Amend Accounting Centre (W5)

PURPOSE

This is a detailed procedure on how to amend accounting centre.

WHY IS THIS IMPORTANT?

This allows amending accounting centre details when amendment is required.

PROCEDURE

1. From the main menu, select Set Up > Static > Accounting Centre.

Accounting Centre

	App? ↕	Short Name ↕	Long Name ↕
Refresh	New	Delete	Group	Approve	⬇

	App? ↕	Short Name ↕	Long Name ↕
☐		AA-SG	AA-SG
☐		BB-SG	BB-SG
☐		Co.A	Co.A
☐		FRS-UK	FRS-UK
☐		PINE-NY	Fir New York
☐		PINE-SF	Fir San Franciso
☐		PINE-TX	Fir Texas
☐		TFI-SG	Timber Financial Investments
☐		TFS-SG	Timber Firm Limited
☐		TGL-SG	Trading Group Limited

2. Click on the Short name of the accounting centre to amend. In this example, Co.A will be selected.

Amend Accounting Centre

← | Save | Address | Preference | Financial Covenants | 📄 | History

Field	Value
Short Name*	Co.A

▼ Standard

Field	Value
Acct Cntr Type*	Operational ▼
Base Ccy*	SGD ▼
Long Name	Co.A
GST Status*	Standard ▼
Tax Residence	[Unassigned] ▼
Acct Cntr Classification	- ▼

3. In the Amend Accounting Centre screen, make the changes needed.

4. In this example, the Long Name will be changed.

Amend Accounting Centre

| ← | Save | Address | Preference | Financial Covenants | 📄 | History |

Short Name*	Co.A

▼ **Standard**

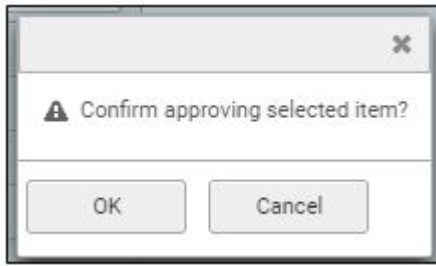|	
Acct Cntr Type*	Operational ▼
Base Ccy*	SGD ▼
Long Name	Co.A Limited
GST Status*	Standard ▼
Tax Residence	[Unassigned] ▼
Acct Cntr Classification	- ▼

5. After finishing the amendments, click Save.

6. The accounting centre needs to be approved for the changes to take effect. To do this, click on the tickbox beside the Accounting centre's short name.

Accounting Centre

| Refresh | New | Delete | Group | Approve | ⬇ |

	App? ⇅	Short Name ⇅	Long Name ⇅
✔	N	Co.A	Co.A Limited
☐		AA-SG	AA-SG
☐		BB-SG	BB-SG
☐		FRS-UK	FRS-UK

7. Click Approve.When a popup appears, click OK.

FREQUENTLY ASKED QUESTIONS

RELATED INFORMATION

[Set Up Accounting Centre](#)

CHANGE HISTORY

Date	By	Changes
15-Feb-2008	-	Created
29-Aug-2017	Clarissa	Reformatted. Rewritten.
17-Aug-2018	Silpa	Updated step 1 and screenshot.
07-Nov-2019	Lyra	Update Screenshots.