

Import Accounting Centre Group

[See previous W5 version 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

 Refresh  Action  Group

 Search

 Columns

<input type="checkbox"/>	App? ↑↓	Short Name ↑↓	Long Name ↑↓
<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

1-7 of 7 records << < 1 > >> 50 ▾

2. Click Group.

Accounting Centre Group

Entity Group Type

 Cancel  Refresh  Action

 Search

 Columns

<input type="checkbox"/>	App? ↑↓	Short Name ↑↓	Description ↑↓	Group Type ↑↓	With Effect* ↑↓
No records found.					

0-0 of 0 records << < > >> 50 ▾

3. Click New Group.

New Accounting Centre Group

✕ Cancel

💾 Save

⬇️ Import

Group Type*

Accounting Centre - Standard

Short Name*

Long Name

Description

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

Import Accounting Centre Group

✕ Cancel

⬇️ 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.

	A	B	C	D	E	F	G	H	I
1	Short Name*	Long Name	Description						
2									
3									
4									

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](#).

	A	B	C	D	E	F	G	H	I
1	Short Name*	Long Name	Description						
2	Asia Grp	Asia Group							
3	Europe Grp	Europe Group							
4									
5									

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.

Import Accounting Centre Group

Cancel
Template
Read File ☒

File
Read File
Choose File
Load_AcctCntrGroup_Template.xls

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

✕ Cancel ⬇ Load ⬇ Template Read File ☐

ID	Short Name*	Long Name	Description
1	Asia Grp	Asia Group	Asia Grp
2	Europe Grp	Europe Group	Europe Grp

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 Yes.


Import Accounting Centre Group

✕ Cancel ⬇ Load ⬇ Template Read File ☐

ID	Short Name*	Long Name	Description
1	Asia Grp	Asia Group	Asia Grp
2	Europe Grp	Europe Group	Europe Grp

Confirmation

✕

 Confirm loading Acct Cntr Group static data to the system?

✓ Yes ✕ No

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

Import Accounting Centre Group

Cancel

Template

Read File ☐

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

ID	Short Name*	Long Name	Description
1	Asia Grp	Asia Group	Asia Grp
2	Europe Grp	Europe Group	Europe Grp

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

Cancel

Refresh

Action

Search

- Approve
- Delete Group
- Export CSV
- Export PDF

Columns

<input type="checkbox"/>	App?	SI	on	Group Type	With Effect*
<input checked="" type="checkbox"/>		N	Asia Grp	Asia Grp	Accounting Centre - Standard
<input checked="" type="checkbox"/>		N	Europe Grp	Europe Grp	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"/>			TFS Corp	TFS Corp	Accounting Centre - Corp Structure
<input type="checkbox"/>			TFS Group	CONTROL SEQUENCE	Accounting Centre - Standard

1-7 of 7 records

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

Accounting Centre Group

Entity Group Type

Cancel

Refresh

Action

Search

Columns

	App? ↑↓	Short Name ↑↓	Description ↑↓	Group Type
<input checked="" type="checkbox"/>		N	Asia Grp	Asia Grp
<input checked="" type="checkbox"/>		N	Europe Grp	Europe Grp
<input type="checkbox"/>			Invest Co	Invest Co
<input type="checkbox"/>			PINE Subs	PINE Subs
<input type="checkbox"/>			SG Group	SG Group
<input type="checkbox"/>			TFS Corp	TFS Corp
<input type="checkbox"/>			TFS Group	CONTROL SEQUENCE

1-7 of 7 records

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Confirmation

Confirm approving selected item?

Yes

No

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