

Import Accounting Centre Group (W5)

[This version is superseded.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

PURPOSE

This document contains the detailed procedures for importing accounting centre group in CS Lucas system.

WHY IS THIS IMPORTANT?

The purpose of creating accounting centre groups is to facilitate the control of access rights of accounting centres that users can access/ view in CS Lucas system and for reporting purposes.

PROCEDURE



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

Accounting Centre

	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 Francisco
☐		<u>PINE-TX</u>	Fir Texas
☐		<u>Pluto</u>	Pluto Ltd
☐		<u>TFI-SG</u>	Timber Financial Investments

2. Click Group.

Accounting Centre Group

Entity Group Type

	App? ▾	Short Name ▾	Description ▾	Group Type ▾	With Effect* ▾
No records found.					

3. Click New Group.

New Accounting Centre Group

[←](#)
[Save](#)
[Import](#)

Group Type* Accounting Centre - Stande ▼

Short Name*

Long Name

Description

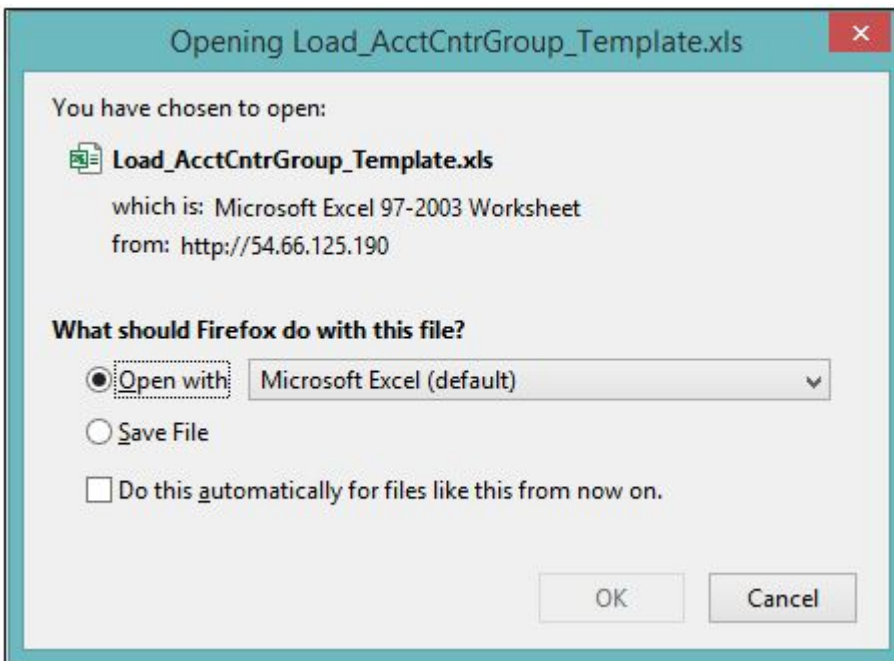
4. Click Import. The Import Accounting Centre Group screen displays.

Import Accounting Centre Group

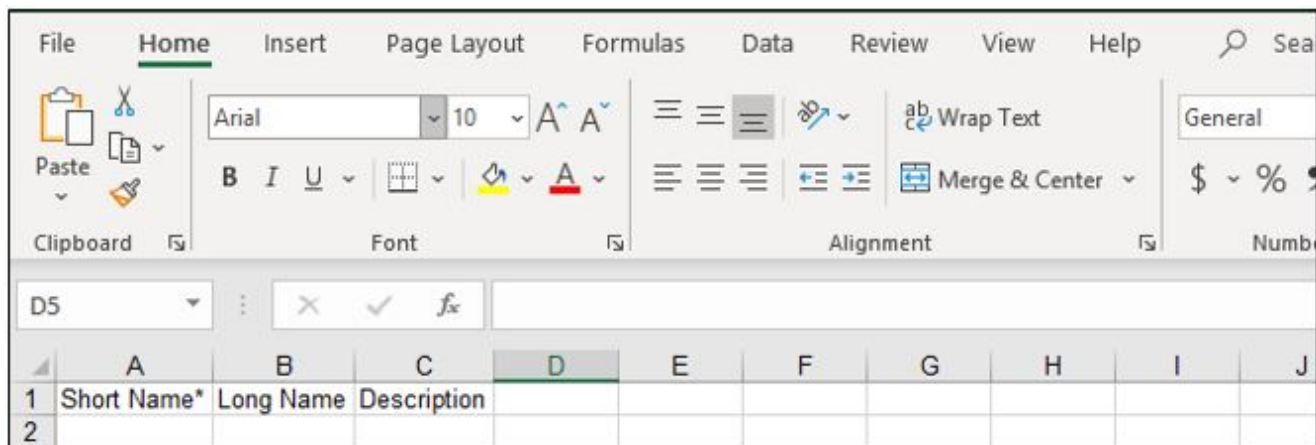
[←](#)
[Template](#)
[Read File](#) ☐

ID	Short Name*	Long Name	Description
No records found.			

