Import Actual Financial Covenants

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 > Static > Accounting Centre.

Accounting Centre

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

1-7 of 7 records « ‹ 1 › » 50 ▾

2. Click the Edit button of the accounting centre short name. In this example, TFS-SG.

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

Financial Covenants

Acct Cntr*	TFS-SG	As At Date*	1-Jan-2017

Covenant	Ccy	Actual
Consol Interest Expense		
Consolidated Net Worth		
EBITDA To Debt Service		
Net Consol Debt		
Net worth	SGD	100.00
Others		

4. Click Import. The Import Financial Covenants screen displays.

Import Financial Covenants

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.

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

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.

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

Import Financial Covenants

ID	Acct Cntr*	As At Date*	Covenant*	Ccy*	Actual*
1	TFS-SG	1 Jan 2018	Consolidated Net Worth	SGD	13,267,366.75
2	TFS-SG	1 Jan 2018	Others	SGD	254,721.38

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 Yes.

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

Import Financial Covenants

	Cancel	Template	Read File ☐			

The Financial Covenants(s) has been successfully loaded.

ID	Acct Cntr*	As At Date*	Covenant*	Ccy*	Actual*
1	TFS-SG	1 Jan 2018	Consolidated Net Worth	SGD	13,267,366.75
2	TFS-SG	1 Jan 2018	Others	SGD	254,721.38

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

Financial Covenants

Acct Cntr*	TFS-SG	As At Date*	1-Jan-2018 ⌄

	Cancel	Maintain	Import

Covenant	Ccy	Actual
Consol Interest Expense		
Consolidated Net Worth	SGD	13,267,366.75
EBITDA To Debt Service		
Net Consol Debt		
Net worth		
Others	SGD	254,721.38

FREQUENTLY ASKED QUESTIONS

RELATED INFORMATION

[Actual Financial Covenants Maintenance](#)

[Tracking Compliance to Facility Covenant](#)

CHANGE HISTORY

Date	By	Changes
15-Sep-2017	Clarissa	Created.
8-Nov-2019	Lyra	Updated screenshots.
31-Jan-2023	TS	Updated to W6 instructions and screenshots.