Amend Counterparty

[See previous W5 version guide](#)

PURPOSE

This document shows the procedures on how to amend counterparty in the system.
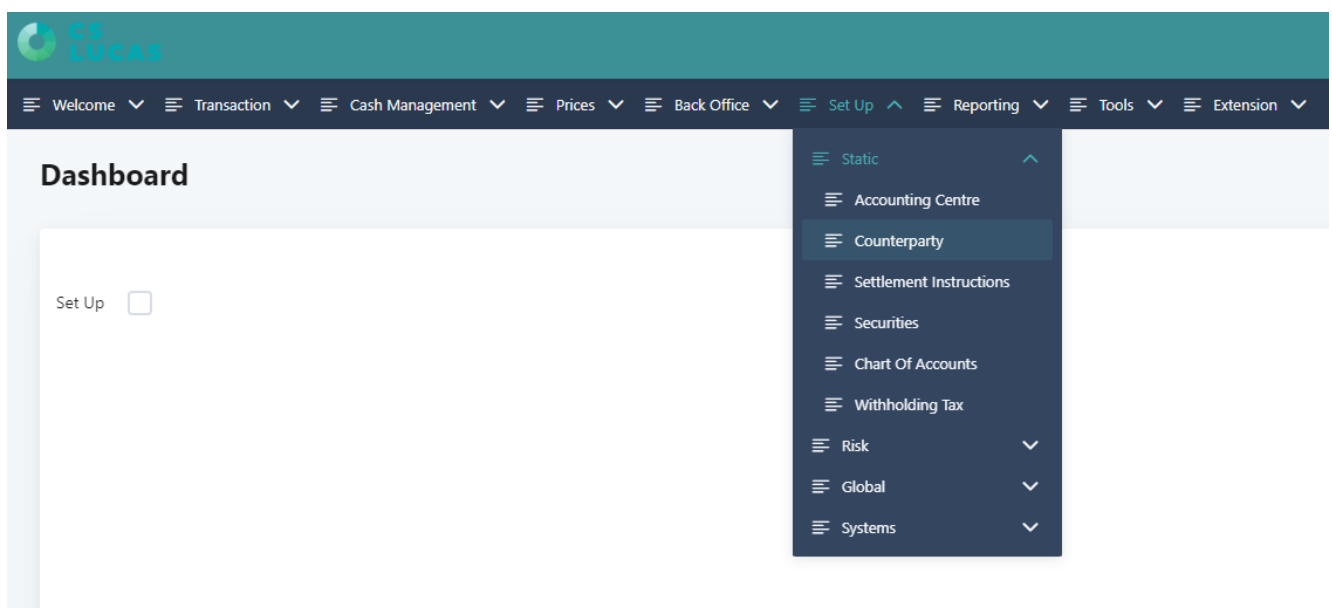
WHY IS THIS IMPORTANT?

This allows amending the counterparty's information when required.

PROCEDURE

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

2. The Counterparty screen displays.

Counterparty

	App? ↑↓	Short Name ↑↓	Entity Name ↑↓	Counterparty Type ↑↓
☐ 🖉		ANZ-SY	ANZ Centrepoint	Bank/FI
☐ 🖉		BARC-LN	Barclays Holborn	Bank/FI
☐ 🖉		BOTM-SG	The Bank of Tokyo-Mitsubishi Ltd, Singapore Branch	Bank/FI
☐ 🖉		CAZE	Cazenove Capital Management	Broker
☐ 🖉		CITI-NY	Citibank Lower Manhattan	Bank/FI

3. Click on the Edit button of the counterparty to amend. In this example, ANZ-SY will be chosen.

Amend Counterparty

✕ Cancel 💾 Save 📖 Address ⚙ Preference 📄 Risk Profile 📂 File/Note ☰ History

Short Name*	ANZ-SY
Ctpy Type*	Bank/FI
Long Name	ANZ Centrepoint
GST Status*	Standard
Tax Residence	Australia
Ctpy Classification	-

4. Make the necessary changes. In this example, Long Name will be changed.

Amend Counterparty

| X Cancel | 🖫 Save | 🕮 Address | ⚙ Preference | 🗋 Risk Profile | 🗁 File/Note | ☰ History |

