

Import Accounting Centre

[See previous W5 version guide](#)

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

Refresh

Action

Group

Search



Columns

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

1-7 of 7 records



1



50



2. Click on Action and select New.

New Accounting Centre

Cancel

Save

Import

Show Advance

Short Name*

Acct Cntr Type*

Operational



Base Ccy*

SGD



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

Import Accounting Centre

✕ Cancel
📄 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.

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

AutoSave ☐ Off 📄 ↶ ↷ Load_AcctCntr_Template - Compatibility Mode ⌵

File Home Insert Page Layout Formulas Data Review View Automate Help

A2 ✕ ✓ fx

	A	B	C	D	E	F	G	H
1	Short Name*	Acct Cntr Type*	Base Ccy*	Long Name	GST Status*	Tax Residence	Acct Cntr Classification	
2								
3								
4								

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

AutoSave ☐ Off 📄 ↶ ↷ Load_AcctCntr_Template - Compatibility Mode ⌵

File Home Insert Page Layout Formulas Data Review View Automate Help

A14 ✕ ✓ fx

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

7. Save the Excel file on the computer.

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

Import Accounting Centre

✕ Cancel
📄 Template
Read File ☒

File
✓ Read File
Choose File
No file chosen

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

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

Import Accounting Centre

✕ Cancel
📄 Template
Read File ☒

File
✓ Read File
Choose File
Load_AcctCntr_Template.xls

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

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

Import Accounting Centre

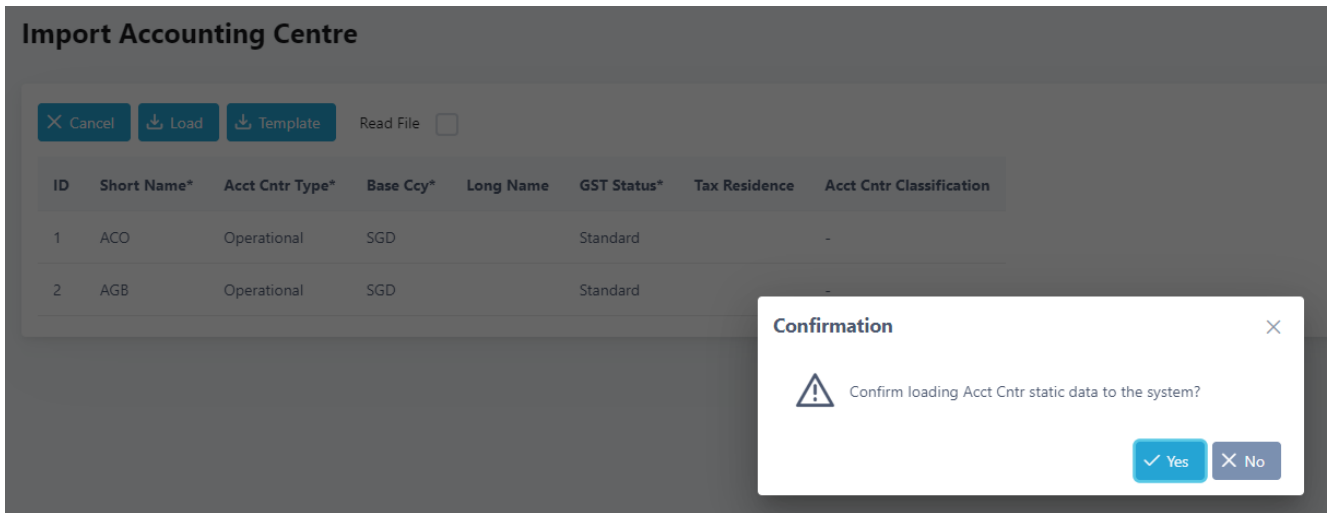
✕ Cancel
📄 Load
📄 Template
Read File ☐

ID	Short Name*	Acct Cntr Type*	Base Ccy*	Long Name	GST Status*	Tax Residence	Acct Cntr Classification
1	ACO	Operational	SGD		Standard		-
2	AGB	Operational	SGD		Standard		-

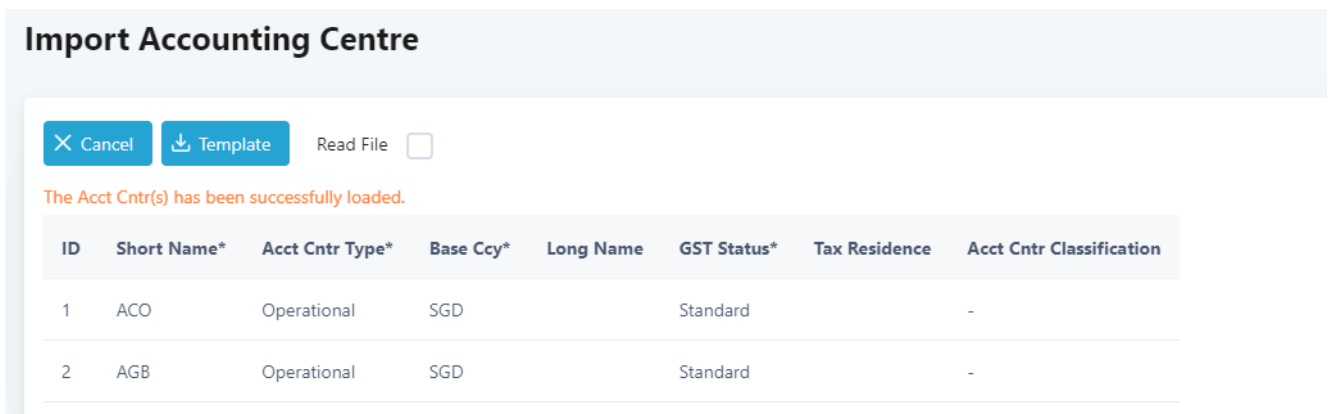
11. If there is an error, the user will be prompted with the rows to be corrected. To make corrections, go to the Excel file to make the necessary corrections and click Read File again.

12. If there is no error, click Load.

13. A popup appears to confirm, click Yes.



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



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

Accounting Centre

Refresh
Action
Group

Columns

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☐

App? ↑↓
Short Name ↑↓
Long Name ↑↓

☒	☒	N	ACO	ACO
☒	☒	N	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

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

Accounting Centre

Refresh
Action
Group

Columns

☐
☒
☒
☐
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☐
☐
☐

App? ↑↓
Short Name ↑↓
Long Name ↑↓

☒	☒	N	ACO	ACO
☒	☒	N	AGB	AGB
☐	☒		FRS-UK	FRS-UK
☐	☒		PINE-NY	Fir New York

Confirmation

Confirm approving selected item?

Yes
No

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 step 1, screenshot of step 1 and 15.
8-Nov-2019	Lyra	Updated screenshots.
1-Feb-2023	TS	Updated to W6 instructions and screenshots.