

Corporate Structure

[See previous W5 version guide](#)

PURPOSE

This document shows the detailed procedure on how to set up, maintain, load, delete and duplicate corporate structure in the system.

WHY IS THIS IMPORTANT?

A corporate structure contains information concerning the parent and child relationship and the percentage of the shareholding.

This information is used to determine the percentage of interest between two companies. For example, A has a 70% stake in C.

The stake is important in situation where A needs to know their share because it may affect, for example, their commitment to company C. If C has a commitment to pay 1,000,000 to a third party, A's liability is 70%. This stake is referred to as the "effective interest".

The effective interest may be used in the area of loan and facility reports.

PROCEDURE



The following instructions cover the following processes:

- I. Inquiry
- II. Create New Corporate Structure Group
- III. Import Structure
- IV. Maintain Structure

V. Duplicate Structure

VI. Delete Corporate Structure Group

I. Inquiry

1. Click Set Up > Static > Accounting Centre.

Accounting Centre			
Refresh Action Group			
Q Search			Columns
☐	App? ↑↓	Short Name ↑↓	Long Name ↑↓
☐		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
1-7 of 7 records << < 1 > >> 50 ▾			

2. Click Group.

3. In the Accounting Centre Group screen, user may filter by Entity Group Type: Accounting Centre - Corp Structure or Accounting Centre - Standard. Leave blank will show all.

Accounting Centre Group

Entity Group Type

☐	App? ↑↓	Short Name ↑↓	Description ↑↓	Group Type ↑↓	With Effect* ↑↓
No records found.					

0-0 of 0 records << < > >> 50 ▾

4. Click Refresh.

Accounting Centre Group

Entity Group Type

☐	App? ↑↓	Short Name ↑↓	Description ↑↓	Group Type ↑↓	With Effect* ↑↓
☐		Invest Co	Invest Co	Accounting Centre - Standard	
☐		PINE Subs	PINE Subs	Accounting Centre - Standard	
☐		SG Group	SG Group	Accounting Centre - Standard	
☐		TFS Corp	TFS Corp	Accounting Centre - Corp Structure	1 Jan 2010
☐		TFS Group	CONTROL SEQUENCE	Accounting Centre - Standard	

1-5 of 5 records << < 1 > >> 50 ▾

5. Corporate Structure Group has a With Effect Date.

II. Create New Corporate Structure Group

1. From the Accounting Centre Group screen, click Action and select New Group.
2. To create a corporate structure group, choose Accounting Centre - Corp Structure on the Group Type field.

