

Accounting Centre SSI Group

[See previous W5 version guide](#)

PURPOSE

This document contains detailed procedure for setting up an accounting centre SSI group.

WHY IS THIS IMPORTANT?

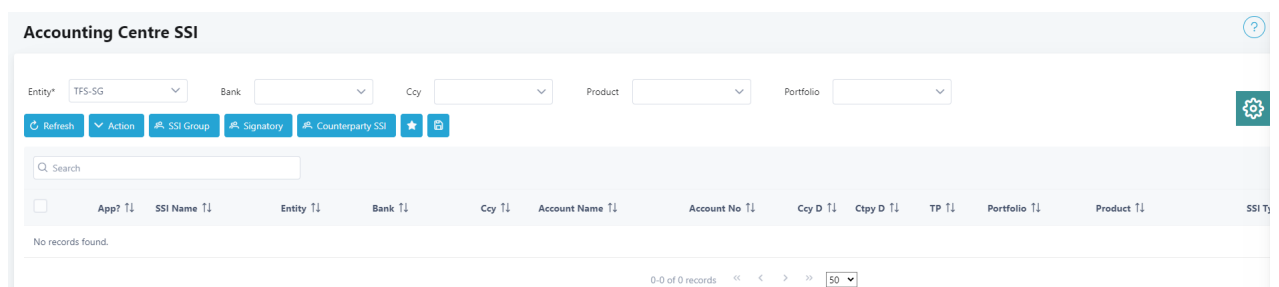
These steps allow a user to group accounting centre SSIs for reporting, forecast consolidation and bank sweeping purposes.

PROCEDURE

There are two types of Accounting Centre SSI Group set up:

1.0 Creating Standard Accounting Centre SSI Group

1. To create a standard accounting centre SSI group, select Set Up > Static > Settlement Instructions. This screen displays.



The screenshot shows the 'Accounting Centre SSI' interface. At the top, there are filter dropdowns for Entity* (TFS-SG), Bank, Coy, Product, and Portfolio. Below these are action buttons: Refresh, Action, SSI Group, Signatory, Counterparty SSI, and a star icon. A search bar is present. The table below has columns: App? T, SSI Name T, Entity T, Bank T, Coy T, Account Name T, Account No T, Coy D T, Ctpy D T, TP T, Portfolio T, Product T, and SSI T. The table is currently empty, displaying 'No records found.' at the bottom. A pagination bar at the very bottom shows '0-0 of 0 records' and a page size selector set to 50.

2. Click on SSI Group. The Accounting Centre SSI group screen launches.

Accounting Centre SSI Group

SSI Group Type









✕ Cancel

↻ Refresh

▼ Action

🔍 Search

☰ Columns

<input type="checkbox"/>	App ↑↓	Group ↑↓	Description ↑↓
<input type="checkbox"/>		PINE CITI-ZBA USD	PINE CITI-ZBA USD
<input type="checkbox"/>		TFS OPS SSI	TFS OPS SSI
<input type="checkbox"/>		TFS OPS+FIN	TFS OPS+FIN
<input type="checkbox"/>		TFS OPS+FIN (GBP)	TFS OPS+FIN (GBP)
<input type="checkbox"/>		TFS SGD SSI	TFS SGD SSI
<input type="checkbox"/>		TFS SSI	TFS SSI
<input type="checkbox"/>		TFS SSI Ex OPS	TFS SSI Ex OPS
<input type="checkbox"/>		TFS/TGL OPS	TFS/TGL OPS

- Click on Action and select New Group. The New Accounting Centre SSI Group screen displays.

New Accounting Centre SSI Group

✕ Cancel 💾 Save

SSI Group Type*

SSI-AcctCntr - Standard▼

Short Name*

Long Name

Description

4. Choose SSI-AcctCntr – Standard from the dropdown in the SSI Group Type field. Then, type in the preferred Short Name. Long Name and Description fields are optional and will default to the Short Name if not filled out.
5. Click Save.
6. The Accounting Centre SSI Group screen appears with the new group created.

