

Amend Counterparty SSI

[See previous W5 version guide](#)

PURPOSE

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

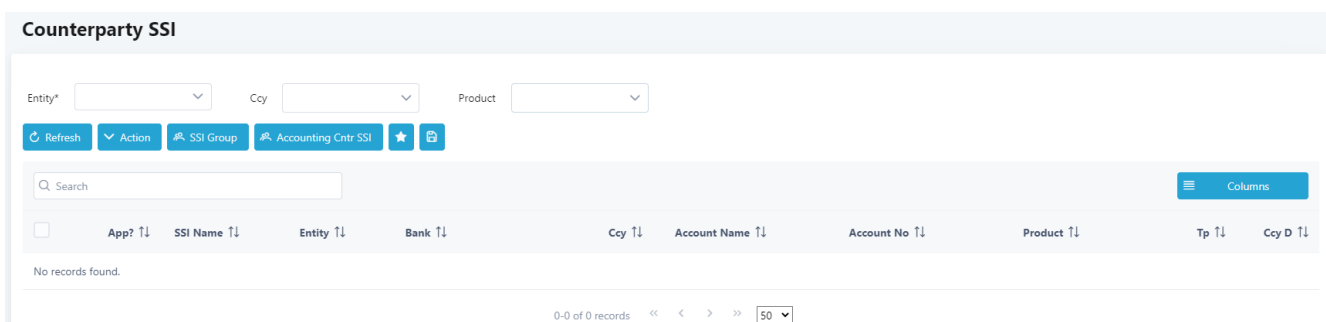
WHY IS THIS IMPORTANT?

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 the 'Counterparty SSI' application window. The window has a title bar 'Counterparty SSI'. Below the title bar, there are three dropdown menus: 'Entity*' (with a downward arrow), 'Ccy' (with a downward arrow), and 'Product' (with a downward arrow). Below these are five buttons: 'Refresh' (with a circular arrow icon), 'Action' (with a downward arrow icon), 'SSI Group' (with a group icon), 'Accounting Cntr SSI' (with a star icon), and a blue button with a document icon. Below the buttons is a search bar with a magnifying glass icon and the text 'Search'. To the right of the search bar is a 'Columns' button with a list icon. Below the search bar is a table with columns: 'App? ↑↓', 'SSI Name ↑↓', 'Entity ↑↓', 'Bank ↑↓', 'Ccy ↑↓', 'Account Name ↑↓', 'Account No ↑↓', 'Product ↑↓', 'Tp ↑↓', and 'Ccy D ↑↓'. Below the table, it says 'No records found.' At the bottom of the window, it says '0-0 of 0 records' followed by navigation arrows and a dropdown menu showing '50'.

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

Counterparty SSI

Entity*
Ccy
Product

☐

☐ No record

Entity ↑↓ Bank ↑↓ Ccy ↑↓ Account Name ↑↓

0-0 of 0 records << < > >> 50 ▼

CITI-NY
CITI-SF
CITI-SG
CITI-TX
DBS-SG
DT-FR

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

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

Counterparty SSI

Entity* CITI-SG Ccy Ccy Product Product

☐	App? ↑↓	SSI Name ↑↓	Entity ↑↓	Bank ↑↓	Ccy ↑↓	Account Name ↑↓	Account No ↑↓	Product ↑↓	Trp ↑↓	Ccy D ↑↓
☐		CITI-SG-AUD-692	CITI-SG	Citibank Singapore	SGD	Citibank Singapore	1031692			
☐		CITI-SG-SGD-001	CITI-SG	Citibank Singapore	SGD	Citibank Singapore	1028001			

1-2 of 2 records << < 1 > >> 50 ▼

5. Select the SSI to be changed by clicking on the Edit button. In this example, CITI-SG-SGD-001 will be chosen.

Amend Counterparty SSI

-  Cancel
-  Save
-  Duplicate
-  History
-  Preference
-  Assign Group
-  File/Note

Entity*

CITI-SG

▼

Ccy*

SGD

▼

Short Name*

CITI-SG-SGD-001

Default Ccy

No

▼

Product

▼

Third Party Account

No

▼

Our Portfolio/Product

Acct Ref

Portfolio

▼

Product

▼

Beneficiary Bank

Bank Name

Citibank Singapore

Address

Account Name

Citibank Singapore

Account Number*

1028001

EBAAddress

E-Banking

SWIFT Code

Alternate Bank IDs

Correspondence Bank

Bank Name

Address

Account Name

Account Number

EBAAddress

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

Amend Counterparty SSI

Cancel Save Duplicate History Preference Assign Group File/Note

Entity*	CITI-SG
Ccy*	SGD
Short Name*	CITI-SG-SGD-001
Default Ccy	No
Product	
Third Party Account	No

