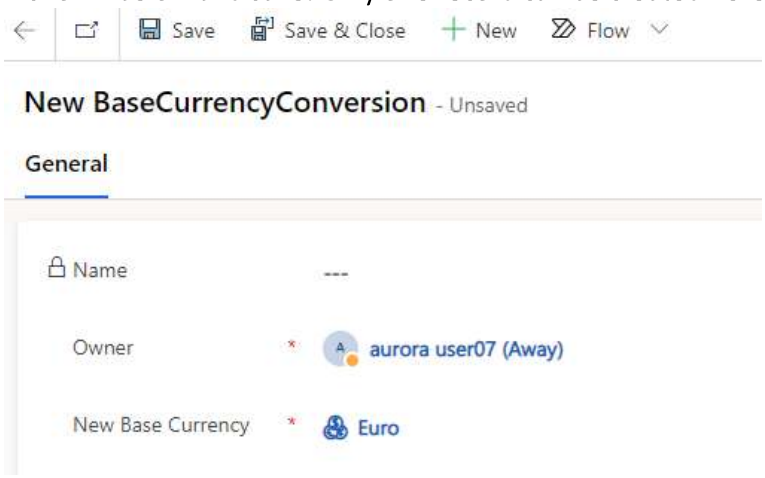
Overview: The Base Currency Conversion feature will enable customers to change the Base Currency of an Organization.
Version 1.1 (2022-12-21)

Steps to Perform Base Currency Conversion:

1. Take backup of the Org database before starting base currency conversion.
2. Connect to UCI Client, Navigate to **Settings > Solutions** page and Install Base Currency Conversion Solution.

3. Navigate to Home/Apps page and Open "**Base Currency Conversion App**" from available apps. **Note:** In case App is not appearing even after solution installed, Refresh or reload the page.

4. Open **BaseCurrencyConversion** entity, create a new record, set **New Base Currency** to required one (ex: Euro) as shown below and save. Only one record can be created here.



5. After **BaseCurrencyConversion** entity record has been created, Navigate to **Settings > Business Management > Currencies** page and perform below actions.
    a. Validate that the Base Currency is changed as expected.
    b. Enter the correct exchange rate for all non-base currencies according to new base currency.
    c. After the Base Currency is changed as expected and exchange rate values are corrected for all non-base currencies, follow further steps (from Step 6) to convert old base currency values on all tables with currency fields to new base currency.

6. Open **CurrencyExchangeRate** entity and Import/Create historical exchange rate data for all non-base currencies for entire date range of data present in the database. This is needed to convert old base currency values to new base currency.

   To know the date range of data that is present in the database, refer the record on the **CurrencyExchangeRate** entity. These dates are based on the 'Modified On' column of each affected table.

   The default record contains exchange rate data for new base currency for entire date range of data.
   Ex: If the new Base Currency is EURO, you will see a record with **From Currency**: Euro, **To Currency**: Euro) where **Valid From** and **Valid To** are UTC values indicating the entire date range of data exists in the Organization.

From Currency Id	To Currency Id	Valid From	Valid To	Exchange Rate
Euro	Euro	1/1/2022 8:00 AM	1/1/2023 8:00 AM	1.0000000000

   Once you know the date range of data in the Organization, create historical exchange rate records for **all non-base currencies** for **entire date range of data** present in the database.

Below is a sample record to create exchange rate record for non-base currency (ex: US Dollar) for **entire date range of data** present in the database.

From Currency Id	To Currency Id	Valid From	Valid To	Exchange Rate
US Dollar	Euro	1/1/2022 8:00 AM	1/1/2023 8:00 AM	2.0000000000

Note: Data can be imported into **CurrencyExchangeRate** entity using a csv file. Refer below csv file format for sample input.

fromcurrencyid,tocurrencyid,validfrom,validto,exchangerate

In csv file format, **fromcurrencyid** and **tocurrencyid** values must be **Currency Codes**, which you can get from **Settings > Business Management > Currencies** page.

Samples to create exchange rate data for a non-base currency through csv file:

Scenario1: When exchange rate is same for entire historical data date range, create a single record for entire date range as shown below.

fromcurrencyid,tocurrencyid,validfrom,validto,exchangerate
USD,EUR,2022-01-01 08:00,2023-01-01 08:00,2.0

Scenario2: When exchange rate is different for different date ranges, create multiple records for entire date range as shown below.