Accounting Centre SSI Group

SSI Group Type

✕ Cancel

↻ Refresh

▼ Action

🔍 Search

☰ Columns

<input type="checkbox"/>		App ↑↓	Group ↑↓	Description ↑↓
<input type="checkbox"/>		N	TFI CITI SSI Group	TFI CITI SSI Group
<input type="checkbox"/>			PINE CITI-ZBA USD	PINE CITI-ZBA USD
<input type="checkbox"/>			TFS OPS SSI	TFS OPS SSI
<input type="checkbox"/>			TFS OPS+FIN	TFS OPS+FIN
<input type="checkbox"/>			TFS OPS+FIN (GBP)	TFS OPS+FIN (GBP)
<input type="checkbox"/>			TFS SGD SSI	TFS SGD SSI
<input type="checkbox"/>			TFS SSI	TFS SSI

7. Tick the check box beside the new group name. Click Action and Approve.

8. The new accounting centre SSI group is approved.

1.1 Assigning Members to the Accounting Centre SSI Group

9. To assign members, click on the Edit button of the new SSI group. The Amend Accounting Centre SSI Group screen will be displayed.

Amend Accounting Centre SSI Group

✕ Cancel 💾 Save 📄 Duplicate 👤 Assign Member ⚙️ Preference ≡ History

Short Name*

TFI CITI SSI Group

Long Name

TFI CITI SSI Group

Description

TFI CITI SSI Group

10. Click on Assign Member.
11. Choose the preferred entity in the Entity drop down shown below. In this example, TFI-SG will be selected.
12. Click Refresh and the list of accounting centre SSIs are displayed.

Assign Accounting Centre SSI Group Member

Short Name TFI CITI SSI Group

Entity TFI-SG

[X Cancel](#) [Refresh](#) [Save](#)

Short Name	Add	Selected SSI	Remove
(Clearing GBP)	Add	No records found.	
(Clearing SGD)	Add		
(Clearing USD)	Add		
(Temporary GBP)	Add		
(Temporary SGD)	Add		
(Temporary USD)	Add		
TI-CI-GBP	Add		
TI-CI-SGD	Add		
TI-CI-USD	Add		

13. Select the accounting centre SSI to assign by clicking on Add. All those added will be moved to the right side.

Assign Accounting Centre SSI Group Member

Short Name TFI CITI SSI Group

Entity TFI-SG

[X Cancel](#) [↺ Refresh](#) [💾 Save](#)

Short Name	Add	Selected SSI	Remove
(Clearing GBP)	Add	TI-CI-GBP	Remove
(Clearing SGD)	Add	TI-CI-SGD	Remove
(Clearing USD)	Add	TI-CI-USD	Remove
(Temporary GBP)	Add		
(Temporary SGD)	Add		
(Temporary USD)	Add		

14. If you want to remove an accounting centre SSI added, click on Remove and it will be moved back to the left side of the screen.
15. Click Save.
16. Click on Cancel button to go back to Amend Accounting Centre SSI Group screen.
17. Click on Cancel button to return to the Accounting Centre SSI Group listing screen.

Accounting Centre SSI Group

SSI Group Type


Cancel

Refresh

Action

Search

Columns

<input type="checkbox"/>	App ↑↓	Group ↑↓	Description ↑↓
<input type="checkbox"/>	 N	TFI CITI SSI Group	TFI CITI SSI Group
<input type="checkbox"/>		PINE CITI-ZBA USD	PINE CITI-ZBA USD
<input type="checkbox"/>		TFS OPS SSI	TFS OPS SSI
<input type="checkbox"/>		TFS OPS+FIN	TFS OPS+FIN
<input type="checkbox"/>		TFS OPS+FIN (GBP)	TFS OPS+FIN (GBP)
<input type="checkbox"/>		TFS SGD SSI	TFS SGD SSI
<input type="checkbox"/>		TFS SSI	TFS SSI

18. Tick on the check box beside the short name of the amended accounting centre SSI group, and then click Action and Approve. The accounting centre SSIs are now assigned to the accounting SSI group and approved.