New Accounting Centre Group

✕ Cancel

💾 Save

📄 Import

Group Type*

Accounting Centre - Standard

Short Name*

Accounting Centre - Corp Structure

Long Name

Accounting Centre - Standard

Description

3. Fill in the fields. The Short Name field and With Effect field are mandatory.

New Accounting Centre Group

✕ Cancel

💾 Save

📄 Import

Group Type*

Accounting Centre - Corp S

Short Name*

TFS Corp Structure

Long Name

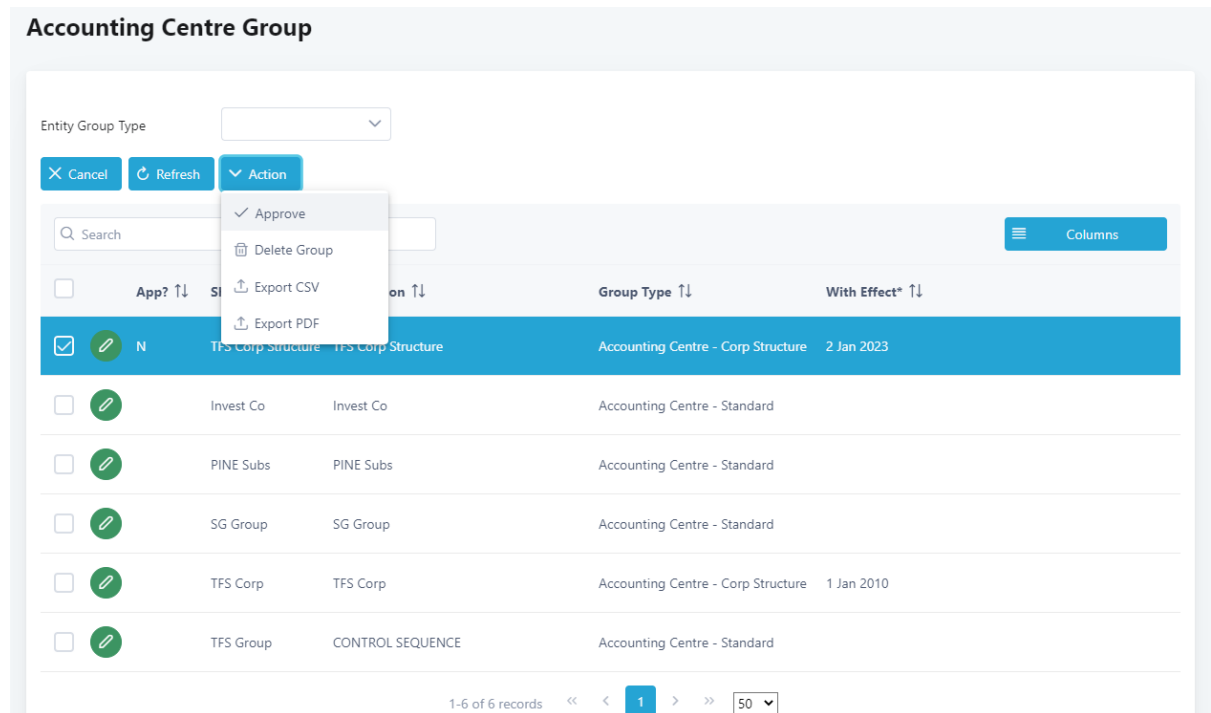
Description

With Effect*

02/01/2023

4. Click Save.

5. Click the tick box besides N in App? column.



6. Click Action and Approve. At the prompt, click Yes to confirm.

III. Import Structure

1. To import a structure to the corporate structure group created, click on the Edit button.

Accounting Centre Group

Entity Group Type

☐	App? ↑↓	Short Name ↑↓	Description ↑↓	Group Type ↑↓	With Effect* ↑↓
☐		Invest Co	Invest Co	Accounting Centre - Standard	
☐		PINE Subs	PINE Subs	Accounting Centre - Standard	
☐		SG Group	SG Group	Accounting Centre - Standard	
☐		TFS Corp	TFS Corp	Accounting Centre - Corp Structure	1 Jan 2010
☐		TFS Corp Structure	TFS Corp Structure	Accounting Centre - Corp Structure	2 Jan 2023
☐		TFS Group	CONTROL SEQUENCE	Accounting Centre - Standard	

