

# Amend Counterparty SSI (W5)

[This version is superseded.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

## **PURPOSE**

This document shows the detailed procedure in amending counterparty settlement instructions.

## **WHY IS THIS IMPORTANT?**

This allows amending counterparty settlement instructions when amendment is required.

## **PROCEDURE**



1. To amend counterparty SSI, from Accounting Centre SSI main menu (Set Up > Static > Settlement Instructions), click on Counterparty SSI.

A screenshot of a web application interface titled "Counterparty SSI". At the top, there are three dropdown menus for "Entity\*", "Ccy", and "Product". Below these are several buttons: "Refresh", "New SSI", "Delete", "SSI Group", "Approve", "Accounting Ctr SSI", and three icons (download, star, and a document). A table with columns "App?", "SSI Name", "Entity", "Bank", "Ccy", "Account Name", "Account No", "Product", "Tp", and "Ccy D" is shown. The table is currently empty, with the text "No records found." at the bottom. At the very bottom, there is a pagination bar showing "50" and some navigation icons.

2 . From the Counterparty SSI screen, choose the counterparty to change by choosing the short name from the Entity dropdown.

### Counterparty SSI

Entity\*

Refresh

App?

No records found

- ABN-SG
- ANZ-SY
- BARC-LN
- BOTM-SG
- CAZE
- CITI-HK
- CITI-LN
- CITI-NY

3. In this example, CITI-SG will be chosen.

4. Click Refresh. The SSIs in the counterparty selected will be displayed.

### Counterparty SSI

Entity\*  Ccy  Product

Refresh New SSI Delete SSI Group Approve Accounting Cntr SSI

	App? <input type="text" value=""/>	SSI Name <input type="text" value=""/>	Entity <input type="text" value=""/>	Bank <input type="text" value=""/>	Ccy <input type="text" value=""/>	Account Name <input type="text" value=""/>	Account No <input type="text" value=""/>
<input type="checkbox"/>		<a href="#">CITI-GBP-389</a>	CITI-SG	Citibank N.A., Singapo	GBP	Citibank N.A., Singapore	12083389
<input type="checkbox"/>		<a href="#">CITI-SG-EUR-FX</a>	CITI-SG	Citibank N.A., Singapo	EUR	Citibank N.A., Singapore	291303
<input type="checkbox"/>		<a href="#">CITI-SG-EUR-MM</a>	CITI-SG	Citibank N.A., Singapo	EUR	Citibank N.A., Singapore	193369
<input type="checkbox"/>		<a href="#">CITI-SG-GBP-FX</a>	CITI-SG	Citibank N.A., Singapo	GBP	Citibank N.A., Singapore	972098
<input type="checkbox"/>		<a href="#">CITI-SG-GBP-MM</a>	CITI-SG	Citibank N.A., Singapo	GBP	Citibank N.A., Singapore	647974
<input type="checkbox"/>		<a href="#">CITI-SG-HKD-FX</a>	CITI-SG	Citibank N.A., Singapo	HKD	Citibank N.A., Singapore	852198
<input type="checkbox"/>		<a href="#">CITI-SG-HKD-MM</a>	CITI-SG	Citibank N.A., Singapo	HKD	Citibank N.A., Singapore	425378
<input type="checkbox"/>		<a href="#">CITI-SG-SGD</a>	CITI-SG	Citibank Singapore	SGD	Citibank Singapore	1000009900
<input type="checkbox"/>		<a href="#">CITI-SG-SGD-FX</a>	CITI-SG	Citibank N.A., Singapo	SGD	Citibank N.A., Singapore	141656
<input type="checkbox"/>		<a href="#">CITI-SG-SGD-MM</a>	CITI-SG	Citibank N.A., Singapo	SGD	Citibank N.A., Singapore	234592
<input type="checkbox"/>		<a href="#">CITI-SG-USD-FX</a>	CITI-SG	Citibank N.A., Singapo	USD	Citibank N.A., Singapore	637264
<input type="checkbox"/>		<a href="#">CITI-SG-USD-MM</a>	CITI-SG	Citibank N.A., Singapo	USD	Citibank N.A., Singapore	720540
<input type="checkbox"/>		<a href="#">CITI-SGD-489</a>	CITI-SG	Citibank N.A., Singapo	USD	Citibank N.A., Singapore	12003489
<input type="checkbox"/>		<a href="#">CITI-SGD-667</a>	CITI-SG	Citibank N.A., Singapo	SGD	Citibank N.A., Singapore	23100667

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5. Select the SSI to be changed by clicking on the SSI name. In this example, CITI-SG-EUR-FX will be chosen.

## Amend Counterparty SSI

	Save	Duplicate	History	Preference	Assign Group	
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Entity*	CITI-SG	▼
Ccy*	EUR	▼
Short Name*	CITI-SG-EUR-FX	
Default Ccy	No	▼
Product	Foreign Exchange Outright	▼
Third Party Account	No	▼

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Our Portfolio/Product

Acct Ref	
Portfolio	▼
Product	▼

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Beneficiary Bank

Bank Name	Citibank N.A., Singapore
Address	
Account Name	Citibank N.A., Singapore
Account Number*	291303
EBAddress	

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E-Banking

SWIFT Code	
Alternate Bank IDs	

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Correspondence Bank

Bank Name	
Address	
Account Name	
Account Number	
EBAddress	

6. Change as necessary. In this example, the account number will be changed.

## Amend Counterparty SSI

	Save	Duplicate	History	Preference	Assign Group	
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Entity*	CITI-SG	▼
Ccy*	EUR	▼
Short Name*	CITI-SG-EUR-FX	
Default Ccy	No	▼
Product	Foreign Exchange Outright	▼
Third Party Account	No	▼

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Our Portfolio/Product

Acct Ref	
Portfolio	▼
Product	▼

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Beneficiary Bank

Bank Name	Citibank N.A., Singapore
Address	
Account Name	Citibank N.A., Singapore
Account Number*	1256321
EBAddress	

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E-Banking

SWIFT Code	
Alternate Bank IDs	

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Correspondence Bank

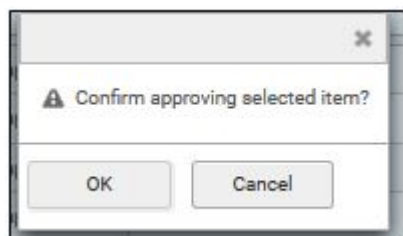
Bank Name	
Address	
Account Name	
Account Number	
EBAddress	

7. Click Save.

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

Counterparty SSI				
Entity*		CITI-SG		
Ccy				
Refresh		New SSI		Delete
SSI Group		Approve		
App?	N	SSI Name	Entity	Bank
<input checked="" type="checkbox"/>	N	CITI-SG-EUR-FX	CITI-SG	Citibank N.A., Singapo
<input type="checkbox"/>		CITI-GBP-389	CITI-SG	Citibank N.A., Singapo

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



## **FREQUENTLY ASKED QUESTIONS**

## **RELATED INFORMATION**

[Set Up Counterparty SSI](#)

## **CHANGE HISTORY**

Date	By	Changes
15-Feb-2008	-	Created
31-Aug-2017	Clarissa	Reformatted. Rewritten.
20-Aug-2018	Silpa	Updated step1.
11-Nov-2019	Lyra	Updated Screenshots.