Amend Accounting Centre (W5)

This version is superseded. Click here to view the latest guide.

PURPOSE

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

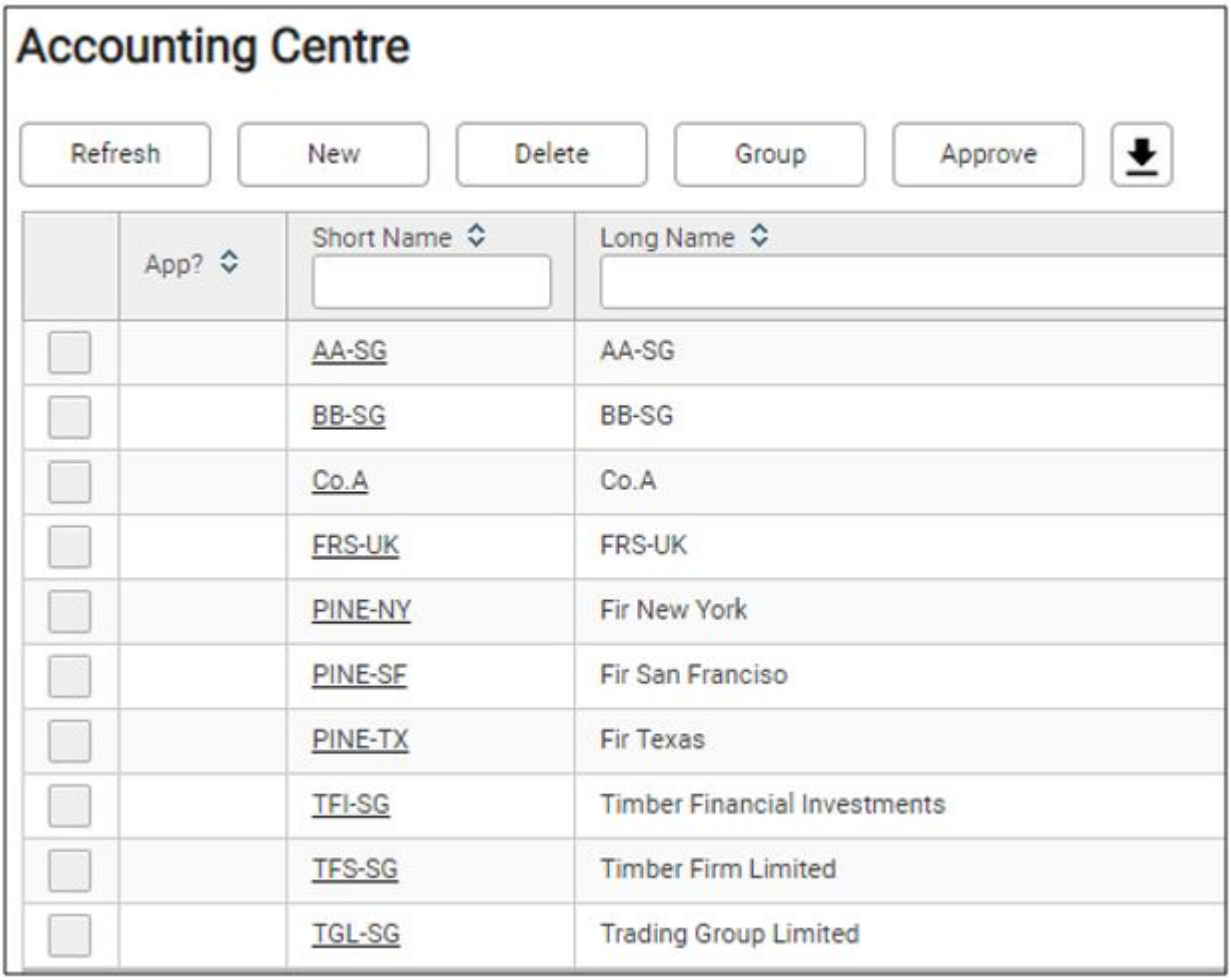
WHY IS THIS IMPORTANT?

This allows amending accounting centre details when amendment is required.

