# **Amend Accounting Centre SSI**

See previous W5 version guide

#### **PURPOSE**

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

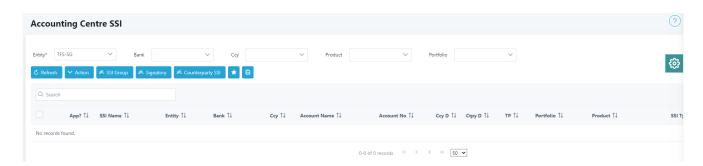
## WHY IS THIS IMPORTANT?

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

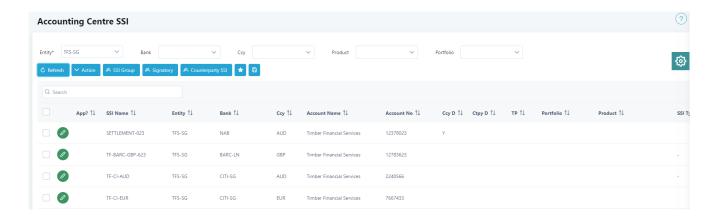
#### **PROCEDURE**



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



- 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.



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

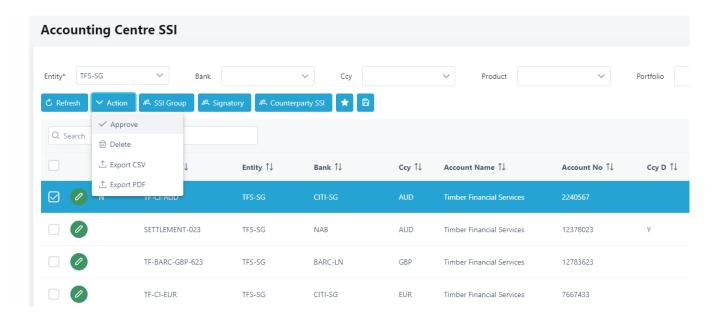
# **Amend Accounting Centre SSI** Short Name\* ✓ Standard Entity\* AUD Ccy\* Default Ccy Product Third Party Account E-Banking System SSI Type SSI Status Auto Balance Update? Overdraft Limit Ccy Limit Beneficiary Bank CITI-SG Counterparty ID\* Ctpy Default A/C Citibank N.A. Singapore Bank Name Address Account Name Timber Financial Services Account Number\* EBAddress 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.

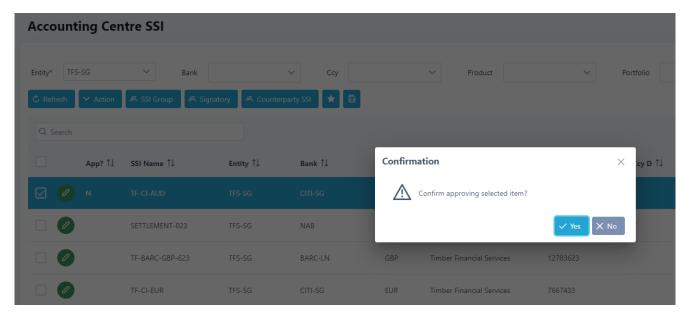
	Beneficiary	Bank —————	
Counterparty ID*		CITI-SG	~
Ctpy Default A/C		No	~
Bank Name		Citibank N.A. Singa	pore
Address			
Account Name		Timber Financial Se	rvices
Account Number*		2240567	
EBAddress			
	E-Banki	ng	
SWIFT Code			
Alternate Bank IDs			

6. Click Save.

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



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



**FREQUENTLY ASKED QUESTIONS** 

### **RELATED INFORMATION**

Accounting Centre SSI Set Up

#### **CHANGE HISTORY**

Date	Ву	Changes
15-Feb-2008	-	Created.
29-Aug-2017	Clarissa	Reformatted. Rewritten.
20-Aug-2018	Silpa	Updated step 1.
11-Nov-2019	Lуга	Updated screenshot.
14-Feb-2023	TS	Updated to W6 instructions and screenshots.