

# Amend Accounting Centre SSI (W5)

[This version is superseded.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

## **PURPOSE**

This document shows the procedure on how to amend accounting centre settlement instructions.

## **WHY IS THIS IMPORTANT?**

This allows amending accounting centre settlement instructions when amendment is required.

## **PROCEDURE**



1. From the main menu, select Set Up > Static > Settlement Instructions.

A screenshot of the 'Accounting Centre SSI' form. The form has a title bar 'Accounting Centre SSI' with a user 'dev01' and a help icon. Below the title bar are several dropdown menus: 'Entity\*' (selected 'TFS-SG'), 'Bank', 'Ccy', 'Product', and 'Portfolio'. Below these are buttons: 'Refresh', 'New SSI', 'Delete', 'SSI Group', 'Approve', 'Signatory', and 'Counterparty SSI'. There are also icons for download, star, and lock. Below the buttons is a table with columns: 'App?', 'SSI Name', 'Entity', 'Bank', 'Ccy', 'Account Name', 'Account No', 'Ccy D', 'Ctpy D', 'TP', 'Portfolio', 'Product', and 'SSI Type'. The table currently shows 'No records found.' at the bottom. At the very bottom of the form is a pagination bar with '1 of 1' and a search icon.

2. Choose the accounting centre to amend by selecting the short name from the Entity dropdown.
3. Click Refresh. The SSIs associated with the accounting centre will be displayed.

Accounting Centre SSI

dev01

Entity\* TFS-SG

Bank

Ccy

Product

Portfolio

Refresh

New SSI

Delete

SSI Group

Approve

Signatory

Counterparty SSI

Download

Star

Save

	App?	SSI Name	Entity	Bank	Ccy	Account Name	Account No.	Ccy D	Ctpy D	TP	Portfolio	Product
<input type="checkbox"/>		CITI-420	TFS-SG	CITI-SG	SGD		1022420					
<input type="checkbox"/>		TF-CI-AUD	TFS-SG	CITI-SG	AUD	Timber Financial Services	2240566	Y				
<input type="checkbox"/>		TF-CI-EUR	TFS-SG	CITI-SG	EUR	Timber Financial Services	7667433					
<input type="checkbox"/>		TF-CI-GBP	TFS-SG	CITI-SG	GBP	Timber Financial Services	7667434					
<input type="checkbox"/>		TF-CI-IDR	TFS-SG	CITI-SG	IDR	Timber Financial Services	398558					
<input type="checkbox"/>		TF-CI-SGD	TFS-SG	CITI-SG	SGD	Timber Financial Services	7667432					
<input type="checkbox"/>		TF-CI-USD	TFS-SG	CITI-SG	USD	Timber Financial Services	5633671	Y				
<input type="checkbox"/>		TF-DB-AUD	TFS-SG	DBS-SG	AUD	Timber Financial Services	1924006					
<input type="checkbox"/>		TF-DB-EUR	TFS-SG	DBS-SG	EUR	Timber Financial Services	2240567					
<input type="checkbox"/>		TF-DB-GBP-OPS	TFS-SG	DBS-SG	GBP	Timber Financial Services	2240568					

4. Click the SSI name to be changed. In this example, TFS-DBS-SGD-632 will be selected.

## Amend Accounting Centre SSI

[←](#) [Save](#) [History](#) [Assigned Signatory](#) [Preference](#) [E-Banking Setup](#) [Assign Group](#) [Payment Type](#) 

Short Name\*

### ▼ Standard

Entity\*

Ccy\*

Portfolio

Default Ccy

Product

Default Portfolio

Third Party Account

E-Banking System

SSI Type

SSI Status

Auto Balance Update?

### Overdraft Limit

Ccy

Limit

### Beneficiary Bank

Counterparty ID\*

Ctpy Default A/C

Bank Name

Address

Account Name

Account Number\*

EBAAddress

### E-Banking

SWIFT Code

Alternate Bank IDs

### Correspondence Bank

Bank Name

Address

Account Name

Account Number

EBAAddress

5. Change details as needed. In this example, the account number will be

updated.

**Amend Accounting Centre SSI**

←

Save

History

Assigned Signatory

Preference

E-Banking Setup

Assign Group

Payment Type

Short Name\*

TFS-DBS-SGD-632

▼ Standard

Entity\*

TFS-SG

Ccy\*

SGD

Portfolio

Default Ccy

No

Product

Default Portfolio

No

Third Party Account

No

E-Banking System

SSI Type

-

SSI Status

-

Auto Balance Update?

No

Overdraft Limit

Ccy

Limit

Beneficiary Bank

Counterparty ID\*

DBS-SG

Ctpy Default A/C

No

Bank Name

DBS Bank Ltd, Singapore

Address

Account Name

Timber Financial Services

Account Number\*

13890632

EBAddress

E-Banking

SWIFT Code

Alternate Bank IDs

Correspondence Bank

Bank Name

Address

Account Name

Account Number

EBAddress

6. Click Save.

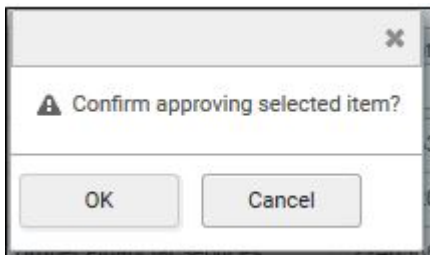
7. Approve the changes by clicking on the checkbox beside the SSI name.

**Accounting Centre SSI**

Entity\*  Bank  Ccy

	App? ⇅	SSI Name ⇅	Entity ⇅	Bank ⇅	Ccy ⇅	Account Name ⇅
<input checked="" type="checkbox"/>	N	<u>TFS-DBS-SGD-632</u>	TFS-SG	DBS-SG	SGD	Timber Financial
<input type="checkbox"/>		<u>CITI-420</u>	TFS-SG	CITI-SG	SGD	
<input type="checkbox"/>		<u>TF-CI-AUD</u>	TFS-SG	CITI-SG	AUD	Timber Financial

8. Click Approve. Once a popup appears, click OK.



## **FREQUENTLY ASKED QUESTIONS**

## **RELATED INFORMATION**

[Accounting Centre SSI Set Up](#)

## **CHANGE HISTORY**

Date	By	Changes
15-Feb-2008	-	Created
29-Aug-2017	Clarissa	Reformatted. Rewritten.
20-Aug-2018	Silpa	Updated step 1.
11-Nov-2019	Lyra	Updated Screenshots.