

How to Add Multiple Currencies

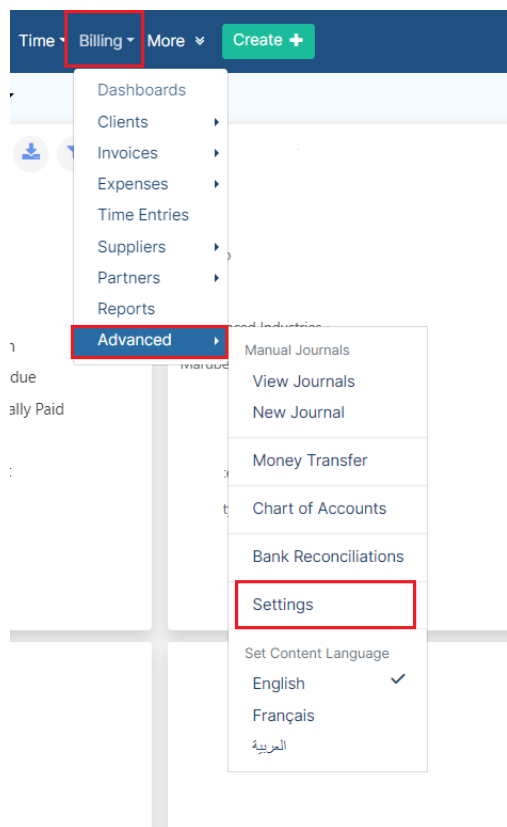
Objectives

- Add Multiple Currencies other than the Entity's main currency
- Set the exchange rate

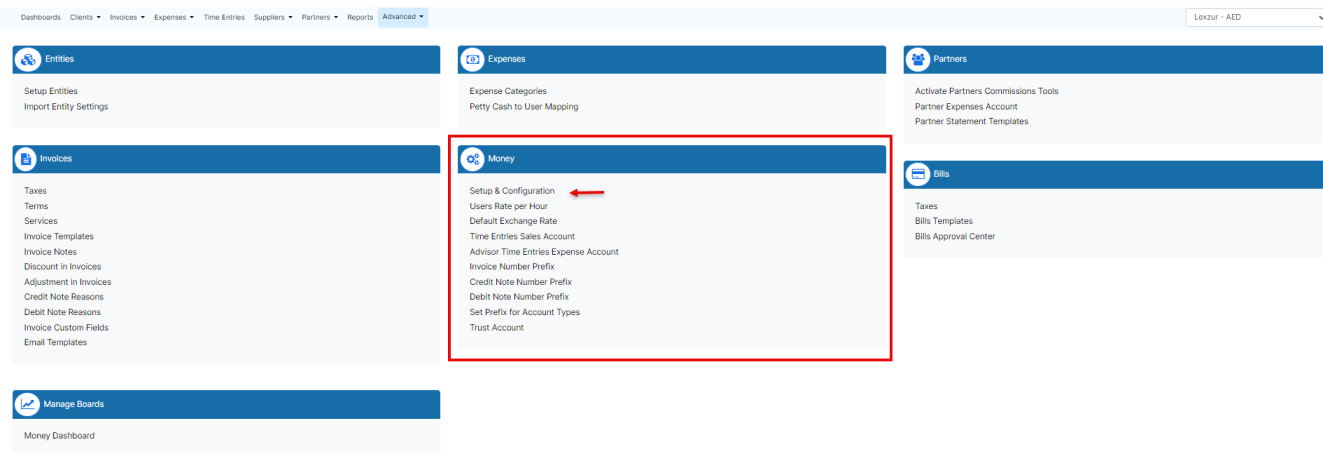
Steps

Within the **Billing Module**, you have the flexibility to use additional currencies beyond your primary entity currency. This means you can add the currencies that align with your different financial transactions.

To do so navigate to **Billing Advanced Settings** from the navigation menu.



Under the **Money** section within the Billing Settings page, go to **Setup & Configuration**.



On the **Setup & Configuration** page, click on **Money Currency**, in the default values you can then choose the list of currencies to be used in the Billing Module.

Activate Taxes

Bill Languages

Bill Values

Expenses Values

Invoice Services

Invoice Languages

Invoice Status Values

LEDES Billing

Module Languages

Money Currency

Partner Statement Languages

Partner's Settlements Per Invoice

User Rates

Property

Currencies

Default Value

AED - United Arab Emirates

AFN - Afghanistan

AUD - Australia

BHD - Bahrain

EGP - Egypt

EUR - France

KWD - Kuwait

LBP - Lebanon

SAR - Saudi Arabia

USD - United States

ZAR - South Africa

Actions

Save

Click on the blank to add currency

Save All

To further enhance your financial control, you have the ability to set default exchange rates, ensuring accurate and consistent currency conversions throughout your billing operations.

 The system will direct you automatically to the **Default Exchange Rate** page to set the rate of the new currency.

Dashboards

Clients

Invoices

Expenses

Time Entries

Suppliers

Partners

Reports

Advanced

App4Legal-USD - USD

Default Exchange Rate

1 AED ==

0.8

USD

1 AFN ==

0.013

USD

1 AUD ==

0.71

USD

1 BHD ==

3.27

USD

1 EGP ==

0.054

USD

1 EUR ==

1.07

USD

1 KWD ==

3.27

USD

1 LBP ==

0.00066

USD

1 SAR ==

0.27

USD

1 USD ==

1

USD

Save

For more information about LEXZUR, kindly reach out to us at help@lexzur.com.

Thank you!