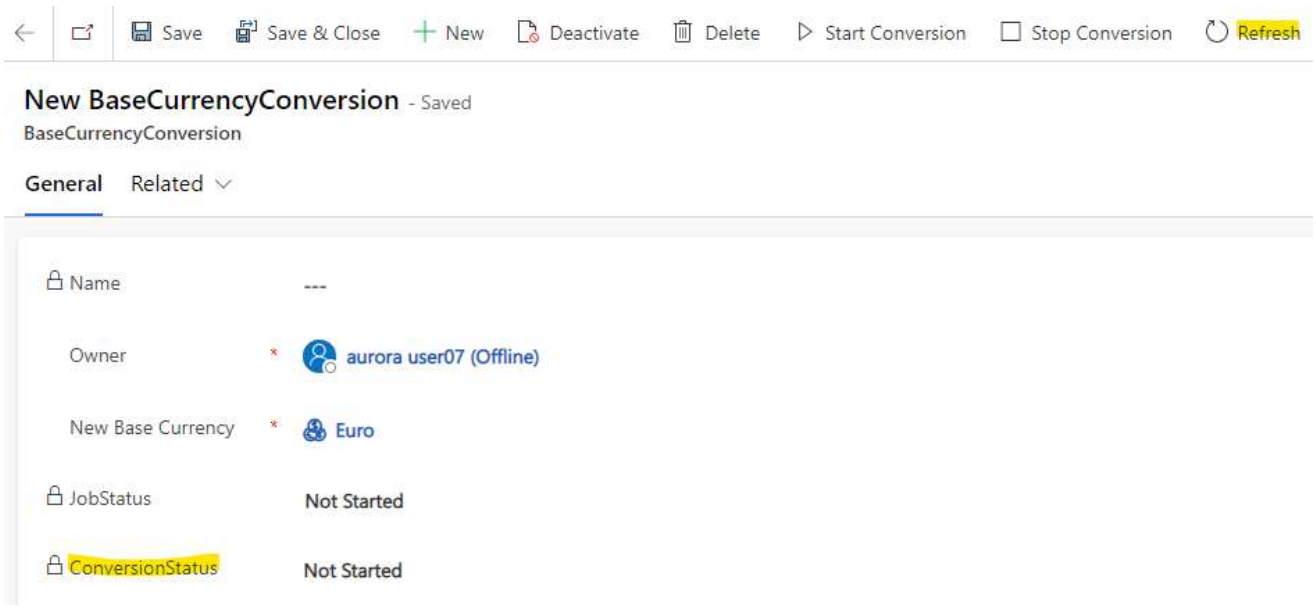
fromcurrencyid,tocurrencyid,validfrom,validto,exchangerate
INR,EUR,2022-01-01 08:00,2022-04-01 08:00,72.0
INR,EUR,2022-04-01 08:00,2022-07-01 08:00,75.0
INR,EUR,2022-07-01 08:00,2022-10-01 08:00,78.0
INR,EUR,2022-10-01 08:00,2023-01-01 08:00,80.0

The value in the existing transaction currency is translated to the new base currency using these exchange rates. For example, if the transaction currency is 'USD' and the new base currency is 'EUR', the USD amount will be translated to the EUR amount according to the exchange rate table and the result will be stored in the corresponding base currency column.

7. After exchange rate data is created for **all non-base currencies** for **entire date range of data**, Open **BaseCurrencyConversion** entity record and Start Conversion Job (using option shown below) to start converting old base currency values to new base currency using exchange rate information provided in **CurrencyExchangeRate** entity.

8. Refresh the **BaseCurrencyConversion** entity record and monitor the Conversion Status until Conversion Status is completed/failed.
    a. In case of any failures, examine the Conversion Status and fix those errors.

b. In case of any tables failed processing, examine the **BaseCurrencyConversionTableLog** entity for error details and fix those errors if errors are data related. In case errors are not data related report the issue to Microsoft Support.



9. (Optional) During conversion, if you notice any performance issues, you can pause the conversion by opening the **BaseCurrencyConversion** form and Stop Conversion Job (using option shown below). FYI... Conversion will be automatically stopped once it completes converting old base currency values in all tables listed in **BaseCurrencyConversionTableLog** entity.
Note: To restart the conversion, begin at step 6.

ADDITIONAL INFORMATION

Rollup jobs

Rollup Field jobs (Calculate and Mass Calculate Jobs) are automatically stopped and disabled during the base currency conversion to prevent blocking and speed up conversion process. After the base currency conversion is completed, rollup jobs are auto enabled and triggered to recalculate rollup values and ensure that rollup values are up to date.