

Report 1007: List of Accounting Centres

[See previous W5 version guide](#)

PURPOSE

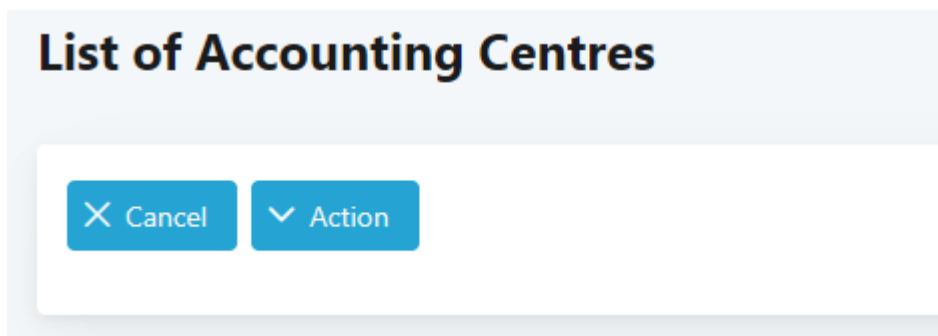
To provide the details used by CS Lucas for listing of accounting centres.

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 Action and select 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
FRS-UK	FRS-UK	GBP	United Kingdom	Standard	
	Address Default 33 Queen Street DARTFORD DA87 4FL		FAO: John Peter Fax: +44 20 7111 4422 Tel: +44 20 7111 4723		
PINE-NY	Fir New York	USD	Singapore	Standard	
	Address		FAO: Fax: Tel:		

Accounting Centre Address

For explanation of Excel Raw export, 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
FRS-UK	FRS-UK	GBP	United Kingdom	Standard	
	Address G Default		FAO: John Peter		
	H 33 Queen Street		Fax: +44 20 7111 4422		
	DARTFORD		Tel: +44 20 7111 4723		
	DA87 4FL				

Follow the steps as shown below:

1. Navigate to Set Up > Entity.

Accounting Centre

☐	App? ↑↓	Short Name ↑↓	Long Name ↑↓
☐		FRS-UK	FRS-UK
☐		PINE-NY	Fir New York

2. Click the Edit button next to the short name of the accounting centre. In this example, FRS-UK.

Amend Accounting Centre

Short Name*
A

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 the Address button.

2. Address set up on this page will be shown in the address section in the report.

Addresses

Cancel

Save

Import

Short Name

FRS-UK

+

Product*

-

Address

Fax

Tel

Attn

Email To

Email Cc

Additional Text

Type

Description

Additional Text

☐

Default

G

ADDRESS:

33 Queen Street

DARTFORD

DA87 4FL

ATTN: John Peter

TEL: +44 20 7111 4723

FAX: +44 20 7111 4422

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FREQUENTLY ASKED QUESTIONS

RELATED INFORMATION

[General Formatting For All Reports](#)

CHANGE HISTORY

Date	By	Changes
21-Apr-2016	V	Created.
5-Aug-2016	Li Ping	Rewritten. Reformatted.
10-Dec-2019	Lyra	Updated screenshots.
14-Aug-2024	TS	Updated to W6 instructions and screenshots.