2.0 Creating Accounting Centre SSI Group- Bank Sweep

From the Accounting Centre SSI Group menu, click on Action and select New Group.

2. In the next screen, choose SSI-AcctCntr – Bank Sweep from the dropdown.

New Accounting Centre SSI Group

✕ Cancel

💾 Save

SSI Group Type*

SSI-AcctCntr - Bank Sweep

Short Name*

SSI-AcctCntr - Bank Sweep

Long Name

SSI-AcctCntr - Standard

Description

3. Input the short name, this is mandatory.
4. Type in the long name and the description. This is optional and will default to the Short Name if not filled out.

New Accounting Centre SSI Group

✕ Cancel

💾 Save

SSI Group Type*

SSI-AcctCntr - Bank Sweep

Short Name*

1.ZBAL-SGD

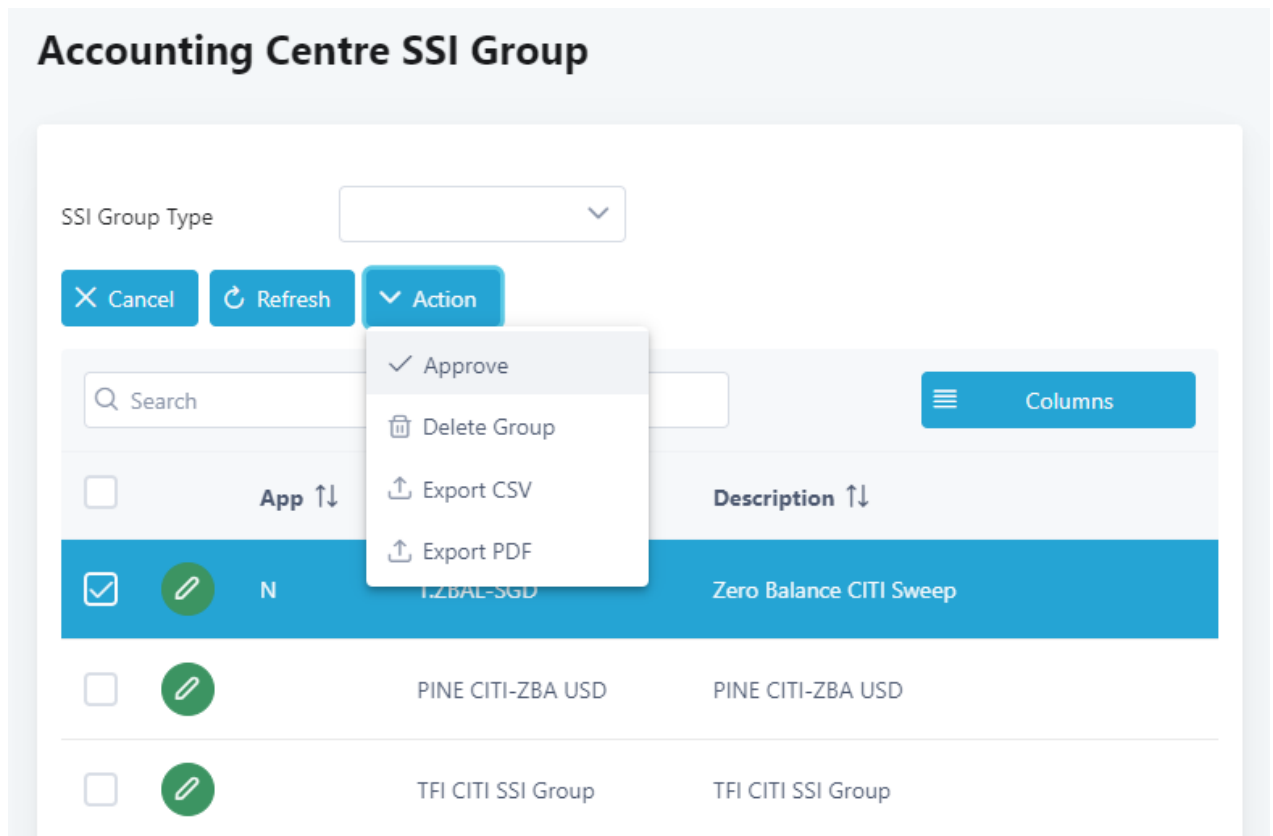
Long Name

Zero Balance CITI Sweep

Description

Zero Balance CITI Sweep

5. Click Save.
6. This set up needs approval. Click the tick box besides N of the group recently created.



7. Click Action and Approve.
8. At the prompt, click Yes to confirm.

2.1 Maintaining Accounting Centre SSI Group- Bank Sweep

9. To maintain the bank sweep accounting centre SSI group, click on the group short name to maintain. In this example, the recently created group will be selected.

Accounting Centre SSI Group

SSI Group Type

✕ Cancel

↻ Refresh

▼ Action

🔍 Search

☰ Columns

<input type="checkbox"/>	App ↑↓	Group ↑↓	Description ↑↓
<input type="checkbox"/>		1.ZBAL-SGD	Zero Balance CITI Sweep
<input type="checkbox"/>		PINE CITI-ZBA USD	PINE CITI-ZBA USD
<input type="checkbox"/>		TFI CITI SSI Group	TFI CITI SSI Group

10. In the next page, add the SSI by clicking the Add button.

Bank Sweep Group

✕ Cancel

📁 Update

≡ History

Shortname*

1.ZBAL-SGD

Long Name

Zero Balance CITI Sweep

Description

Zero Balance CITI Sweep

Ccy

Entity/SSI

Master?



No records found.

0-0 of 0 records



50



11. A drop down will be displayed in the Entity/SSI column and a tick box will be found under the Master column.