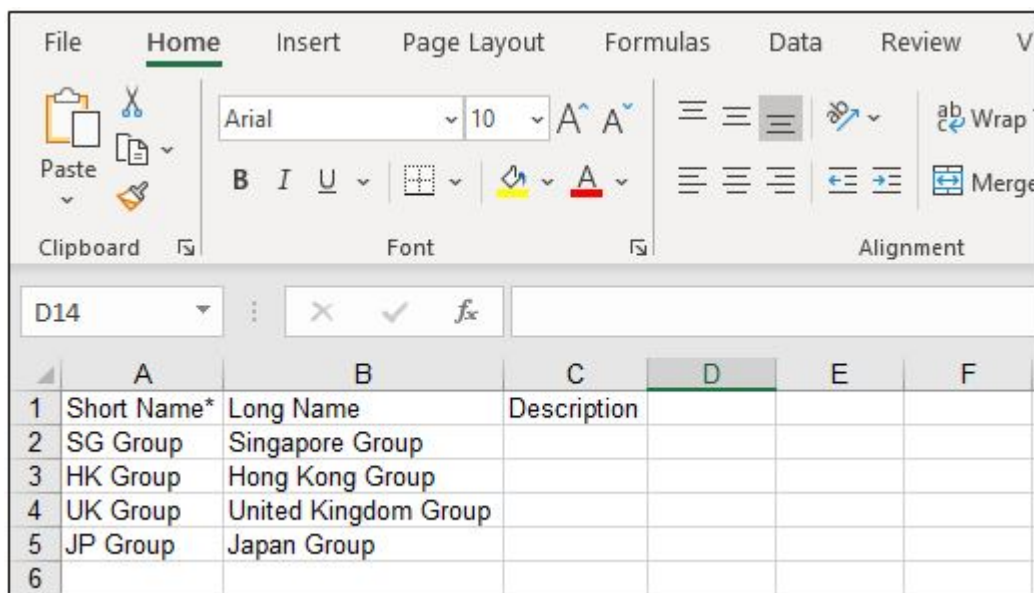
5. Click Template to download CS Lucas template for importing accounting centre group.



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



7. Fill out the sheet, field with asterisk are mandatory. For more details on each of the field, see [Create Accounting Centre Group and Assign Members](#).



8. Save the Excel file on the computer.

9. Go back to Import Accounting Centre Group screen, tick on Read File checkbox.

10. Click Choose File. Browse for the file saved in the computer.

The screenshot shows the 'Import Accounting Centre Group' screen. It includes a 'Read File' checkbox which is checked, a 'Browse...' button, and a file name 'Load_AcctCntrGroup_Template.xls'. Below this is a table with columns 'ID', 'Short Name*', 'Long Name', and 'Description'. The table shows 'No records found.'

ID	Short Name*	Long Name	Description
No records found.			

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

Import Accounting Centre Group

←

Load

Template

Read File ☐

ID	Short Name*	Long Name	Description
1	SG Group	Singapore Group	SG Group
2	HK Group	Hong Kong Group	HK Group
3	UK Group	United Kingdom Group	UK Group
4	JP Group	Japan Group	JP Group

12. 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.

13. If there is no error, click Load .

14. A popup appears to confirm, click OK.

×

⚠ Confirm loading Acct Cntr Group static data to the system?

OK

Cancel

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

The Acct Cntr Group(s) has been successfully loaded.

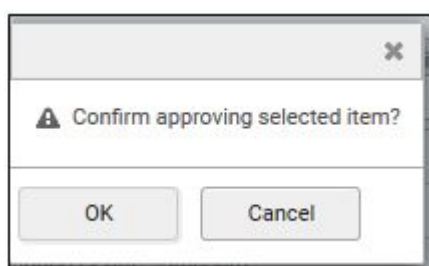
16. Go back to the Accounting Centre Group screen, tick on the checkbox beside the accounting centre groups imported.

Accounting Centre Group

Entity Group Type

	App? ⇅	Short Name ⇅	Description ⇅	Group Type ⇅	With Effect* ⇅
☒	N	<u>HK Group</u>	HK Group	Accounting Centre - Standard	
☒	N	<u>JP Group</u>	JP Group	Accounting Centre - Standard	
☒	N	<u>SG Group</u>	SG Group	Accounting Centre - Standard	
☒	N	<u>UK Group</u>	UK Group	Accounting Centre - Standard	
☐		<u>FX Dealing Group</u>	FX Dealing Group	Accounting Centre - Standard	
☐		<u>Invest Co</u>	Invest Co	Accounting Centre - Standard	
☐		<u>PINE Subs</u>	PINE Subs	Accounting Centre - Standard	
☐		<u>SG Entities</u>	SG Entities	Accounting Centre - Standard	
☐		<u>SG-Co</u>	SG-Co	Accounting Centre - Standard	
☐		<u>TFS Group</u>	TFS Group	Accounting Centre - Standard	

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



FREQUENTLY ASKED QUESTIONS

RELATED INFORMATION

[Create Accounting Centre Groups and Assign Members](#)

CHANGE HISTORY

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