

Maintain Accounting Centre Address

[See previous W5 version 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

Refresh

Action

Group

Search



Columns

☐	App? ↑↓	Short Name ↑↓	Long Name ↑↓
☐		Co.A	Co.A Limited
☐		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

1-8 of 8 records



1



50



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

Amend Accounting Centre

[Cancel](#) [Save](#) [Address](#) [Preference](#) [Financial Covenants](#) [File/Note](#) [History](#)

Short Name*	Co.A
▼ Standard	
Acct Cntr Type*	Operational ▼
Base Ccy*	SGD ▼
Long Name	Co.A Limited
GST Status*	Standard ▼
Tax Residence	[Unassigned] ▼
Acct Cntr Classification	- ▼

3. Click Address .

Addresses

[Cancel](#) [Save](#) [Import](#)

Short Name	Co.A	+
Product*	▼	-
Address		
Fax		
Tel		
Attn		
Email To		
Email Cc		
Additional Text		

Type	Description	Additional Text
No records found.		

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.

Addresses

✕ Cancel

💾 Save

📄 Import

Short Name

Co.A



Product*



Address

Default

Settlement

MM-Deposit

MM-Loan

Batch Payments

Fax

Tel

Attn

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.

Addresses

Short Name: Co.A + -

Product*:

Address:

Fax:

Tel:

Attn:

Email To:

Email Cc:

Additional Text:

Type	Description	Additional Text
☐ Default	ADDRESS: 70 Pasir Panjang Rd, Singapore 117371 ATTN: Mr. Desmond Tan TEL: +65 6221 8000 FAX: +65 6221 6000 EMAIL TO: desmond.tan@tfs.com.sg	Please feel free to contact Desmond Tan @ 62218001 for any clarification or enquiries.

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.

Addresses

Short Name: Co.A + -

Product*: Default

Address: 70 Pasir Panjang Rd, Singapore 117371

Fax: +65 6221 6000

Tel: +65 6221 8000

Attn: Mr. Desmond Tan

Email To: desmond.tan@tfs.com.sg

Email Cc:

Additional Text: Please feel free to contact Desmond Tan @ 62218001 for any clarification or enquiries.

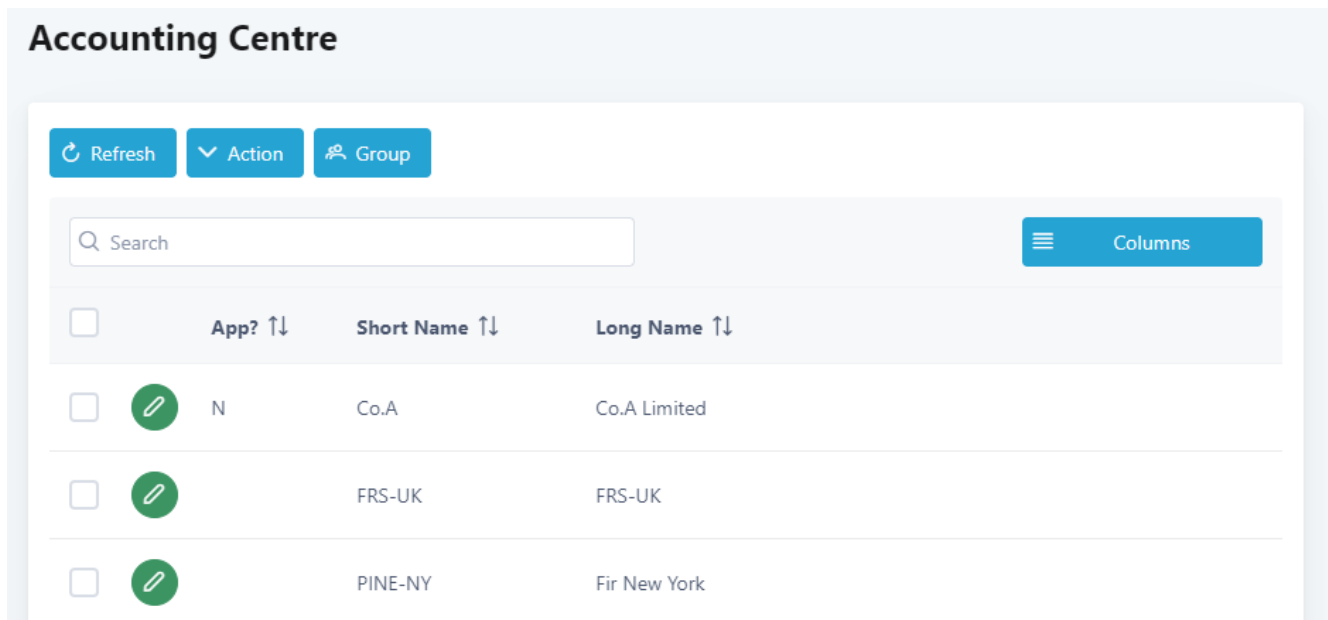
Type	Description	Additional Text
☐ Default	ADDRESS: 70 Pasir Panjang Rd, Singapore 117371 ATTN: Mr. Desmond Tan TEL: +65 6221 8000 FAX: +65 6221 6000 EMAIL TO: desmond.tan@tfs.com.sg	Please feel free to contact Desmond Tan @ 62218001 for any clarification or enquiries.