Bank Sweep Group

✕ Cancel

📁 Update

☰ History

Shortname*

1.ZBAL-SGD

Long Name

Zero Balance CITI Sweep

Description

Zero Balance CITI Sweep

Ccy

Entity/SSI

Master?

+

▼

☐

–

1-1 of 1 records

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12. Select the Entity/SSI from the dropdown. You can add multiple items. Note that the first SSI determines the currency of the SSI Bank Sweep group. For the next SSI, the system will restrict the selection based on the currency of the first SSI. Note that you cannot add a SSI that is already in the other SSI Bank Sweep Group.
13. Choose which SSI will be the Master. There can only be one master SSI.

Bank Sweep Group

✕ Cancel

📁 Update

☰ History

Shortname*

1.ZBAL-SGD

Long Name

Zero Balance CITI Sweep

Description

Zero Balance CITI Sweep

Ccy

SGD

Entity/SSI

Master?



TI-CI-SGD



TG-CI-SGD



TF-DB-SGD



1-3 of 3 records



1



50



14. Click Update.

15. Approve the changes by ticking the checkbox besides N of the recently updated SSI group. Then click on Action and Approve.

16. At the prompt, click Yes to confirm.

FREQUENTLY ASKED QUESTIONS

FAQ01. I can't create a new accounting centre SSI group.

Access rights are required to create a new SSI group. Please speak to your administrator to grant you rights 10728.

RELATED INFORMATION

[Accounting Centre SSI Set Up](#)

[Assign Accounting Centre SSI to Groups](#)

CHANGE HISTORY

Date	By	Changes
15-Feb-2008	-	Created.
28-Jul-2015	CS	Included section for FAQ.
28-Jan-2016	Clarissa	Reformatted. Rewritten.
8-Jun-2016	Douglas	Proofread.
27-Oct-2016	Clarissa	Added SSI group - bank sweep instructions.
23-May-2018	Anuja	Added user guide link for Assign Accounting Centre SSI to Groups under Related Information.
11-Nov-2019	Lyra	Updated screenshots.
16-Feb-2023	TS	Updated to W6 instructions and screenshots.