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[This version is superseded.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.

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

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

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

App?	SSI Name	Entity	Bank	Ccy	Account Name	Account No
☐	CITI-GBP-389	CITI-SG	Citibank N.A., Singapo	GBP	Citibank N.A., Singapore	12083389
☐	CITI-SG-EUR-FX	CITI-SG	Citibank N.A., Singapo	EUR	Citibank N.A., Singapore	291303
☐	CITI-SG-EUR-MM	CITI-SG	Citibank N.A., Singapo	EUR	Citibank N.A., Singapore	193369
☐	CITI-SG-GBP-FX	CITI-SG	Citibank N.A., Singapo	GBP	Citibank N.A., Singapore	972098
☐	CITI-SG-GBP-MM	CITI-SG	Citibank N.A., Singapo	GBP	Citibank N.A., Singapore	647974
☐	CITI-SG-HKD-FX	CITI-SG	Citibank N.A., Singapo	HKD	Citibank N.A., Singapore	852198
☐	CITI-SG-HKD-MM	CITI-SG	Citibank N.A., Singapo	HKD	Citibank N.A., Singapore	425378
☐	CITI-SG-SGD	CITI-SG	Citibank Singapore	SGD	Citibank Singapore	1000009900
☐	CITI-SG-SGD-FX	CITI-SG	Citibank N.A., Singapo	SGD	Citibank N.A., Singapore	141656
☐	CITI-SG-SGD-MM	CITI-SG	Citibank N.A., Singapo	SGD	Citibank N.A., Singapore	234592
☐	CITI-SG-USD-FX	CITI-SG	Citibank N.A., Singapo	USD	Citibank N.A., Singapore	637264
☐	CITI-SG-USD-MM	CITI-SG	Citibank N.A., Singapo	USD	Citibank N.A., Singapore	720540
☐	CITI-SGD-489	CITI-SG	Citibank N.A., Singapo	USD	Citibank N.A., Singapore	12003489
☐	CITI-SGD-667	CITI-SG	Citibank N.A., Singapo	SGD	Citibank N.A., Singapore	23100667

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 | ▢

Entity*	CITI-SG ▼
Ccy*	EUR ▼
Short Name*	CITI-SG-EUR-FX
Default Ccy	No ▼
Product	Foreign Exchange Outright ▼
Third Party Account	No ▼

Our Portfolio/Product

Acct Ref	
Portfolio	▼
Product	▼

Beneficiary Bank

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

E-Banking

| SWIFT Code | |
| Alternate Bank IDs | |

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 | 🗋 |

Entity*	CITI-SG ▼
Ccy*	EUR ▼
Short Name*	CITI-SG-EUR-FX
Default Ccy	No ▼
Product	Foreign Exchange Outright ▼
Third Party Account	No ▼

Our Portfolio/Product

Acct Ref	
Portfolio	▼
Product	▼

Beneficiary Bank

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

E-Banking

SWIFT Code	
Alternate Bank IDs	

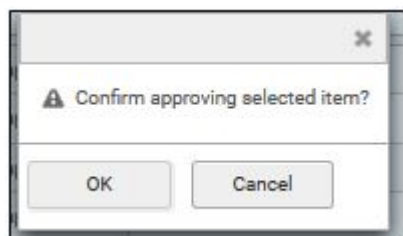## Correspondence Bank

Bank Name	
Address	
Account Name	
Account Number	
EBAddress	

7. Click Save.

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

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.