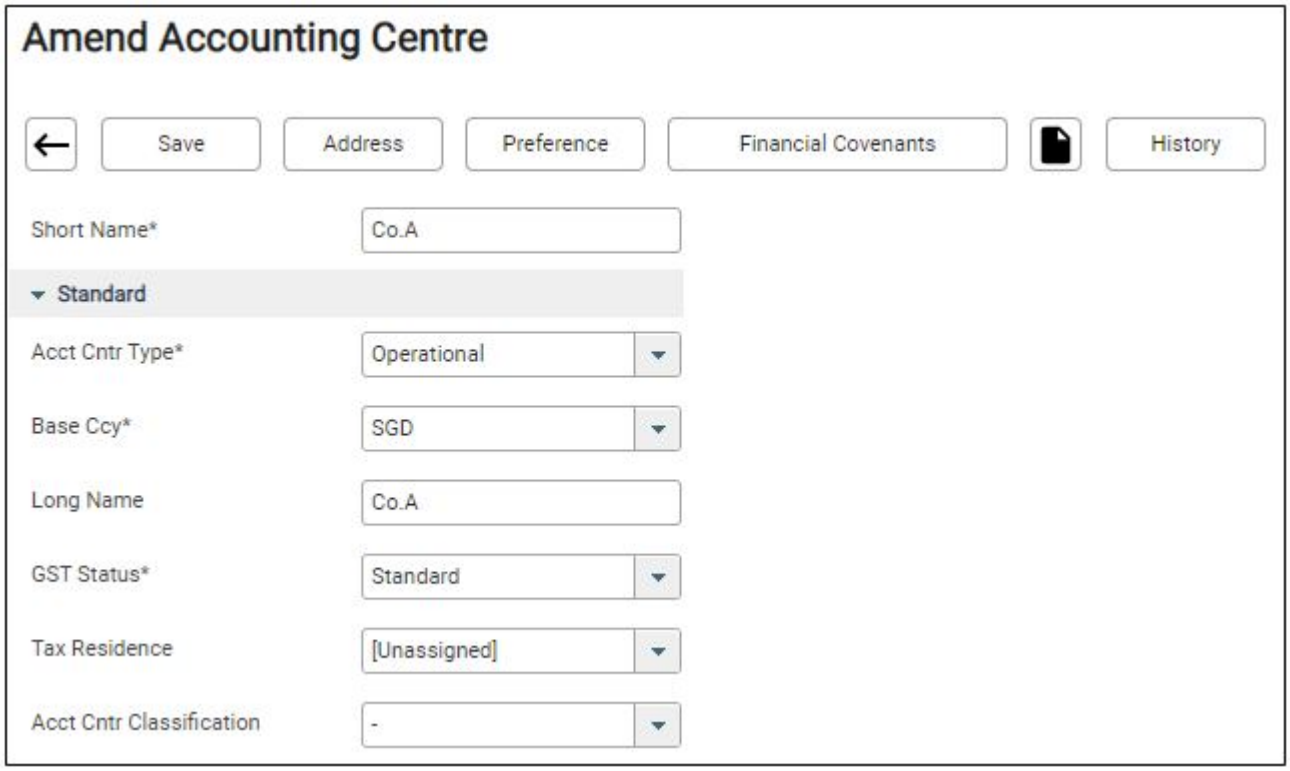
PROCEDURE



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

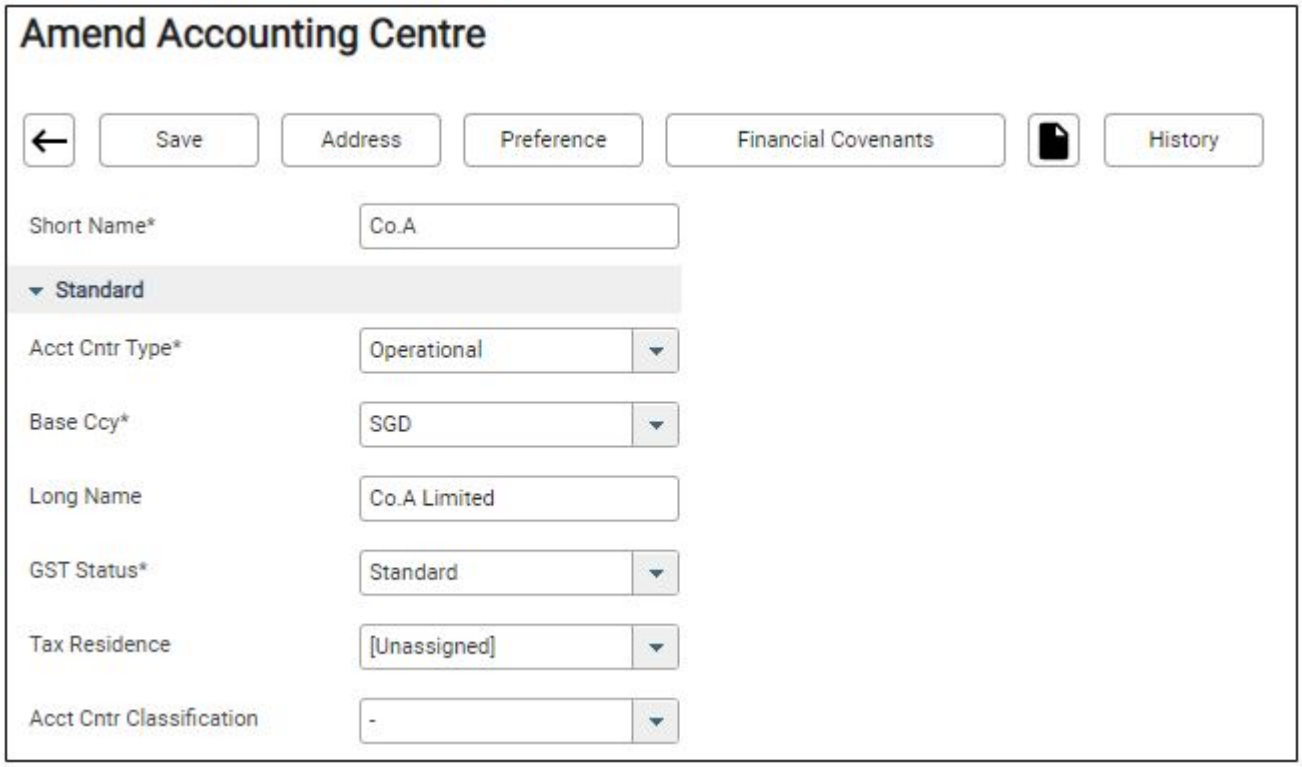


2. Click on the Short name of the accounting centre to amend. In this example, Co.A will be selected.



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

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

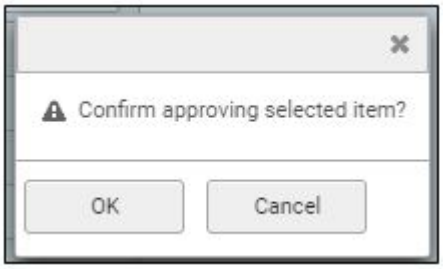


5. After finishing the amendments, click Save.

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.



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.