

Amend Counterparty Group (W5)

[This version is superseded.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

PURPOSE

This document shows the detail procedures on how to amend counterparty group.

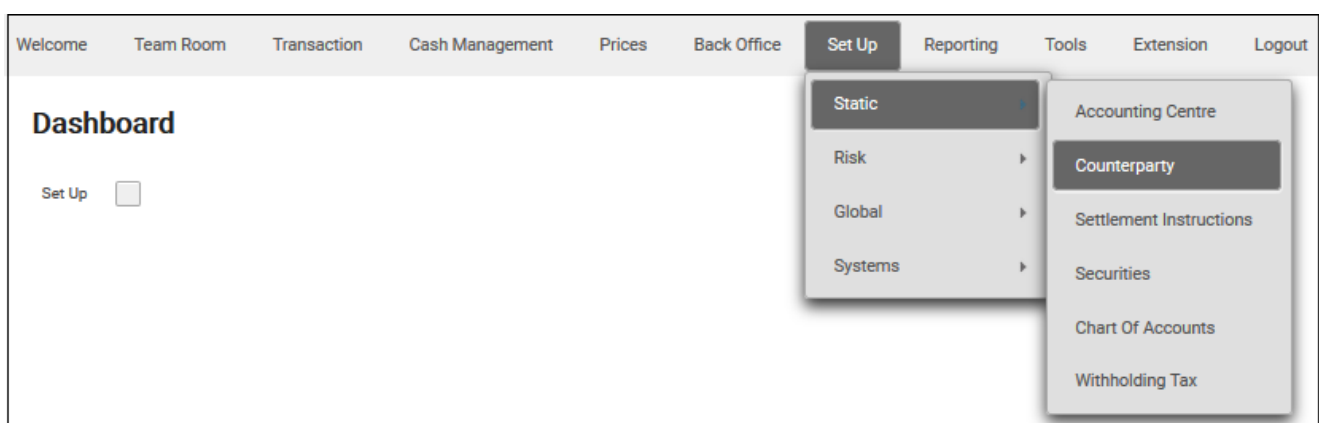
WHY IS THIS IMPORTANT?

This allows amending of counterparty group when required for reporting purposes.

PROCEDURE



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



2. The Counterparty screen displays.

Counterparty

Counterparty Type

	App? <input type="text"/>	Short Name <input type="text"/>	Entity Name <input type="text"/>	Counterparty Type <input type="text"/>
<input type="checkbox"/>		ANZ-SY	ANZ Centrepont	Bank/FI
<input type="checkbox"/>		BARC-LN	Barclays Holborn	Bank/FI
<input type="checkbox"/>		BOTM-SG	The Bank of Tokyo-Mitsubishi Ltd, Singapore Branch	Bank/FI
<input type="checkbox"/>		CAZE	Cazenove Capital Management	Broker
<input type="checkbox"/>		CITI-HK	Citibank N.A. Hong Kong	Bank/FI
<input type="checkbox"/>		CITI-NY	Citibank Lower Manhattan	Bank/FI
<input type="checkbox"/>		CITI-SF	Citibank Texas	Bank/FI

3. Click Group . The Counterparty Group screen displays.

Counterparty Group

	App? <input type="text"/>	Short Name <input type="text"/>	Description <input type="text"/>
<input type="checkbox"/>		Ctpy Group A	Ctpy Group A
<input type="checkbox"/>		Daily Rate{1}	Daily Rate{1}
<input type="checkbox"/>		Median Bank	Median Bank
<input type="checkbox"/>		Median Bank{1}	Median Bank{1}

4. Choose the group to amend by clicking on the Short Name. In this example, Ctpy Group A will be selected.

Amend Counterparty Group

Short Name*

Long Name

Description

5. Make the necessary change.

Amend Counterparty Group

←
Save
Duplicate
Assign Member
History

Short Name*

Long Name

Description

6. Click Save .

7. Approve the amended counterparty group by ticking the checkbox beside the short name and click Approve.

Counterparty Group

←
Refresh
New Group
Delete Group
Approve
↓

	App? ⇅	Short Name ⇅	Description ⇅
<input checked="" type="checkbox"/>	N	<u>Ctpy Group A</u>	Ctpy Group A
<input type="checkbox"/>		<u>Daily Rate{1}</u>	Daily Rate{1}
<input type="checkbox"/>		<u>Median Bank</u>	Median Bank
<input type="checkbox"/>		<u>Median Bank{1}</u>	Median Bank{1}

8. To amend the members' assignment, click on the counterparty short name from the Counterparty Group screen.

9. In the Amend Counterparty Group screen, click Assign Member .

10. The Assign Counterparty Group Member screen displays.

Assign Counterparty Group Member

Short Name Ctpy Group A

	Short Name	Full Name
<input type="checkbox"/>	ANZ-SY	ANZ Centrepoint
<input type="checkbox"/>	BARC-LN	Barclays Holborn
<input type="checkbox"/>	BOTM-SG	The Bank of Tokyo-Mitsubishi Ltd, Singapore Branch
<input type="checkbox"/>	CAZE	Cazenove Capital Management

	Selected Members
<input type="checkbox"/>	CITI-HK
<input type="checkbox"/>	CITI-SG