Our Portfolio/Product

Acct Ref	
Portfolio	
Product	

Beneficiary Bank

Bank Name	Citibank Singapore
Address	
Account Name	Citibank Singapore
Account Number*	9028001
EBAAddress	

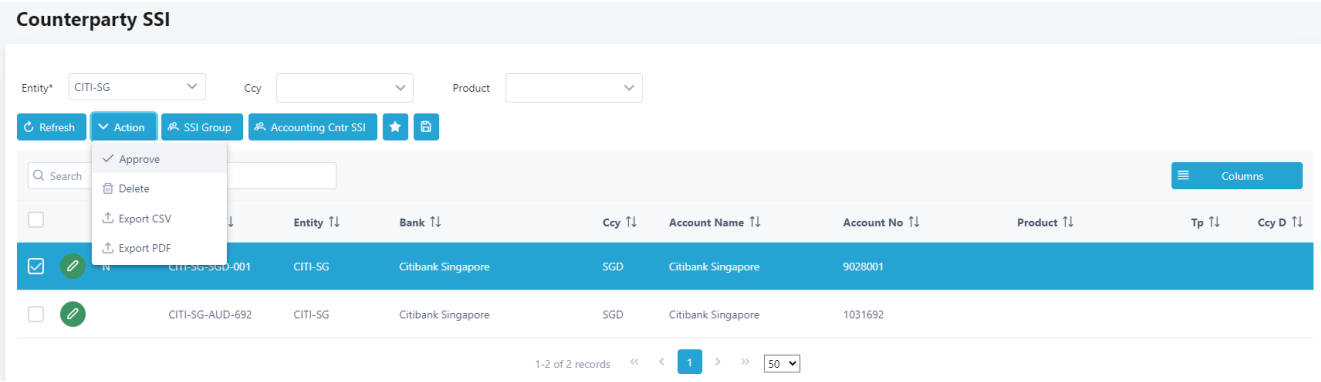
E-Banking

SWIFT Code	
Alternate Bank IDs	

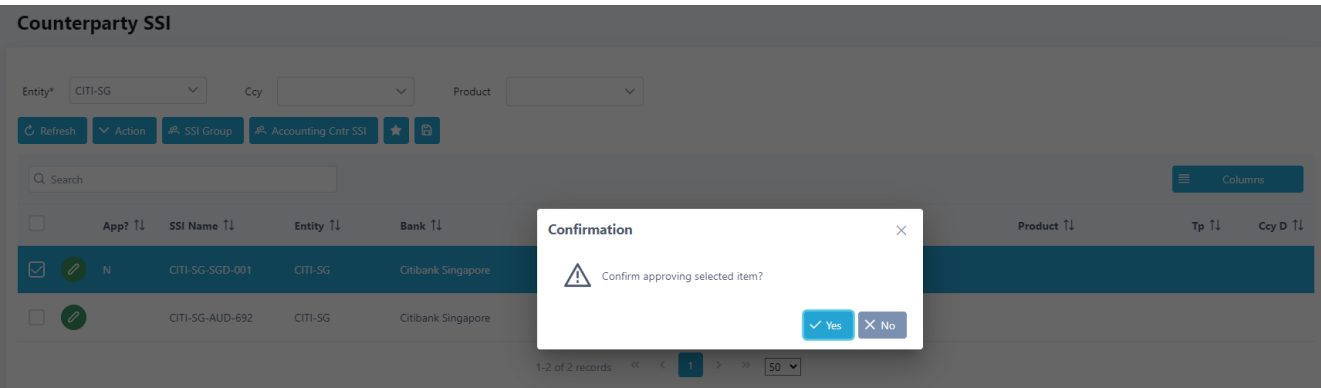
Correspondence Bank

Bank Name	
Address	
Account Name	
Account Number	
EBAAddress	

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



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



FREQUENTLY ASKED QUESTIONS

RELATED INFORMATION

[Set Up Counterparty SSI](#)

CHANGE HISTORY

Date	By	Changes
15-Feb-2008	-	Created.
31-Aug-2017	Clarissa	Rewritten. Reformatted.
20-Aug-2018	Silpa	Updated step 1.
11-Nov-2019	Lyra	Updated screenshots.
24-Feb-2023	TS	Updated to W6 instructions and screenshots.