Short Name*   ANZ-SY

Ctpy Type*   Bank/FI   ⌄

Long Name   ANZ Centrepoint Sydney

GST Status*   Standard   ⌄

Tax Residence   Australia   ⌄

Ctpy Classification -   ⌄

5. Click Save .

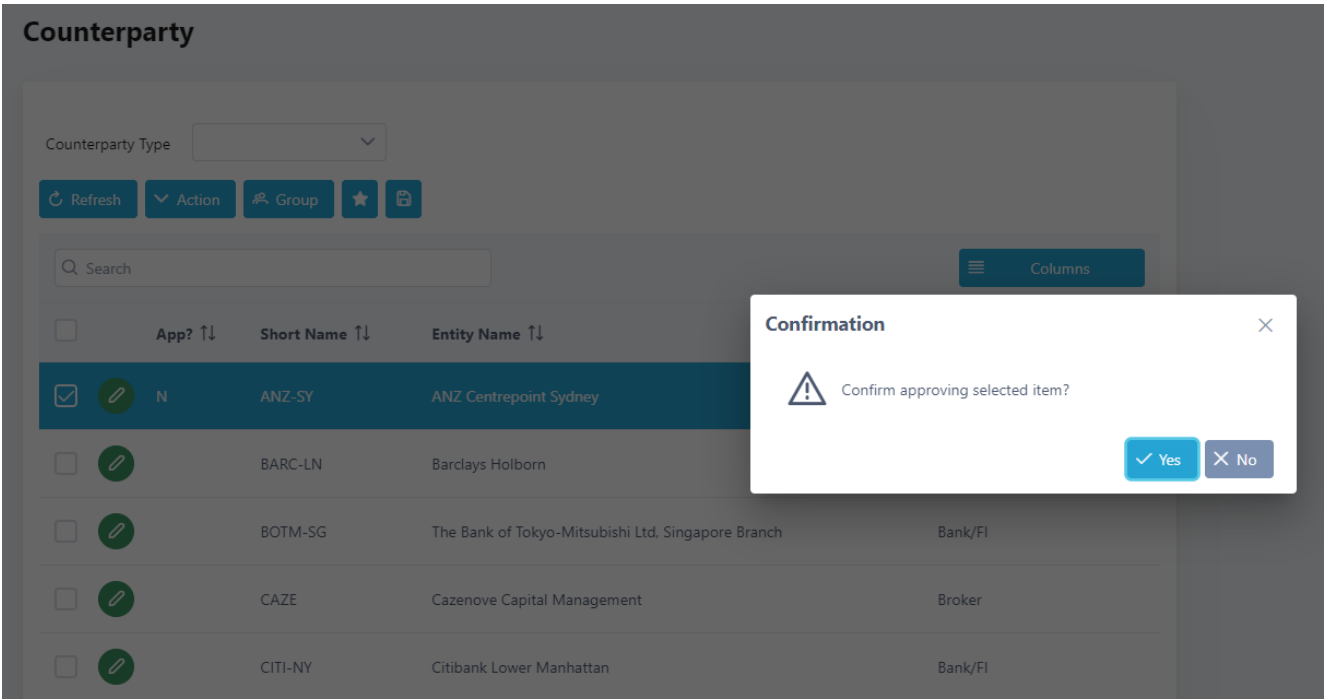6. Approve the change by ticking the checkbox beside the counterparty short name.

Counterparty

Counterparty Type   ⌄

| ↺ Refresh | ⌄ Action | ⚇ Group | ★ | 🖫 |

✓ Approve
🗑 Delete
⬆ Export CSV
⬆ Export PDF

		e ↑↓	Entity Name ↑↓	Counterparty Type ↑↓
☑ 🖉	N	ANZ-SY	ANZ Centrepoint Sydney	Bank/FI
☐ 🖉		BARC-LN	Barclays Holborn	Bank/FI
☐ 🖉		BOTM-SG	The Bank of Tokyo-Mitsubishi Ltd, Singapore Branch	Bank/FI
☐ 🖉		CAZE	Cazenove Capital Management	Broker
☐ 🖉		CITI-NY	Citibank Lower Manhattan	Bank/FI

Q Search   ☰ Columns

7. Click on Action and Select Approve. A popup appears to confirm, click Yes.

FREQUENTLY ASKED QUESTIONS

RELATED INFORMATION

Set Up Counterparty

CHANGE HISTORY

Date	By	Changes
15-Feb-2008	-	Created.
4-Sep-2017	Clarissa	Reformatted. Rewritten.
17-Aug-2018	Silpa	Updated step 1, 2 and screenshots of step 1, 2, 6.
8-Nov-2019	Lyra	Updated screenshots.
7-Feb-2023	TS	Updated to W6 instructions and screenshots.