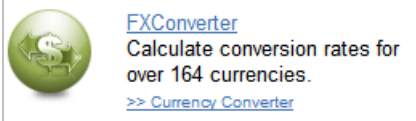


In many cases in Themis, if you have a foreign currency payment that you need to process (e.g.: reimbursement of employee travel, payment of an invoice), you will need to convert it to Australian Dollars (AUD) before entering it in Themis.

## Converting to Australian Dollars

- 1 Open a web browser and navigate to the Oanda FX converter website at [www.oanda.com](http://www.oanda.com).
- 2 Click on the **FXConverter** link located in the Currency Exchange Tools section.

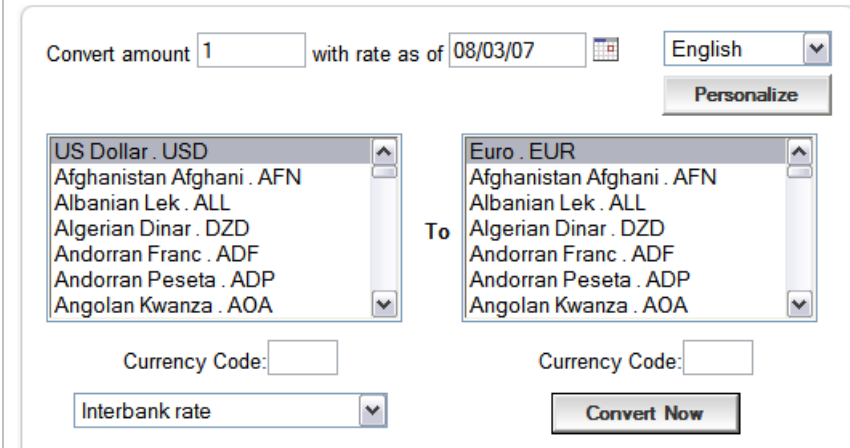


- Alternatively, select **FXConverter** from the left-hand menu.

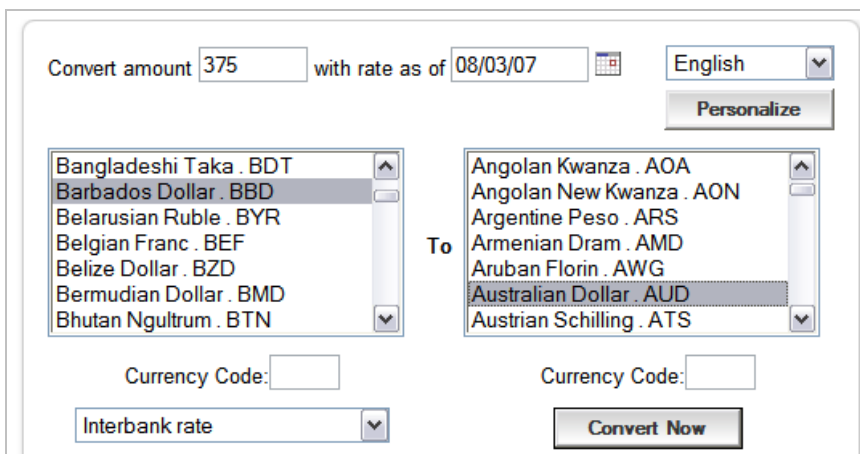
The FXConverter – Currency Converter will display.

## FXConverter - Currency Converter for 164 Currencies

FXConverter is a multilingual currency converter for over 164 currencies and 3 metals. It uses daily OANDA Rates®, the touchstone foreign exchange rates used by corporations, tax authorities, auditing firms, and financial institutions. These filtered rates are based on information supplied by leading market data contributors.



- 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.

Friday, August 3, 2007

**375 Barbados Dollar = 222.640 Australian Dollar**  
 375 Australian Dollar (AUD) = 631.624 Barbados Dollar (BBD)

Median price = 0.57888 / 0.59371 (bid/ask)  
 Estimated price based on daily US dollar rates.

- Rate for [previous](#) day
- Get exchange rates with amount:

[Add to your site](#)  
[Print](#)  
[Info](#)  
[Traveler's cheatsheet](#)  
[Tell a friend](#)

- 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