1-6 of 6 records << < 1 > >> 50

2. The below screen displays.

Corporate Structure

☐ Group by Shareholder

☐ Read File

Shortname

Description

WEF

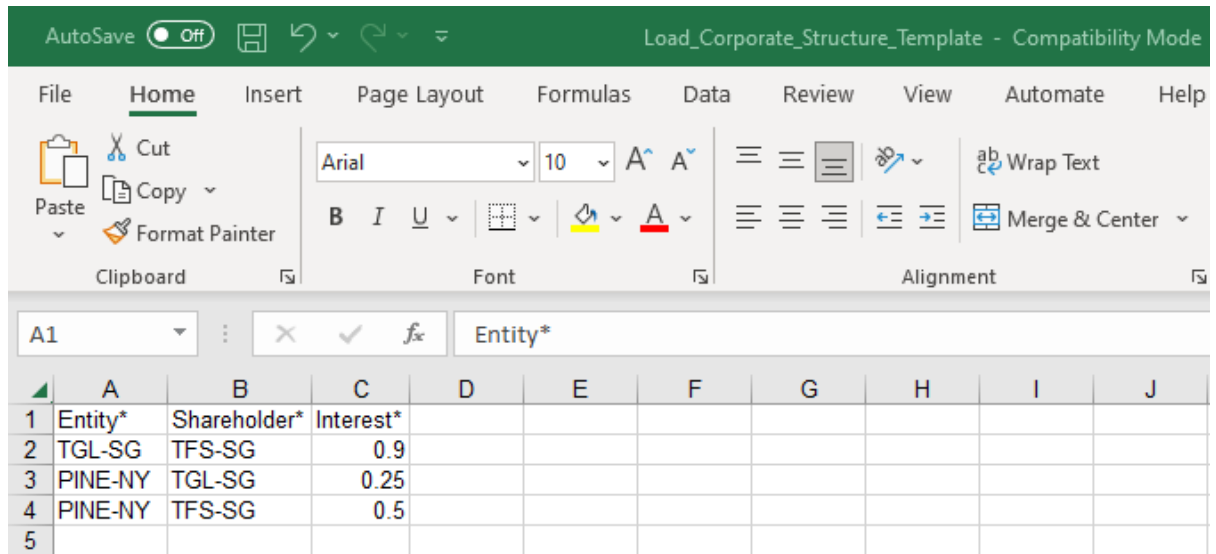
Entity	Shareholder	Interest(%)	+
No records found.			

3. Click Template. A popup appears.

4. Choose Open or Save the Excel file, then click OK.

5. Open the Excel file on the computer. Fill out the sheet. Note that the Interest holding field must be in decimal so 90% will be written as 0.9 for

example.



6. Save the file on the computer.

7. On the system, click the Read File checkbox. Click Choose File to browse for the saved Excel file.

Corporate Structure

☐ Group by Shareholder

☒ Read File

File Load_Corporate_Structure_Template.xls

Shortname

Description

WEF

Entity	Shareholder	Interest(%)
No records found.		

8. Click Read File. The details on the sheet will be displayed.

Corporate Structure

☐ Group by Shareholder

✕ Cancel

📄 Update

📄 Duplicate

≡ History

📄 Template

⌵ Action

☐ Read File

Shortname TFS Corp Structure

Description TFS Corp Structure

WEF 02/01/2023

Entity	Shareholder	Interest(%)	+
TGL-SG	TFS-SG	90.000	—
PINE-NY	TGL-SG	25.000	—
PINE-NY	TFS-SG	50.000	—

9. If there's an error reading the file, the system will prompt error messages as below. In this case, fix the template saved on the computer and read file again.

Corporate Structure

☐ Group by Shareholder

☐ Read File

Errors found

2: Mandatory Value missing

Shortname

Description

WEF

ID	Entity	Shareholder	Interest(%)	+
1	TGL-SG	TFS-SG	90.000	-
2	PINE-NY	TGL-SG		-
3	PINE-NY	TFS-SG	50.000	-

10. If no error, or error is fixed, proceed to click Update to save the structure.

11. Prompt appears when done.

Corporate Structure

☐ Group by Shareholder

✕ Cancel

📄 Update

📄 Duplicate

☰ History

📄 Template

⌵ Action

☐ Read File

The corporate has been updated.

Shortname

TFS Corp Structure

Description

TFS Corp Structure

WEF

02/01/2023

Entity	Shareholder	Interest(%)	+
PINE-NY	TFS-SG	50.000	−
PINE-NY	TGL-SG	25.000	−
TGL-SG	TFS-SG	90.000	−

12. Approve the amended corporate structure group.

IV. Maintain Structure

1. The structure can be changed by changing the entity, shareholder and Interest (%) on the screen directly. To maintain structure, click on the Short Name of the corporate structure group to maintain.

