Import Accounting Centre (W5)

PURPOSE

This document shows the detailed procedures on how to import accounting centre.

WHY IS THIS IMPORTANT?

Accounting centres are internal legal entities created in the system for booking transactions.

PROCEDURE

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

Accounting Centre

	App? ↕	Short Name ↕	Long Name ↕
☐		AA-SG	AA-SG
☐		AC01	AC01
☐		AC02	AC02
☐		AC03	AC03
☐		BB-SG	BB-SG
☐		Co.A	Co.A
☐		FRS-UK	FRS-UK
☐		PINE-NY	Fir New York
☐		PINE-SF	Fir San Franciso
☐		PINE-TX	Fir Texas
☐		TFI-SG	Timber Financial Investments
☐		TFS-SG	Timber Firm Limited
☐		TGL-SG	Trading Group Limited

Buttons: Refresh | New | Delete | Group | Approve | ⬇

2. Click New.

New Accounting Centre

Buttons: ← | Save | Import

Short Name*	
Acct Cntr Type*	Operational ▼
Base Ccy*	SGD ▼

Show Advance

3. Click Import. The Import Accounting Centre screen displays.

Import Accounting Centre

← | Template | Read File ☐

ID	Short Name*	Acct Cntr Type*	Base Ccy*	Long Name	GST Status*	Tax Residence	Acct Cntr Classification
No records found.							

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

Opening Load_AcctCntr_Template.xls ✕

You have chosen to open:

📊 **Load_AcctCntr_Template.xls**

which is: Microsoft Excel 97-2003 Worksheet
from: http://54.66.125.190

What should Firefox do with this file?

◉ Open with Microsoft Excel (default) ▾

○ Save File

☐ Do this automatically for files like this from now on.

OK   Cancel
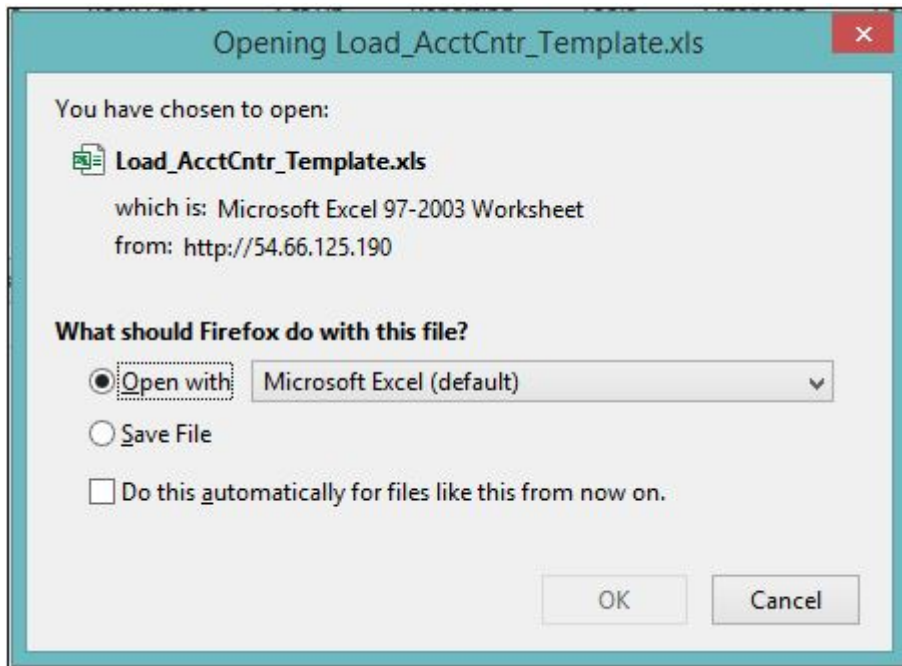
5. Save the file and open. An Excel sheet will be opened.

File Home Insert Page Layout Formulas Data Review View Help

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B I U A Merge & Center $ %

F7 fx

	A	B	C	D	E	F	G
1	Short Name*	Acct Cntr Type*	Base Ccy*	Long Name	GST Status*	Tax Residence	Acct Cntr Classification
2							

6. Fill out the Excel file. Fields with asterisks (*) are mandatory.

	A	B	C	D	E	F	G
1	Short Name*	Acct Cntr Type*	Base Ccy*	Long Name	GST Status*	Tax Residence	Acct Cntr Classification
2	Mercury	Operational	SGD	Mercury Ltd	Standard		
3	Venus	Operational	SGD	Venus Ltd	Standard		
4	Pluto	Operational	SGD	Pluto Ltd	Standard		

7. Save the Excel file on the computer.

8. Go back to the Import Accounting Centre screen, tick on Read File checkbox.

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

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

Import Accounting Centre

← | Load | Template | Read File ☐

ID	Short Name*	Acct Cntr Type*	Base Ccy*	Long Name	GST Status*	Tax Residence	Acct Cntr Classification
1	Mercury	Operational	SGD	Mercury Ltd	Standard		-
2	Venus	Operational	SGD	Venus Ltd	Standard		-
3	Pluto	Operational	SGD	Pluto Ltd	Standard		-

11. 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.

12. If there is no error, click Load.

13. A popup appears to confirm, click OK.

⚠ Confirm loading Acct Cntr static data to the system?

OK | Cancel

14. A message saying it was loaded successfully will be displayed.

The Acct Cntr(s) has been successfully loaded.

15. Go back to the Accounting Centre screen, tick on the checkbox beside the accounting centres imported.

Accounting Centre

Refresh | New | Delete | Group | Approve | ⬇

	App? ⬍	Short Name ⬍	Long Name ⬍
✔	N	Mercury	Mercury Ltd
✔	N	Pluto	Pluto Ltd
✔	N	Venus	Venus Ltd

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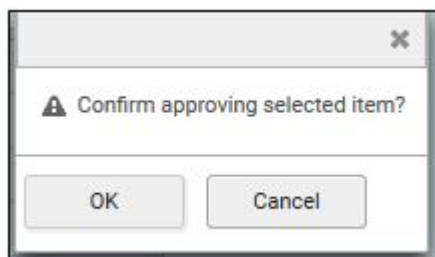
FREQUENTLY ASKED QUESTIONS

RELATED INFORMATION

[How to Set Up Accounting Centre](#)

CHANGE HISTORY

Date	By	Changes
15-Feb-2008	-	Created
18-Sep-2017	Clarissa	Reformatted. Rewritten.
17-Aug-2018	Silpa	Updated step1, screenshot of step 1 and 15.
08-Nov-2019	Lyra	Updated Screenshots.