# TEM Support Announcement

Date: March 25, 2015

Topic: Foreign currency conversion available on Expenses screen

In conjunction with the rollout of TEM 8.7, we are enabling a feature which allows easy conversion of foreign currency receipts into US dollars. When you've travelled internationally and returned with a receipt in that country's currency, you've had to use the "Currency Conversion Tool" on the Travel website to convert the amount to US dollars, before entering it into TEM. Now, for many currencies, that step will not be necessary: since March 6th we have been receiving daily exchange rates for 29 foreign currencies from Wells Fargo bank. Those exchange rates are being loaded into Banner and will be accessible from TEM: simply enter the date and amount from your foreign currency receipt, select a currency, and TEM will perform the conversion to US dollars. Here's how that works ~

Enter receipt details, click on currency drop-down

On the Expenses screen, enter the details of your expense: enter the **Date** on the receipt, select an expense **Type**, and enter the foreign currency **Receipt Amount**. Now click on the arrow next to "USD" - a drop-down list of currency codes will appear:
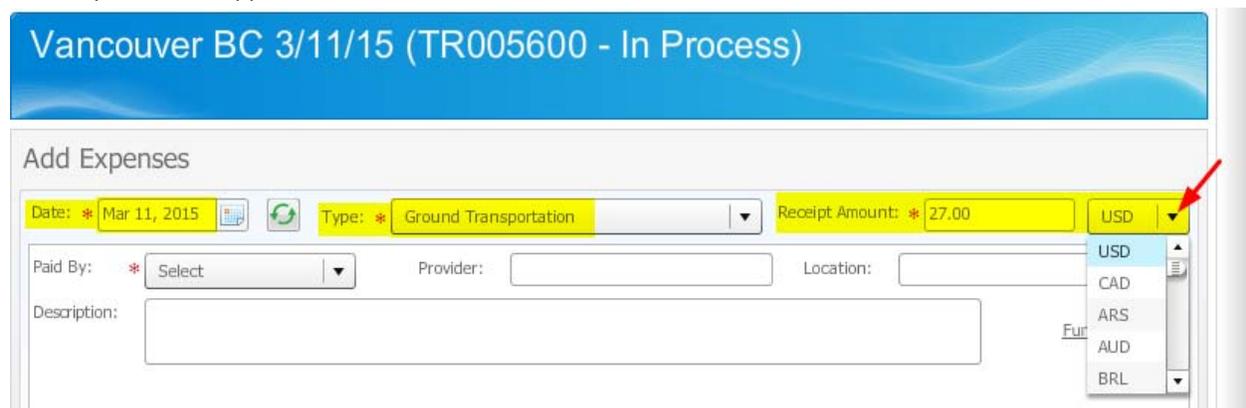
Hover over currency code to display currency name

There are a total of 30 currency codes on the list ("USD" plus 29 foreign currencies). Five currency codes are displayed at a time – scroll down to see the remaining codes. When you hover over a code, the full currency name will appear on top of it, e.g. hovering over "CAD" displays "Canadian Dollar":

Select currency code from drop-down

When you've located your foreign currency, click on that code. Two new fields will appear in the line below: one will show the exchange rate for that currency/date, the other will show the converted USD amount:

Expense item displays conversion details

After you save the expense it appears on the bottom half of the screen, with these details displayed: the receipt amount, the currency code, the exchange rate used, and the converted USD amount:

Date	Type	Description	Receipt Amount	Rate to Pay	Pay in USD
Mar 11, 2015	Ground Transportation	Taxi fare	27.00 (CAD)	0.79	21.26

You will see these same details if you print a TEM summary or detail report:

Date	Expense Type	Receipt	Rate to Pay	Pay in USD
Mar 11, 2015	Ground Transportation	27.00 CAD	0.7872776	21.26

Foreign currencies available

Here are the currencies receiving daily exchange rates from Wells Fargo. Since "CAD" is the most-used foreign currency, it appear first, followed by the other currencies in alphabetic order:

Code	Currency	Code	Currency
CAD	Canadian Dollar	KRW	South Korean Won
ARS	Argentine Peso	MXN	Mexican Peso
AUD	Australian Dollar	NOK	Norwegian Krone
BRL	Brazilian Real	PEN	Peruvian Nuevo Sol
CNY	Chinese Yuan	PHP	Philippine Peso
CRC	Costa Rican Colon	PLN	Polish Zloty
DKK	Danish Krone	PYG	Paraguayan Guarani
EUR	Euro	RUB	Russian Ruble
GBP	British Pound	RWF	Rwandan Franc
GTQ	Guatemalan Quetzel	SEK	Swedish Krona
ILS	Israeli Shekel	TRY	Turkish Lira
INR	Indian Rupee	TWD	Taiwanese New Dollar
ISK	Icelandic Krona	VND	Vietnamese Dong
JPY	Japanese Yen	ZAR	South African Rand
KES	Kenyan Shilling		