (adjustment) document number. Use the Reverse action to mark the document for reversal and queue it to the financial job queue for processing.

To verify the outcome, use the 'Job Manager Control' menu option to confirm that the currency document has been processed, then return to the menu option 'Currency Document' and check that the document status displayed is 'Open'.

4. DELETING CURRENCY ADJUSTMENTS

Deleting a currency document causes the entire document to be physically erased from the O.R.C.A system. Note that only currency documents that have not been processed, or that have been processed and reversed, may be deleted.

4.1. Delete the Currency Adjustment

Use the menu option 'Currency Document' to enter the currency (adjustment) document number. Use the Delete action.

To verify the outcome, return to the menu option 'Currency Document' and check that the document no longer exists.

5. USING CONTROL FEATURES

Control features comprise reports and other options, e.g. manually calculating a control total, that are used to verify that the desired action has been completed successfully.

5.1. Run the Incomplete Documents Report

The incomplete documents report provides a listing of all documents of the selected classes that have not been processed. Use the menu option 'Incomplete Documents Report' to select the currency document class and a relevant document number range and/or date range. The report will list all currency documents that should have, but have not, been processed.

6. TROUBLESHOOTING

6.1. Cannot Access the Menu Options

If the options to create the currency document (Currency Adjustment Processing) and submit the document (Currency Document) are not accessible, then ask your System Administrator to check that the security has been set up to permit this access.

6.2. Cannot Reverse an Adjustment – Document Status Error

If an error message commencing with 'Document Status Error' is displayed as a result of reversing a currency document (refer to [Reverse the Currency Adjustment](#)), then the document status is invalid. A currency document may only be reversed if it has a status of 'Complete'.

6.3. Cannot Submit an Adjustment – Document Status Error

If an error message commencing with 'Document Status Error' is displayed as a result of submitting a currency document for posting (refer to [Submit the Currency Adjustment](#)),



then the document status is invalid. A currency document may only be submitted if it has a status of 'New' (i.e. it has never been processed) or 'Open' (i.e. it has been processed and reversed). Invalid status and correcting actions are:

- Cancelled cannot change status, so a new currency document must be created.
- Complete use Reverse action to reverse the original transaction set. Delete the currency document, and then re-create if required.
- Error check the job log in the View action of the 'Job Manager Control' menu option. If unable to access this, contact your System Administrator. Correct the error and re-submit.
- Pending currency document has already been queued for posting and remains in the financial job queue awaiting its turn. Check that the Financial Status in the 'Job Manager Control' menu option is 'RUNNING'. If so, wait for the document to be posted. If not, then restart the financial job queue from the 'Job Manager Control' menu option. If unable to access this, contact your System Administrator.
- Update currency document has already been queued for posting and is currently being processed by the financial job controller. Check that the Financial Process in the 'Job Manager Control' menu option is processing the correct document. Wait until it has finished, then re-enter the document number in the 'Currency Document' menu option and check the document status. If the currency document processing appears to have stalled, ask your System Administrator to check the job status.

6.4. Cannot Process an Adjustment

If the currency document does not process, then check, using the 'Job Manager Control' menu option, that the financial processor is running. Then check that the document status is valid. Also check that the processing date and time limits for the company have not been violated (menu option 'Company Codes'), and that the user's membership of the requisite user group is still active (menu option 'Users Maintenance').