11. To add new counterparty to the group, tick the checkbox on the short name of the counterparty.

Assign Counterparty Group Member

Short Name Ctpy Group A

	Short Name	Full Name
<input type="checkbox"/>	ANZ-SY	ANZ Centrepoint
<input type="checkbox"/>	BARC-LN	Barclays Holborn
<input type="checkbox"/>	BOTM-SG	The Bank of Tokyo-Mitsubishi Ltd, Singapore Branch
<input type="checkbox"/>	CAZE	Cazenove Capital Management
<input type="checkbox"/>	CITI-HK	Citibank N.A. Hong Kong
<input checked="" type="checkbox"/>	CITI-LN	Citibank, London
<input checked="" type="checkbox"/>	CITI-NY	Citibank Lower Manhattan

	Selected Members
<input type="checkbox"/>	CITI-HK
<input type="checkbox"/>	CITI-SG

12. Then, click Add . The selected members will appear on the right.

Assign Counterparty Group Member

Short Name Ctpy Group A

	Short Name	Full Name
<input type="checkbox"/>	ANZ-SY	ANZ Centrepoint
<input type="checkbox"/>	BARC-LN	Barclays Holborn
<input type="checkbox"/>	BOTM-SG	The Bank of Tokyo-Mitsubishi Ltd, Singapore Branch
<input type="checkbox"/>	CAZE	Cazenove Capital Management
<input type="checkbox"/>	CITI-HK	Citibank N.A. Hong Kong
<input type="checkbox"/>	CITI-LN	Citibank, London

	Selected Members
<input type="checkbox"/>	CITI-HK
<input type="checkbox"/>	CITI-LN
<input type="checkbox"/>	CITI-NY
<input type="checkbox"/>	CITI-SG

13. To remove the members assigned, tick the checkbox of the counterparty on the right.

Assign Counterparty Group Member

Short Name Ctpy Group A

← Refresh Save

	Short Name	Full Name
<input type="checkbox"/>	ANZ-SY	ANZ Centrepoint
<input type="checkbox"/>	BARC-LN	Barclays Holborn
<input type="checkbox"/>	BOTM-SG	The Bank of Tokyo-Mitsubishi Ltd, Singapore Branch
<input type="checkbox"/>	CAZE	Cazenove Capital Management
<input type="checkbox"/>	CITI-HK	Citibank N.A. Hong Kong
<input type="checkbox"/>	CITI-LN	Citibank, London

Add
Remove

	Selected Members
<input type="checkbox"/>	CITI-HK
<input type="checkbox"/>	CITI-LN
<input checked="" type="checkbox"/>	CITI-NY
<input type="checkbox"/>	CITI-SG

14. Click Remove . Counterparty selected will be removed from the Selected Members list on the right.

Assign Counterparty Group Member

Short Name Ctpy Group A

← Refresh Save

	Short Name	Full Name
<input type="checkbox"/>	ANZ-SY	ANZ Centrepoint
<input type="checkbox"/>	BARC-LN	Barclays Holborn
<input type="checkbox"/>	BOTM-SG	The Bank of Tokyo-Mitsubishi Ltd, Singapore Branch
<input type="checkbox"/>	CAZE	Cazenove Capital Management
<input type="checkbox"/>	CITI-HK	Citibank N.A. Hong Kong

Add
Remove

	Selected Members
<input type="checkbox"/>	CITI-HK
<input type="checkbox"/>	CITI-LN
<input type="checkbox"/>	CITI-SG

15. Click Save when completed. You will be returned to Amend Counterparty Group screen, click Back button to return to Counterparty Group screen.

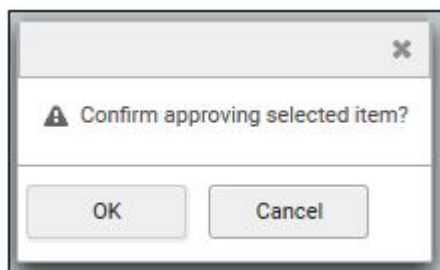
16. Approve the counterparty group by ticking the checkbox beside the short name and click Approve . If you do not see approval status set to “N” after making changes for the counterparty group, click Refresh to refresh the screen.

Counterparty Group

←
Refresh
New Group
Delete Group
Approve
↓

	App? ▾	Short Name ▾	Description ▾
<input checked="" type="checkbox"/>	N	Ctpy Group A	Ctpy Group A
<input type="checkbox"/>		Daily Rate{1}	Daily Rate{1}
<input type="checkbox"/>		Median Bank	Median Bank
<input type="checkbox"/>		Median Bank{1}	Median Bank{1}

17. A popup appears to confirm, click OK.



FREQUENTLY ASKED QUESTIONS

RELATED INFORMATION

[Create Counterparty Group and Assign Members](#)

[How to Set Up Entity - Counterparty](#)

CHANGE HISTORY

Date	By	Changes
15-Feb-2008	-	Created
4-Sep-2014	Clarissa	Reformatted. Rewritten.
17-Aug-2018	Silpa	Updated <u>step1</u> , 2 and screenshot of <u>step1</u> , 2.
08-Nov-2019	Lyra	Updated Screenshots.