

Report 1007: List of Accounting Centres (W5)

[This version is superseded.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

PURPOSE

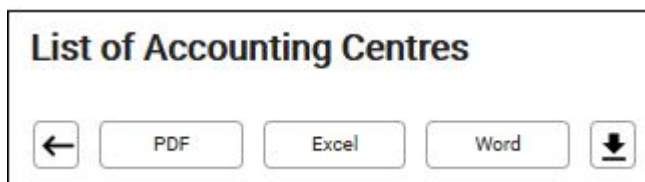
To provide the details used by CS Lucas for listing of accounting centres.

WHY IS THIS IMPORTANT?

Allow users to verify the details set up in the system for the accounting centres.

QUERY

1. Navigate to Reporting > Standards > Report 1007: List of Accounting Centres.




2. Click on the required format.
3. The report shows the accounting centre details and the address set up for each accounting centre.

List of Accounting Centres

Accounting Centre Details

Short Name	Full Name	Base Ccy	Tax Residence	GST Status	Classification
DER-TK	Alder Pte Ltd	JPY	[Unassigned]	Standard	-
<div> <div> Address Money Market 81, Hill Street, Singapore 398200 </div> <div> FAO: Zuvenn Fax: 62379999 Tel: 62378888 </div> </div> <div> Address Default 81, Hill Street, Singapore 398200 </div> <div> FAO: Patrick Fax: 62337878 Tel: 62337879 </div>					
H-HK	Ash Limited	HKD	[Unassigned]	Standard	-
<div> Address </div> <div> FAO: Fax: Tel: </div>					

Accounting Centre Address

For explanation of  button, please see link.

For explanation of   buttons, please see [link](#).

DATA SOURCE - ACCOUNTING CENTRE DETAILS

To view the following details,

A	B	C	D	E	F
Short Name	Full Name	Base Ccy	Tax Residence	GST Status	Classification
ALDER-TK	Alder Pte Ltd	JPY	[Unassigned]	Standard	-
<div> <div> Address Money Market 81, Hill Street, G Singapore 398200 </div> <div> FAO: Zuvenn H Fax: 62379999 Tel: 62378888 </div> </div>					

Follow the steps as shown below:

1. Navigate to Set Up > Entity.

<input type="button" value="Refresh"/> <input type="button" value="New"/> <input type="button" value="Delete"/> <input type="button" value="Group"/> <input type="button" value="Approve"/> <input type="button" value="Download"/>			
	App?	Short Name	Long Name
<input type="checkbox"/>	N	<u>ALDER-TK</u>	Alder Pte Ltd
<input type="checkbox"/>		<u>A-2</u>	A-2
<input type="checkbox"/>		<u>AA-SG</u>	AA-SG
<input type="checkbox"/>		<u>AB1</u>	AB1
<input type="checkbox"/>		<u>AC01</u>	AC01

2. Click on ALDER-TK in Short Name.

Amend Accounting Centre

Short Name*
A

▼ Standard

Acct Cntr Type*
▼

Base Ccy*
▼
C

Long Name
B

GST Status*
▼
E

Tax Residence
▼
D

Acct Cntr Classification
▼
F

ACCOUNTING CENTRE ADDRESS

1. On the Amend Accounting Centre page, click on Address button.
2. Address set up on this page will be shown in the address section in the report.

Addresses

←

Save

Import

Short Name

ALDER-TK

Product*

Address

Fax

Tel

Attn

Email To

Email Cc

Additional Text

Add

Remove

	Type	Description	Additional Text
<input type="checkbox"/>	Money Market	ADDRESS: 81, Hill Street Singapore 398200 ATTN: Zuvenn TEL: 62378888 FAX: 62379999	
<input type="checkbox"/>	Default	ADDRESS: 81, Hill Street Singapore 398200 ATTN: Patrick TEL: 62337879 FAX: 62337878	

FREQUENTLY ASKED QUESTIONS

RELATED INFORMATION

[General Formatting For All Reports](#)

CHANGE HISTORY

Date	By	Changes
21-Apr-2016	V	Created
05-Aug-2016	Li Ping	Rewritten. Reformatted.
10-Dec-2019	Lyra	Updated Screenshots.