Accounting Centre Group

Entity Group Type

Cancel

Refresh

Action

Search

Columns

☐	App? ↑↓	Short Name ↑↓	Description ↑↓	Group Type ↑↓	With Effect* ↑↓
☐		Invest Co	Invest Co	Accounting Centre - Standard	
☐		PINE Subs	PINE Subs	Accounting Centre - Standard	
☐		SG Group	SG Group	Accounting Centre - Standard	
☐		TFS Corp	TFS Corp	Accounting Centre - Corp Structure	1 Jan 2010
☐		TFS Corp Structure	TFS Corp Structure	Accounting Centre - Corp Structure	2 Jan 2023
☐		TFS Group	CONTROL SEQUENCE	Accounting Centre - Standard	

1-6 of 6 records << < 1 > >> 50

Corporate Structure

☐ Group by Shareholder

Cancel

Update

Duplicate

History

Template

Action

☐ Read File

Shortname

TFS Corp Structure

Description

TFS Corp Structure

WEF

02/01/2023

Entity	Shareholder	Interest(%)	+
TGL-SG	TFS-SG	90.000	-
PINE-NY	TGL-SG	25.000	-
PINE-NY	TFS-SG	50.000	-

2. In this screen, user can add a row by clicking Add Button. New row will be added.

Corporate Structure

☐ Group by Shareholder

✕ Cancel

📄 Update

📄 Duplicate

≡ History

📄 Template

⌵ Action

☐ Read File

Shortname

Description

WEF

Entity	Shareholder	Interest(%)	+
PINE-NY	TGL-SG	25.000	−
PINE-NY	TFS-SG	50.000	−
TGL-SG	TFS-SG	90.000	−
			−

3. Click the Delete button beside the row to delete the row item if needed.
4. Note that when updating Interest holding, the total for each entity should not exceed 100% because an entity cannot have more than 100% of shareholding. For example below, Entity PINE-NY below has 60.00% and 50.00%. In this case, an error will be prompted.

Corporate Structure

☐ Group by Shareholder

✕ Cancel

📁 Update

📄 Duplicate

≡ History

📄 Template

⌵ Action

☐ Read File

✕ Shareholding exceed 100%. PINE-NY (110.0%).

Shortname TFS Corp Structure

Description TFS Corp Structure

WEF 02/01/2023

Entity	Shareholder	Interest(%)	+
PINE-NY	TGL-SG	60.000	-
PINE-NY	TFS-SG	50.000	-
TGL-SG	TFS-SG	90.000	-

5. If there is an empty row which means no shareholder, no entity and no interest holding, the update will proceed but will not display that row. But if the row is partially completed, the system will prompt an error.

Corporate Structure

☐ Group by Shareholder

×

 Cancel

📄

 Update

📄

 Duplicate

≡

 History

📄

 Template

⌵

 Action

☐ Read File

⊗

 Please complete all relationship and interest.

Shortname

TFS Corp Structure

Description

TFS Corp Structure

WEF

02/01/2023

Entity	Shareholder	Interest(%)	+
PINE-NY	TGL-SG		−
PINE-NY	TFS-SG	50.000	−
TGL-SG	TFS-SG	90.000	−

6. Short Name, Description and WEF can also be changed from this screen.

7. If done, click Update.

8. Approve the amended corporate structure group.

V. Duplicate Structure

1. To duplicate a structure, click on the Edit button next to the corporate structure group to duplicate.

Accounting Centre Group

Entity Group Type

☐	App? ↑↓	Short Name ↑↓	Description ↑↓	Group Type ↑↓	With Effect* ↑↓
☐		Invest Co	Invest Co	Accounting Centre - Standard	
☐		PINE Subs	PINE Subs	Accounting Centre - Standard	
☐		SG Group	SG Group	Accounting Centre - Standard	
☐		TFS Corp	TFS Corp	Accounting Centre - Corp Structure	1 Jan 2010
☐		TFS Corp Structure	TFS Corp Structure	Accounting Centre - Corp Structure	2 Jan 2023
☐		TFS Group	CONTROL SEQUENCE	Accounting Centre - Standard	

1-6 of 6 records << < 1 > >> 50 ▾

2. In the next screen, click Duplicate.

Corporate Structure

☐ Group by Shareholder

☐ Read File

Shortname
 Description
 WEF

Entity	Shareholder	Interest(%)	+
PINE-NY	TGL-SG	25.000	-
PINE-NY	TFS-SG	50.000	-
TGL-SG	TFS-SG	90.000	-

3. Duplication is completed. Please check and amend the short name, description and the WEF date. If not changed, {1} will appear after the short name to indicate that it is a duplicated group.

