

Import Accounting Centre Addresses (W5)

[This version is superseded. Click here to view the latest guide.](#)

PURPOSE

This document shows the detailed procedures on how to import accounting centre addresses in CS Lucas system.

WHY IS THIS IMPORTANT?

This allows maintaining accounting centre address for record purposes and letters printing.

PROCEDURE



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

Accounting Centre

RefreshNewDeleteGroupApprove

	App?	Short Name	Long Name
☐		<u>AA-SG</u>	AA-SG
☐		<u>AC01</u>	AC01
☐		<u>AC02</u>	AC02
☐		<u>AC03</u>	AC03
☐		<u>BB-SG</u>	BB-SG
☐		<u>Co.A</u>	Co.A
☐		<u>FRS-UK</u>	FRS-UK
☐		<u>Mercury</u>	Mercury Ltd
☐		<u>PINE-NY</u>	Fir New York
☐		<u>PINE-SF</u>	Fir San Franciso
☐		<u>PINE-TX</u>	Fir Texas
☐		<u>Pluto</u>	Pluto Ltd
☐		<u>TFI-SG</u>	Timber Financial Investments

2. Click on any one of the accounting centre short name.

Amend Accounting Centre

SaveAddressPreferenceFinancial CovenantsHistory

Short Name*

▼ **Standard**

Acct Cntr Type*



Base Ccy*



Long Name

GST Status*



Tax Residence



Acct Cntr Classification



3. Click Address.

Addresses

←

Save

Import

Short Name

AB1

Product*

Address

Fax

Tel

Attn

Email To

Email Cc

Additional Text

Add

Remove

Type

No records found.