12. Make the necessary changes and click Add.

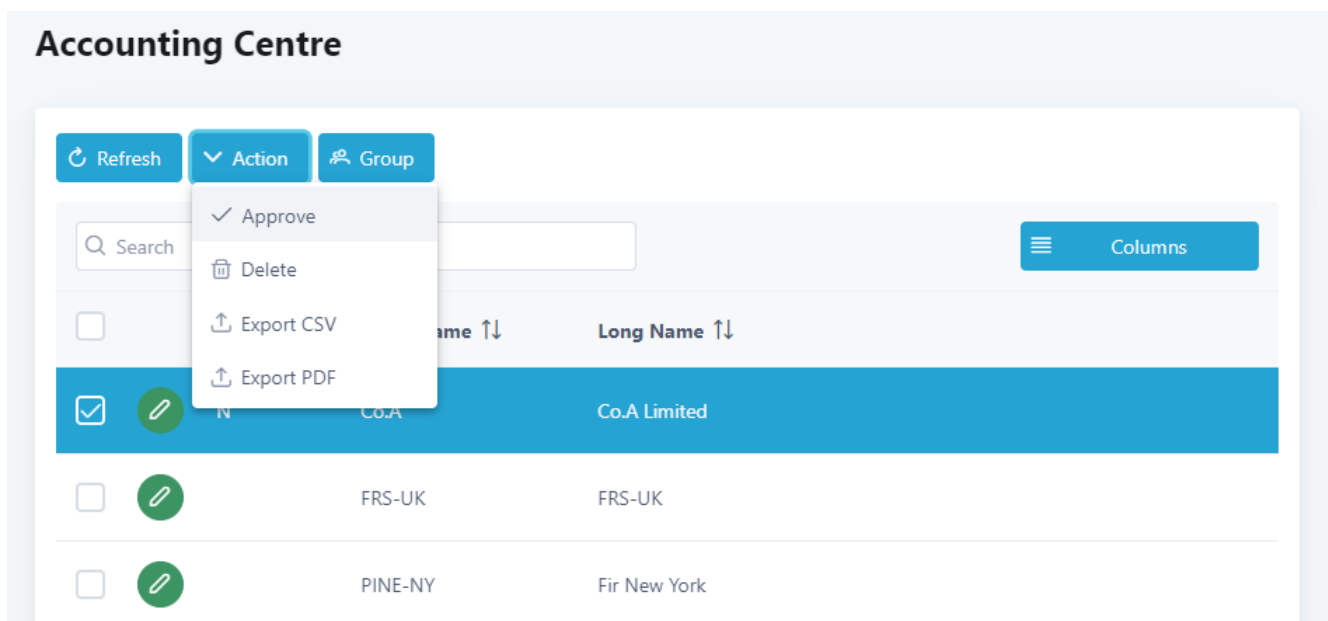
13. Click Save to save changes.

14. You will be returned to Amend Accounting Centre screen, click on Cancel button to return to the 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.



16. Click on Action and Approve. When a popup appears, click Yes.



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 instructions to edit address.
17-Aug-2018	Silpa	Updated step 1, screenshot of step 1 and 15.
8-Nov-2019	Lyra	Updated screenshots.
30-Jan-2023	TS	Updated to W6 instructions and screenshots.