

Amend Accounting Centre

[See previous W5 version 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.

Accounting Centre

 Refresh  Action  Group

 Search

 Columns

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

1-8 of 8 records

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2. Click on the Edit button next to the accounting centre short name to amend. In this example, Co.A will be selected.

Amend Accounting Centre

✕ Cancel

💾 Save

📖 Address

⚙️ Preference

📄 Financial Covenants

📁 File/Note

☰ History

Short Name*

Co.A

▼ **Standard**

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

[Cancel](#) [Save](#) [Address](#) [Preference](#) [Financial Covenants](#) [File/Note](#) [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.

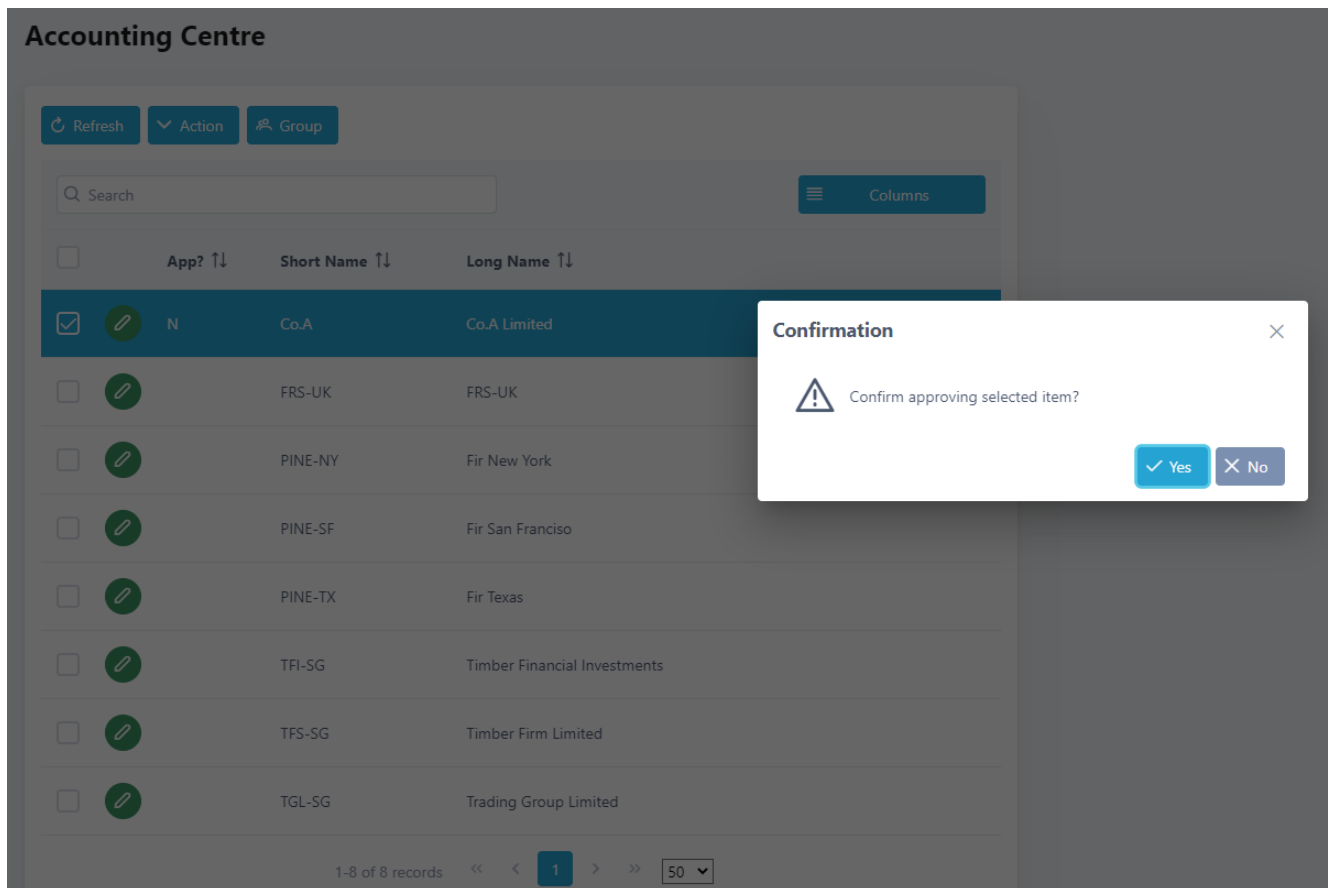
6. The accounting centre needs to be approved for the changes to take effect. To do this, click on the tickbox beside the Accounting centre's short name.

Accounting Centre

Refresh Action Group			
Search			
Columns			
Short Name ↑↓ Long Name ↑↓			
☒		Co.A	Co.A Limited
☐		FRS-UK	FRS-UK
☐		PINE-NY	Fir New York
☐		PINE-SF	Fir San Francisco
☐		PINE-TX	Fir Texas
☐		TFI-SG	Timber Financial Investments
☐		TFS-SG	Timber Firm Limited
☐		TGL-SG	Trading Group Limited

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7. Click on Action and Approve. When a popup appears, click Yes.



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.
7-Nov-2019	Lyra	Updated screenshots.
30-Jan-2023	TS	Updated to W6 instructions and screenshots.