

Create Accounting Centre Groups and Assign Members (W5)

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PURPOSE

This document is the detailed procedure on creating new accounting centre group. It also shows how to assign members in an accounting centre group.

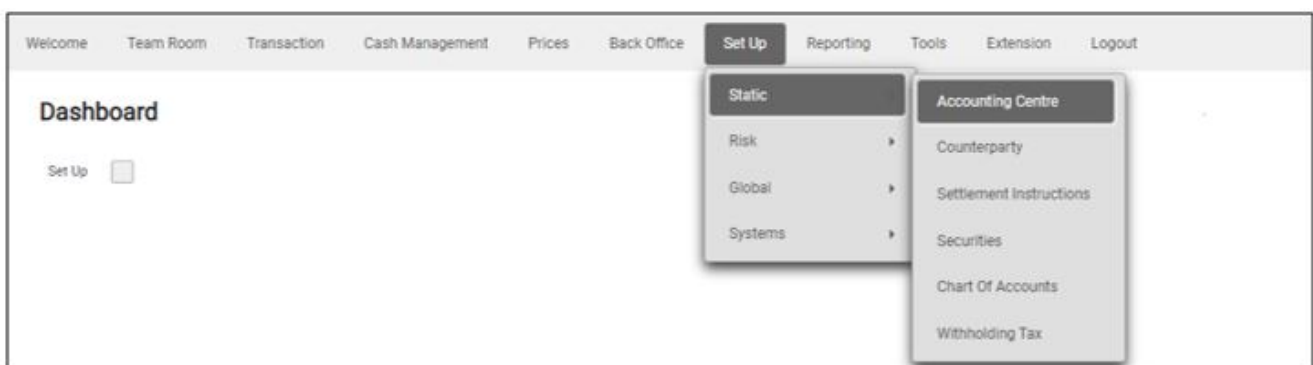
WHY IS IT IMPORTANT

The purpose of assigning accounting centres to groups is to facilitate the control of access rights of accounting centres that users can access/ view in CS Lucas system.

PROCEDURE



1. Click Set Up > Static > Accounting Centre.



2. In the Accounting Centre screen click Group The screen below will be displayed.

Accounting Centre Group

Entity Group Type

| App? ⇅ | Short Name ⇅ | Description ⇅ | Group Type ⇅ | With Effect* ⇅ |
|--------|----------------------|----------------------|----------------------|----------------------|
| | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

No records found.

3. Click New Group to go to New Accounting Centre Group screen.

New Accounting Centre Group

Group Type*

Short Name*

Long Name

Description

4. Leave the Group Type as default, which is Accounting Centre – Standard. Fill in the Short Name field, this is mandatory.

5. You may also fill out the Long Name and Description fields, these are optional.

6. In this example, we will create an accounting centre group called SG Entities. Click Save.

7. Back to the Accounting Centre Group main screen, click on the tick box on the left of newly added accounting centre group.

Accounting Centre Group

Entity Group Type

| | App? ▾ | Short Name ▾ | Description ▾ | Group Type ▾ | With Effect* ▾ |
|-------------------------------------|--------|----------------------------------|------------------|------------------------------|----------------|
| <input checked="" type="checkbox"/> | N | SG Entities | SG Entities | Accounting Centre - Standard | |
| <input type="checkbox"/> | | FX Dealing Group | FX Dealing Group | Accounting Centre - Standard | |
| <input type="checkbox"/> | | Invest Co | Invest Co | Accounting Centre - Standard | |
| <input type="checkbox"/> | | PINE Subs | PINE Subs | Accounting Centre - Standard | |
| <input type="checkbox"/> | | SG Group | SG Group | Accounting Centre - Standard | |
| <input type="checkbox"/> | | SG-Co | SG-Co | Accounting Centre - Standard | |
| <input type="checkbox"/> | | TFS Group | TFS Group | Accounting Centre - Standard | |

8. Click Approve. The accounting centre group created is now approved.

9. To assign members to the accounting centre group, click on the short name of the group to amend. The screen below will be displayed.

Amend Accounting Centre Group

Short Name*

Long Name

Description

10. Click on Assign Member. All accounting centres will be displayed on the screen.

Assign Accounting Centre Group Member

Short Name SG Entities

| <input type="checkbox"/> | Short Name | Full Name |
|--------------------------|------------|------------------------------|
| <input type="checkbox"/> | AA-SG | AA-SG |
| <input type="checkbox"/> | BB-SG | BB-SG |
| <input type="checkbox"/> | Co.A | Co.A Limited |
| <input type="checkbox"/> | FRS-UK | FRS-UK |
| <input type="checkbox"/> | PINE-NY | Fir New York |
| <input type="checkbox"/> | PINE-SF | Fir San Francisco |
| <input type="checkbox"/> | PINE-TX | Fir Texas |
| <input type="checkbox"/> | TFI-SG | Timber Financial Investments |
| <input type="checkbox"/> | TFS-SG | Timber Firm Limited |
| <input type="checkbox"/> | TGL-SG | Trading Group Limited |

| <input type="checkbox"/> | Selected Members |
|--------------------------|------------------|
| No records found. | |

11. Tick on the boxes beside the accounting centres to add to the accounting centre group.

12. Once chosen, click Add . The selected members will be moved to the right of the screen.

Assign Accounting Centre Group Member

Short Name SG Entities

| <input type="checkbox"/> | Short Name | Full Name |
|--------------------------|------------|------------------------------|
| <input type="checkbox"/> | AA-SG | AA-SG |
| <input type="checkbox"/> | BB-SG | BB-SG |
| <input type="checkbox"/> | Co.A | Co.A Limited |
| <input type="checkbox"/> | FRS-UK | FRS-UK |
| <input type="checkbox"/> | PINE-NY | Fir New York |
| <input type="checkbox"/> | PINE-SF | Fir San Francisco |
| <input type="checkbox"/> | PINE-TX | Fir Texas |
| <input type="checkbox"/> | TFI-SG | Timber Financial Investments |
| <input type="checkbox"/> | TFS-SG | Timber Firm Limited |
| <input type="checkbox"/> | TGL-SG | Trading Group Limited |

| <input type="checkbox"/> | Selected Members |
|--------------------------|------------------|
| <input type="checkbox"/> | AC01 |
| <input type="checkbox"/> | AC02 |
| <input type="checkbox"/> | AC03 |

13. Click Save, then in the next screen, click Cancel.

14. From the main Accounting Centre Group screen, click on the tick box next to the accounting centre group which was amended.

15. Click Approve.

16. The members assigned to the accounting centre group are now approved.

FREQUENTLY ASKED QUESTIONS

FAQ01. I can't create new accounting centre groups.

Please check that you have sufficient access rights. The access right for this process is 10524 - Create new accounting centre group.

FAQ02. I can't assign members to the accounting centre groups.

Please check that you have sufficient access rights. The access right for this process is 10531 - Amend accounting centre group membership.

RELATED INFORMATION

[User Groups & Assigning Permissions](#)

CHANGE HISTORY

| Date | By | Changes |
|-------------|----------|-------------------------------|
| 15-Feb-2008 | - | Created |
| 28-Jul-2015 | CS | Included section for FAQ |
| 14-Jan-2016 | Clarissa | Rewritten. Reformatted. |
| 17-Aug-2018 | Silpa | Updated step1 and screenshot. |
| 07-Nov-2019 | Lyra | Updated Screenshots |