

Amend Accounting Centre SSI

[See previous W5 version 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' web application. The interface includes a header with the title 'Accounting Centre SSI' and a help icon. Below the header is a filter bar with dropdown menus for 'Entity*' (set to 'TFS-SG'), 'Bank', 'Ccy', 'Product', and 'Portfolio'. There are also buttons for 'Refresh', 'Action', 'SSI Group', 'Signatory', and 'Counterparty SSI'. A search bar is located below the filter bar. The main area displays a table with columns: 'App?', 'SSI Name', 'Entity', 'Bank', 'Ccy', 'Account Name', 'Account No', 'Ccy D', 'Ctpy D', 'TP', 'Portfolio', 'Product', and 'SSI T'. The table is currently empty, showing 'No records found.' at the bottom. A pagination bar at the very bottom indicates '0-0 of 0 records' and includes navigation arrows and a page size dropdown set to '50'.

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

Entity* TFS-SG

Bank

Ccy

Product

Portfolio

Refresh

Action

SSI Group

Signatory

Counterparty SSI

Search

	App?	SSI Name	Entity	Bank	Ccy	Account Name	Account No	Ccy D	Ctpy D	TP	Portfolio	Product	SSI T
<input type="checkbox"/>		SETTLEMENT-023	TFS-SG	NAB	AUD	Timber Financial Services	12378023	Y					
<input type="checkbox"/>		TF-BARC-GBP-623	TFS-SG	BARC-LN	GBP	Timber Financial Services	12783623						-
<input type="checkbox"/>		TF-CI-AUD	TFS-SG	CITI-SG	AUD	Timber Financial Services	2240566						-
<input type="checkbox"/>		TF-CI-EUR	TFS-SG	CITI-SG	EUR	Timber Financial Services	7667433						

4. Click the SSI name to be changed. In this example, TF-CI-AUD will be selected.

Amend Accounting Centre SSI

[Cancel](#) [Save](#) [History](#) [Assigned Signatory](#) [Preference](#) [E-Banking Setup](#) [Assign Group](#) [Payment Type](#) [File/Note](#)

Short Name* TF-CI-AUD

▼ Standard

Entity* TFS-SG ▼

Ccy* AUD ▼

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* CITI-SG ▼

Ctpy Default A/C No ▼

Bank Name Citibank N.A. Singapore

Address

Account Name Timber Financial Services

Account Number* 2240566

EBAddress

E-Banking

SWIFT Code

Alternate Bank IDs

Correspondence Bank

Bank Name

Address

Account Name

Account Number

EBAddress

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

Beneficiary Bank	
Counterparty ID*	<input type="text" value="CITI-SG"/>
Ctpy Default A/C	<input type="text" value="No"/>
Bank Name	<input type="text" value="Citibank N.A. Singapore"/>
Address	<input type="text"/>
Account Name	<input type="text" value="Timber Financial Services"/>
Account Number*	<input type="text" value="2240567"/>
EBAAddress	<input type="text"/>
E-Banking	
SWIFT Code	<input type="text"/>
Alternate Bank IDs	<input type="text"/>

6. Click Save.

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

Accounting Centre SSI

Entity*

TFS-SG

Bank

Ccy

Product

Portfolio

Refresh

Action

SSI Group

Signatory

Counterparty SSI

Star

Print

Search

✓ Approve

Delete

Export CSV

Export PDF

			Entity ↑↓	Bank ↑↓	Ccy ↑↓	Account Name ↑↓	Account No ↑↓	Ccy D ↑↓
<input checked="" type="checkbox"/>		N	TFS-SG	CITI-SG	AUD	Timber Financial Services	2240567	
<input type="checkbox"/>		SETTLEMENT-023	TFS-SG	NAB	AUD	Timber Financial Services	12378023	Y
<input type="checkbox"/>		TF-BARC-GBP-623	TFS-SG	BARC-LN	GBP	Timber Financial Services	12783623	
<input type="checkbox"/>		TF-CI-EUR	TFS-SG	CITI-SG	EUR	Timber Financial Services	7667433	

8. Click on Action and Approve. Once a popup appears, click Yes.

Accounting Centre SSI

Entity*

TFS-SG

Bank

Ccy

Product

Portfolio

Refresh

Action

SSI Group

Signatory

Counterparty SSI

Star

Print

Search

		App? ↑↓	SSI Name ↑↓	Entity ↑↓	Bank ↑↓	Ccy ↑↓	Account Name ↑↓	Account No ↑↓	Ccy D ↑↓
<input checked="" type="checkbox"/>		N	TF-CI-AUD	TFS-SG	CITI-SG				
<input type="checkbox"/>			SETTLEMENT-023	TFS-SG	NAB				
<input type="checkbox"/>			TF-BARC-GBP-623	TFS-SG	BARC-LN	GBP	Timber Financial Services	12783623	
<input type="checkbox"/>			TF-CI-EUR	TFS-SG	CITI-SG	EUR	Timber Financial Services	7667433	

Confirmation

Confirm approving selected item?

✓ Yes

✗ No

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 screenshot.
14-Feb-2023	TS	Updated to W6 instructions and screenshots.