Corporate Structure

☐ Group by Shareholder

☐ Read File

Duplication completed. Please check and amend the shortname, description and the date from which this structure takes effect.

Shortname

Description

WEF

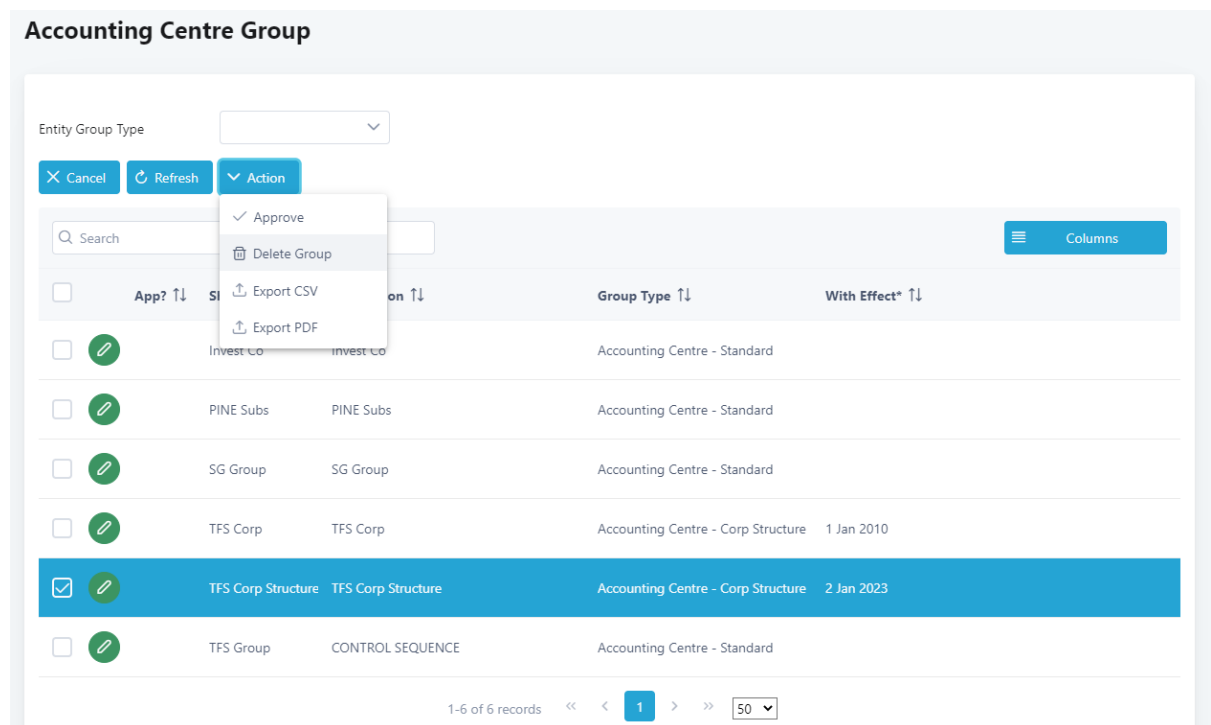
Entity	Shareholder	Interest(%)	+
PINE-NY	TFS-SG	50.000	-
PINE-NY	TGL-SG	25.000	-
TGL-SG	TFS-SG	90.000	-

4. Click Update once amendment is done.

5. Approve the newly created corporate structure group.

VI. Delete Group

1. To delete a corporate structure group, click on the tick box beside the short name of the group to delete.



2. Click Action and Delete Group.

FREQUENTLY ASKED QUESTIONS

RELATED INFORMATION

CHANGE HISTORY

Date	By	Changes
15-Feb-2008	-	Created.
27-Apr-2017	Clarissa	Reformatted. Rewritten.
17-Aug-2018	Silpa	Updated step 1 and screenshot in the Inquiry screen.
28-Nov-2019	Lyra	Updated screenshots.
3-Feb-2023	TS	Updated to W6 instructions and screenshots.