

Import Accounting Centre Addresses

[See previous W5 version 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

 Refresh  Action  Group

 Search

 Columns

☐	App? ↑↓	Short Name ↑↓	Long Name ↑↓
☐		ACO	ACO
☐		AGB	AGB
☐		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

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

Amend Accounting Centre

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

Short Name*

ACO

▼ Standard

Acct Cntr Type*

Operational ▼

Base Ccy*

SGD ▼

Long Name

ACO

GST Status*

Standard ▼

Tax Residence

[Unassigned] ▼

Acct Cntr Classification

- ▼

3. Click Address.

Addresses

[Cancel](#)[Save](#)[Import](#)

Short Name

ACO



Product*



Address

Fax

Tel

Attn

Email To

Email Cc

Additional Text

Type

Description

Additional Text

No records found.

4. Click Import. The Import Addresses screen displays.

Import Addresses

Cancel

Template

Read File

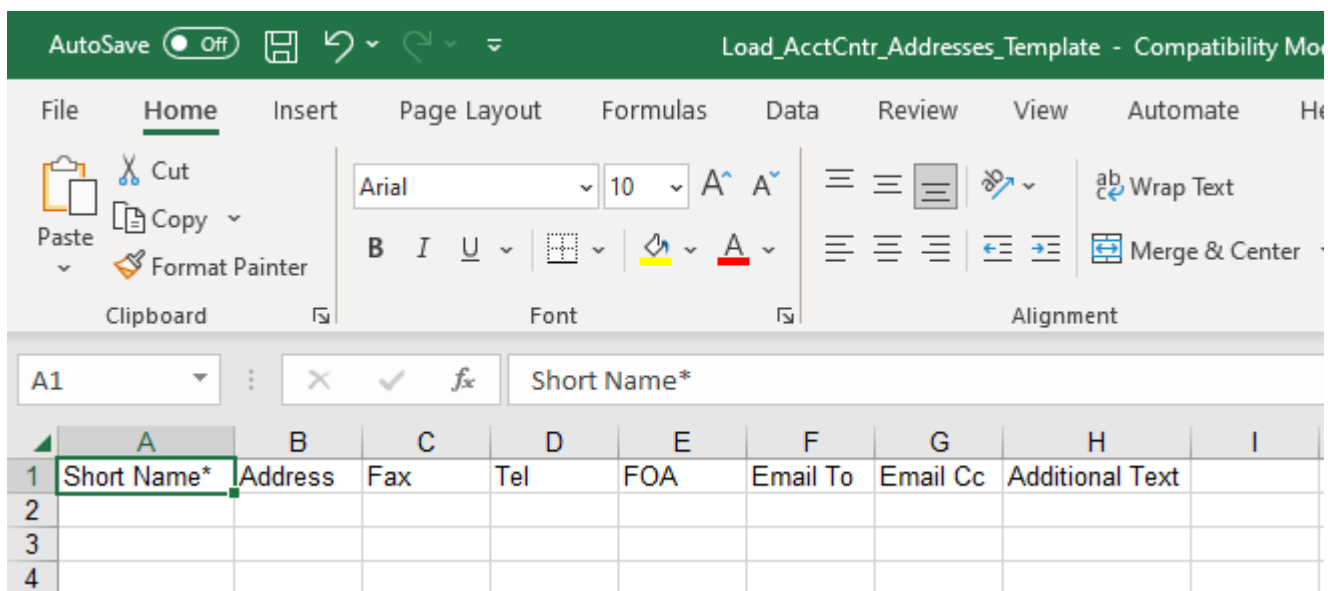
☐

ID	Short Name*	Address	Fax	Tel	FOA	Email To	Email Cc	Additional Text
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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	G	H	I
1	Short Name*	Address	Fax	Tel	FOA	Email To	Email Cc	Additional Text	
2	ACO	17 Link Road, #03-01, Singapore 092201	6600 6601	6600 6632	Mr. Richard Dunn	richard.dunn@acolt.com, jonathan.lee@acolt.com			
3	AGB	28 George Road, #10-24, Kingswood Centre, Singapore 092367	6472 7100	6472 7198	Mr. John Koh	john.koh@agbltd.com			
4									

8. Go back to Import Addresses screen, tick on Read File checkbox. Click Choose

File to browse for the file saved in the computer.

Import Addresses

✕ Cancel 📄 Template Read File ☒

File ✓ Read File Choose 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

✕ Cancel 📄 Load 📄 Template Read File ☐

ID	Short Name*	Address	Fax	Tel	FOA	Email To	Email Cc	Additional Text
1	ACO	17 Link Road, #03-01, Singapore 092201	6600 6601	6600 6632	Mr. Richard Dunn	richard.dunn@acoltd.com, jonathan.lee@acoltd.com		
2	AGB	28 George Road, #10-24, Kingswood Centre, Singapore 092367	6472 7100	6472 7198	Mr. John Koh	john.koh@agbltd.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 Yes.

Import Addresses

✕ Cancel 📄 Load 📄 Template Read File ☐

ID	Short Name*	Address	Fax	Tel	FOA	Email To	Email Cc	Additional Text
1	ACO	17 Link Road, #03-01, Singapore 092201	6600 6601	6600 6632	Mr. Richard Dunn	richard.dunn@acoltd.com, jonathan.lee@acoltd.com		
2	AGB	28 George Road, #10-24, Kingswood Centre, Singapore 092367	6472 7100	6472 7198	Mr. John Koh	john.koh@agbltd.com		

Confirmation
 Confirm loading Acct Cntr addresses static data to the system?
✓ Yes ✕ No

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

Cancel

Template

Read File

The Acct Cntr addresses has been successfully loaded.

ID	Short Name*	Address	Fax	Tel	FOA	Email To	Email Cc	Additional Text
1	ACO	17 Link Road, #03-01, Singapore 092201	6600 6601	6600 6632	Mr. Richard Dunn	richard.dunn@acoltd.com, jonathan.lee@acoltd.com		
2	AGB	28 George Road, #10-24, Kingswood Centre, Singapore 092367	6472 7100	6472 7198	Mr. John Koh	john.koh@agbltd.com		

14. Click Cancel to return to Accounting Centre screen.
15. Tick on the checkbox beside the short name of the accounting centres that are amended.

Accounting Centre

Refresh

Action

Group

Search

Columns

		Short Name ↑↓	Long Name ↑↓
☒		ACO	ACO
☒		AGB	AGB
☐		FRS-UK	FRS-UK
☐		PINE-NY	Fir New York
☐		PINE-SF	Fir San Francisco

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

Accounting Centre

Refresh

Action

Group

Search

Columns

		App? ↑↓	Short Name ↑↓	Long Name ↑↓
☒			ACO	ACO
☒			AGB	AGB
☐			FRS-UK	FRS-UK
☐			PINE-NY	Fir New York
☐			PINE-SF	Fir San Francisco

Confirmation

 Confirm approving selected item?

Yes

No

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.
8-Nov-2019	Lyra	Updated screenshots.
1-Feb-2023	TS	Updated to W6 instructions and screenshots.