4. Click Import. The Import Addresses screen displays.

Import Addresses

←

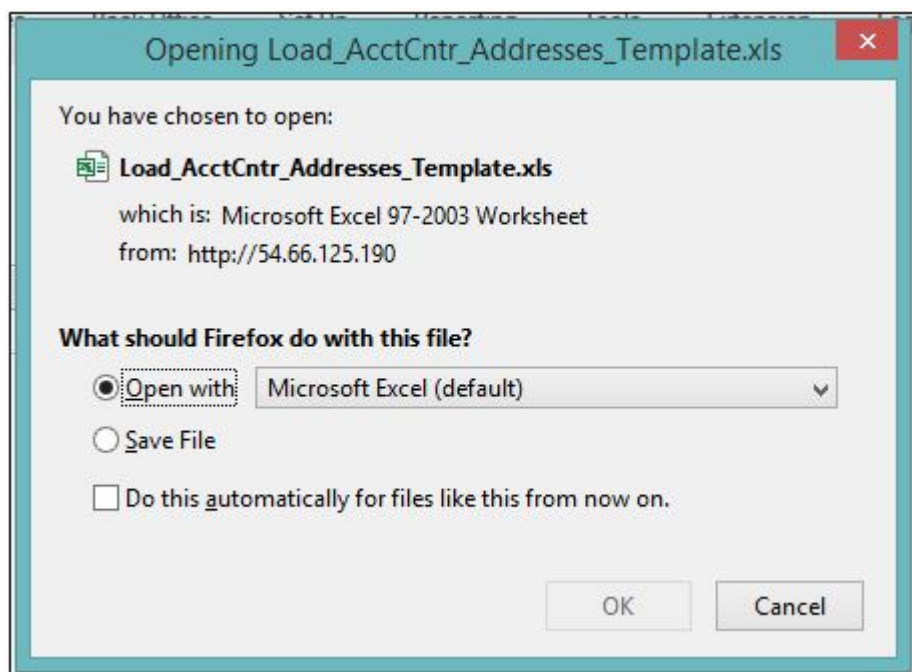
Template

Read File

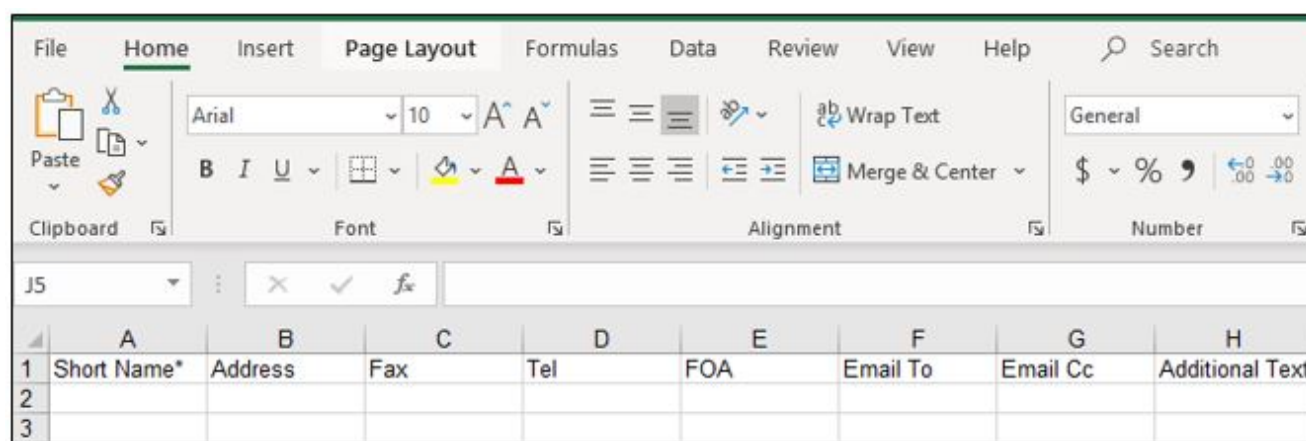
☐

ID	Short Name*	Address	Fax	Tel	FOA	Email To	Email Cc	Additional Text
No records found.								

5. Click Template to download CS Lucas template for importing accounting centre addresses.



6. Save the file and open. An Excel sheet will be opened.



7. Fill out the Excel template. Save it on the computer. For more details on the each of the field, see [maintain accounting centre address](#).

	A	B	C	D	E	F
1	Short Name*	Address	Fax	Tel	FOA	Email To
2	Mercury	17 Link Road #03-01 Singapore 983344	6300 6330	6300 6331	Mr Richard Dur	richard.dunn@mercury.com christopher.lim@mercury.com
3	Venus	28 George Road #10-01 Kingswood Centre Singapore 092367	6492 7000	6492 7709	Mr. Peter Lim	peter.lim@venus.com
4	Pluto	10 James Road 8 AHB Centre #06-27 Singapore 092379	6600 6601	6600 6621	Mr. John Koh	john.koh@pluto.com

8. Go back to Import Addresses screen, tick on Read File checkbox. Click Browse to browse for the file saved in the computer.

Import Addresses

Read File ☒

File Load_AcctCntr_Addresses_Template.xls

ID	Short Name*	Address	Fax	Tel	FOA	Email To	Email Cc	Additional Text
No records found.								

9. Click Read File . The values inputted in the Excel File will displays.

Import Addresses

Read File ☐

ID	Short Name*	Address	Fax	Tel	FOA	Email To
1	Mercury	17 Link Road #03-01 Singapore 983344	6300 6330	6300 6331	Mr Richard Dunn/ Mr. Christopher Lim	richard.dunn@mercury.com, ch
2	Venus	28 George Road #10-01 Kingswood Centre Singapore 092367	6492 7000	6492 7709	Mr. Peter Lim	peter.lim@venus.com
3	Pluto	10 James Road 8 AHB Centre #06-27 Singapore 092379	6600 6601	6600 6621	Mr. John Koh	john.koh@pluto.com

10. If there is an error, the user will be prompted with the rows to be corrected. To make corrections, go to the Excel file to make the necessary corrections and click Read File again.

11. If there is no error, click Load.

12. A popup appears to confirm, click OK.

✕

Confirm loading Acct Cntr addresses static data to the system?

13. A message saying that loading is successful will be displayed.

The Acct Cntr addresses has been successfully loaded.

14. Click Back Logo to return to Accounting Centre screen.

15. Tick on the checkbox beside the short name of the accounting centres that are amended.

Accounting Centre

	App? ▾	Short Name ▾	Long Name ▾
☒	N	<u>Mercury</u>	Mercury Ltd
☒	N	<u>Pluto</u>	Pluto Ltd
☒	N	<u>Venus</u>	Venus Ltd

16. Click Approve. A popup appears to confirm, click OK.

×

⚠ Confirm approving selected item?

FREQUENTLY ASKED QUESTIONS

RELATED INFORMATION

[Amend Accounting Centre](#)

[Maintain Accounting Centre Address](#)

CHANGE HISTORY

Date	By	Changes
15-Feb-2008	-	Created
19-Sep-2017	Clarissa	Reformatted. Rewritten.
17-Aug-2018	Silpa	Updated step 1, screenshot of step 1 and 15.
08-Nov-2019	Lyra	Updated Screenshots.