

# Maintain Accounting Centre Address (W5)

[This version is superseded.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

## **PURPOSE**

This document shows the detailed steps on how to maintain accounting centre address.

## **WHY IS THIS IMPORTANT?**

This allows maintaining accounting centre address for record purposes and letters printing.

## **PROCEDURE**

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

## Accounting Centre

	App?	Short Name	Long Name
<input type="checkbox"/>		<u>AA-SG</u>	AA-SG
<input type="checkbox"/>		<u>AC01</u>	AC01
<input type="checkbox"/>		<u>AC02</u>	AC02
<input type="checkbox"/>		<u>AC03</u>	AC03
<input type="checkbox"/>		<u>BB-SG</u>	BB-SG
<input type="checkbox"/>		<u>Co.A</u>	Co.A
<input type="checkbox"/>		<u>FRS-UK</u>	FRS-UK
<input type="checkbox"/>		<u>PINE-NY</u>	Fir New York
<input type="checkbox"/>		<u>PINE-SF</u>	Fir San Francisco
<input type="checkbox"/>		<u>PINE-TX</u>	Fir Texas
<input type="checkbox"/>		<u>TFI-SG</u>	Timber Financial Investments

2. Click the preferred accounting centre short name. In this example, Co.A will be selected.

## Amend Accounting Centre

Short Name\*

▼ Standard

Acct Cntr Type\*  ▼

Base Ccy\*  ▼

Long Name

GST Status\*  ▼

Tax Residence  ▼

Acct Cntr Classification  ▼

### 3. Click Address .

The screenshot shows the 'Addresses' form. At the top left, there are buttons for 'Save' and 'Import'. Below them are input fields for 'Short Name' and 'Co.A'. To the right of these are 'Add' and 'Remove' buttons. Further right is a table with columns 'Type', 'Description', and 'Additional Text'. The table currently contains one row with the text 'No records found.' Below the 'Short Name' and 'Co.A' fields is a 'Product\*' dropdown menu. Below the 'Product\*' field is the 'Address' field. Below the 'Address' field are fields for 'Fax', 'Tel', 'Attn', 'Email To', 'Email Cc', and 'Additional Text'.

4. Choose the Product from the dropdown. In this example, Default will be chosen. When the address is saved as Default, the address will be applied for all products.

This screenshot shows the 'Addresses' form with the 'Product\*' dropdown menu open. The dropdown menu lists the following options: 'Default', 'Settlement', 'MM-Deposit', 'MM-Loan', 'Batch Payments', 'Call/Sweep', 'Contingent Liability', and 'Coupon'. The 'Default' option is highlighted. The rest of the form, including the 'Save' and 'Import' buttons, 'Short Name' and 'Co.A' fields, 'Add' and 'Remove' buttons, and the other input fields, are visible in the background.

5. Enter the address on the address field. This information will be reflected in the letters.

6. Input Fax and Telephone numbers if needed. This is for information only.

7. In the Attn field, input the name of the person whom you

will send the letter to.

8. Input Email To and Email CC to. This is used for sending letters via email.

9. Type in texts/ instructions in Additional Text if needed. This additional text will appear in the letter.

10. Once done, click Add. The information that was typed will be shown on the right side of the screen.

The screenshot shows the 'Addresses' form. On the left, there are input fields for 'Short Name', 'Co.A', 'Product\*', 'Address', 'Fax', 'Tel', 'Attn', 'Email To', 'Email Cc', and 'Additional Text'. On the right, there is a table with columns 'Type', 'Description', and 'Additional Text'. The 'Type' column has a dropdown menu with 'Default' selected. The 'Description' column contains the address details: 'ADDRESS: 1A Kallang Road, Singapore 208718', 'ATTN: Mr. Lim', 'TEL: 63333333', and 'FAX: 63333000'. The 'Additional Text' column is empty. There are 'Add' and 'Remove' buttons above the table.

11. To edit the address added, click on the product type. E.g. Default. The details will be populated at the fields on the left side of the screen for you to edit.

The screenshot shows the 'Addresses' form with the 'Default' address selected. The left side of the form is now populated with the details of the selected address: 'Short Name' is 'Co.A', 'Product\*' is 'Default', 'Address' is '1A Kallang Road, Singapore 208718', 'Fax' is '63333000', 'Tel' is '63333333', 'Attn' is 'Mr. Lim', 'Email To' is empty, 'Email Cc' is empty, and 'Additional Text' is empty. The right side of the form shows the table with the 'Default' address selected, and the 'Add' and 'Remove' buttons are still present.

12. Make the necessary changes and click Add.

13. Click Save to save changes.

14. You will be returned to Amend Accounting Centre screen, click Back Logo to return to Accounting Centre screen.

15. The amended accounting centre will need to be approved. To

do this, tick on the checkbox beside the accounting centre's name.

**Accounting Centre**

Refresh

New

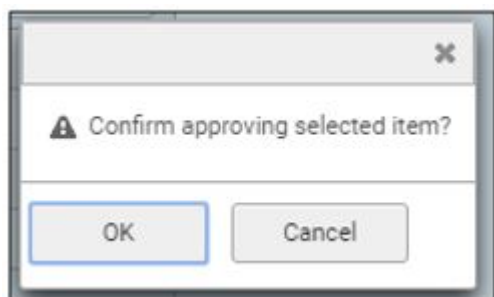
Delete

Group

Approve

	App?	Short Name	Long Name
<input type="checkbox"/>	N	<u>Co.A</u>	Co.A
<input type="checkbox"/>		<u>AA-SG</u>	AA-SG
<input type="checkbox"/>		<u>AC01</u>	AC01
<input type="checkbox"/>		<u>AC02</u>	AC02

16. Click Approve. When a popup appears, click OK.



## **FREQUENTLY ASKED QUESTIONS**

### **RELATED INFORMATION**

[Set Up Accounting Centre](#)

[Amend Accounting Centre](#)

### **CHANGE HISTORY**

Date	By	Changes
15-Feb-2008	-	Created
29-Aug-2017	Clarissa	Reformatted. Rewritten.
13-Apr-2018	Anuja	Updated with instructions to edit address.
17-Aug-2018	Silpa	Updated step1, screenshot of step 1 and 15.
08-Nov-2019	Lyra	Updated Screenshots.