

# Import Actual Financial Covenants (W5)

[This version is superseded.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

## **PURPOSE**

This document contains the procedure for importing actual financial covenants for entities.

## **WHY IS THIS IMPORTANT?**

This allows to import actual financial covenants in bulk if you have many to maintain and can be import for multiple entities.

## **PROCEDURE**

1. From the main menu, select Set Up > Entity.

### Accounting Centre

	App? ▾	Short Name ▾ <input type="text"/>	Long Name ▾ <input type="text"/>
<input type="checkbox"/>		<a href="#">AA-SG</a>	AA-SG
<input type="checkbox"/>		<a href="#">AC01</a>	AC01
<input type="checkbox"/>		<a href="#">AC02</a>	AC02
<input type="checkbox"/>		<a href="#">AC03</a>	AC03
<input type="checkbox"/>		<a href="#">BB-SG</a>	BB-SG
<input type="checkbox"/>		<a href="#">Co.A</a>	Co.A
<input type="checkbox"/>		<a href="#">FRS-UK</a>	FRS-UK
<input type="checkbox"/>		<a href="#">PINE-NY</a>	Fir New York
<input type="checkbox"/>		<a href="#">PINE-SF</a>	Fir San Francisco
<input type="checkbox"/>		<a href="#">PINE-TX</a>	Fir Texas
<input type="checkbox"/>		<a href="#">TFI-SG</a>	Timber Financial Investments
<input type="checkbox"/>		<a href="#">TFS-SG</a>	Timber Firm Limited
<input type="checkbox"/>		<a href="#">TGL-SG</a>	Trading Group Limited

2. Click any of the entity short name. In this example, TFS-SG.

3. From the Amend Accounting Centre screen, click Financial Covenants.

### Financial Covenants

Acct Cntr\* 
 As At Date\*  ▾

Covenant	Ccy	Actual
Consol Interest Expense	SGD	12,000,000.00
Consolidated Net Worth		
EBITDA To Debt Service		
Net Consol Debt		
Net worth		
Others		

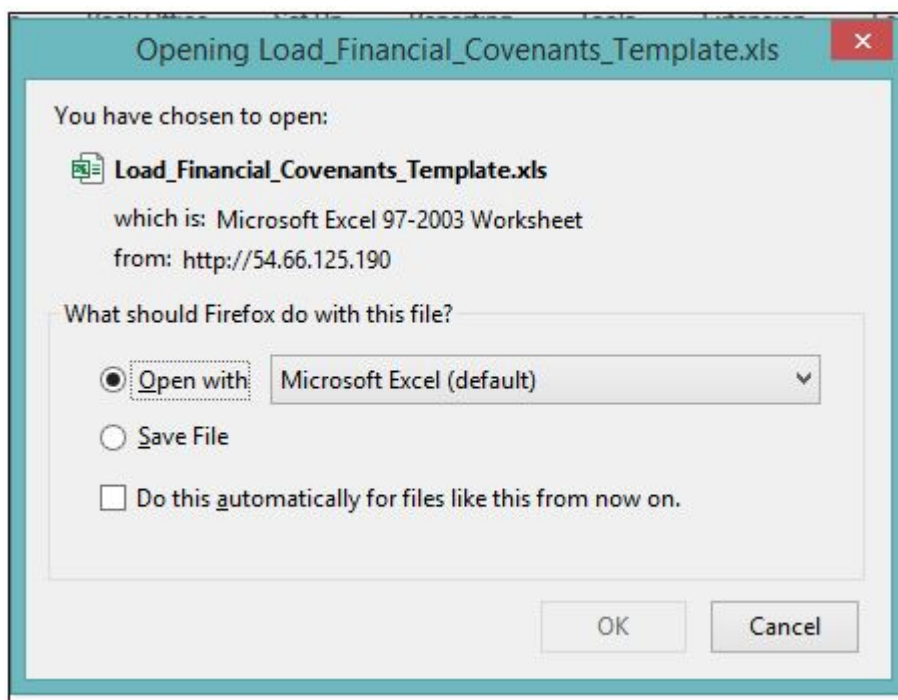
4. Click Import. The Import Financial Covenants screen

displays.

The dialog box titled "Import Financial Covenants" features a back arrow button, a "Template" button, and a "Read File" checkbox. Below these is a table with the following headers: ID, Acct Cntr\*, As At Date\*, Covenant\*, Ccy\*, and Actual\*. The table currently contains the text "No records found."

ID	Acct Cntr*	As At Date*	Covenant*	Ccy*	Actual*
No records found.					

5. Click Template to download CS Lucas template for importing actual financial covenants.



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

The screenshot shows the Excel ribbon with the 'Home' tab selected. The font is set to Arial, size 10. The worksheet contains the following data:

	A	B	C	D	E
1	Acct Cntr*	As At Date*	Covenant*	Ccy	Amount*
2					

7. Fill out the Template. Save it in the computer.

	A	B	C	D	E
1	Acct Cntr*	As At Date*	Covenant*	Ccy	Amount*
2	TFS-SG	5-Jan-16	Consolidat	SGD	500,000.00
3	TFS-SG	5-Jan-17	Others	SGD	750,000.00
4					
5					

8. Go back to the Import Financial Covenants screen, tick on Read File checkbox.

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

### Import Financial Covenants

←
Template
Read File ☒

File
Read File
Choose File
Load\_Financial\_Covenants\_Template.xls

ID	Acct Cntr*	As At Date*	Covenant*	Ccy*	Actual*
No records found.					

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

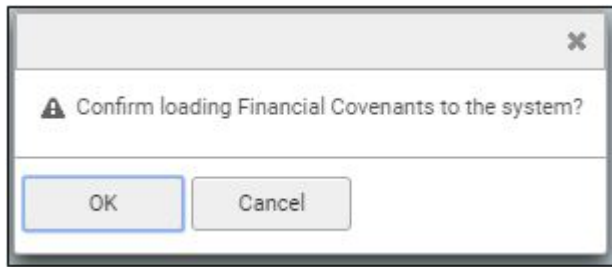
### Import Financial Covenants

←
Load
Template
Read File ☐

ID	Acct Cntr*	As At Date*	Covenant*	Ccy*	Actual*
1	TFS-SG	5 Jan 2016	Consolidated Net Worth	SGD	500,000.00
2	TFS-SG	5 Jan 2017	Others	SGD	750,000.00

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 . A popup appears to confirm, click OK.



13. A message showing loading was successful will be displayed.

The Financial Covenants(s) has been successfully loaded.

14. To check these covenants, select the As At Date from the Financial Covenants screen.

### Financial Covenants

Acct Cntr\* TFS-SG
As At Date\* 5-Jan-2017

← Maintain Import

Covenant		Actual
Consol Interest Expense		
Consolidated Net Worth		
EBITDA To Debt Service		
Net Consol Debt		
Net worth		
Others	SGD	750,000.00

## **FREQUENTLY ASKED QUESTIONS**

## **RELATED INFORMATION**

[Actual Financial Covenants Maintenance](#)

[Tracking Compliance to Facility Covenant](#)

## **CHANGE HISTORY**

Date	By	Changes
15-Sep-2017	Clarissa	Created.
08-Nov-2019	Lyra	Updated Screenshots.