Converting foreign currency to Australian Dollars

In many cases in Themis, if you have a foreign currency payment that you need to process (e.g.: reimbursement of employee travel, payment of an invoice), you will need to convert it to Australian Dollars (AUD) before entering it in Themis.

Converting to Australian Dollars

1. Open a web browser and navigate to the Oanda FX converter website at www.oanda.com.
2. Click on the FXConverter link located in the Currency Exchange Tools section.
   - Alternatively, select FXConverter from the left-hand menu.
   The FXConverter – Currency Converter will display.

3. Use the instructions on the screen to perform your conversion to AUD.
4 Record the AUD conversion value – this is the AUD value you will enter into Themis against the payment.

![Image of currency conversion calculator]

5 Print or take a screen shot of the converted rates calculation to attach to the payment.
   To take a screen shot select Alt + Print Screen and paste into a Word document.

6 Attach the printout to your documentation and, if required, forward with the appropriate documentation (e.g.: Employee Expense Report form) to Accounts Payable for payment processing.
   **Note:** you may also wish to attach the screen shot of the conversion calculation to the Employee Expense Report record in Themis. Refer to the *Using attachments in Themis* reference card for further details.

**Note:** for invoice payments within Themis, the following foreign currencies are supported:

- CAD – Canadian Dollar
- CHF – Swiss Franc
- EUR – Euro
- GBP – Pounds Sterling
- HKD – Hong Kong dollar
- JPY – Japanese Yen
- NZD – New Zealand Dollar
- SGD – Singapore Dollar
- USD – US Dollar