

Create Counterparty Group and Assign Members (W5)

[This version is superseded.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

PURPOSE

This document shows the detail procedures on how to create counterparty group and assign members in the system.

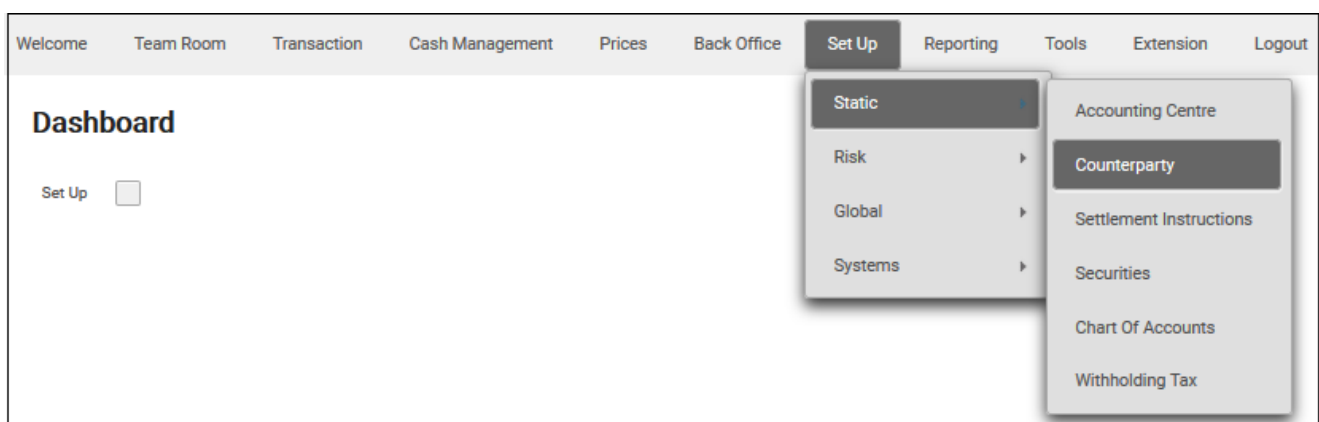
WHY IS THIS IMPORTANT?

This allows counterparties to be grouped 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="checkbox"/>	Short Name <input type="text"/>	Entity Name <input type="text"/>	Counterparty Type <input type="text"/>
<input type="checkbox"/>		<u>ANZ-SY</u>	ANZ Centrepont	Bank/FI
<input type="checkbox"/>		<u>BARC-LN</u>	Barclays Holborn	Bank/FI
<input type="checkbox"/>		<u>BOTM-SG</u>	The Bank of Tokyo-Mitsubishi Ltd, Singapore Branch	Bank/FI
<input type="checkbox"/>		<u>CAZE</u>	Cazenove Capital Management	Broker
<input type="checkbox"/>		<u>CITI-NY</u>	Citibank Lower Manhattan	Bank/FI
<input type="checkbox"/>		<u>CITI-SE</u>	Citibank Texas	Bank/FI
<input type="checkbox"/>		<u>CITI-SG</u>	Citibank Singapore	Bank/FI
<input type="checkbox"/>		<u>CITI-TX</u>	Citibank San Francisco	Bank/FI

3. Click Group . The Counterparty Group screen displays.

Counterparty Group

	App? <input type="checkbox"/>	Short Name <input type="text"/>	Description <input type="text"/>
<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}

4. To create a new counterparty group, click New Group.

New Counterparty Group

Short Name*
 Long Name
 Description

5. Fill out the fields. Short Name is mandatory.

New Counterparty Group

Short Name*

Long Name

Description

6. Long Name and Description is optional. If leave blank, system will default to the same as Short Name.


7. Click Save.

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

Counterparty Group

	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}

9. A popup appears to confirm, click OK.

 Confirm approving selected item?

10. To assign members to the counterparty group, click the Short Name of the group. In this example, members will be assigned to Ctpy Group A.

Counterparty Group

←
Refresh
New Group
Delete Group
Approve
↓

	App? ↕	Short Name ↕	Description ↕
<input type="checkbox"/>		<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}

11. Amend Counterparty Group screen displays.

Amend Counterparty Group

←
Save
Duplicate
Assign Member
History

Short Name*

Long Name

Description

12. Click Assign Member.

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-NY	Citibank Lower Manhattan
<input type="checkbox"/>	CITI-SF	Citibank Texas
<input type="checkbox"/>	CITI-SG	Citibank Singapore
<input type="checkbox"/>	CITI-TX	Citibank San Francisco
<input type="checkbox"/>	DBS-SG	DBS Singapore
<input type="checkbox"/>	DT-FR	Deutsche Bank Main
<input type="checkbox"/>	GS	Goldman Sachs

	Selected Members
No records found.	

13. To assign members, tick on the checkbox beside the short name of the counterparties to add. In this example, CITI-HK and CITI-SG will be chosen.

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 checked="" type="checkbox"/>	CITI-HK	Citibank N.A. Hong Kong
<input type="checkbox"/>	CITI-NY	Citibank Lower Manhattan
<input type="checkbox"/>	CITI-SF	Citibank Texas
<input checked="" type="checkbox"/>	CITI-SG	Citibank Singapore
<input type="checkbox"/>	CITI-TX	Citibank San Francisco
<input type="checkbox"/>	DBS-SG	DBS Singapore
<input type="checkbox"/>	DT-FR	Deutsche Bank Main
<input type="checkbox"/>	GS	Goldman Sachs

14. Click Add . The counterparties selected will be added to the right.

Assign Counterparty Group Member

Short Name Ctpy Group A

←

Refresh

Save

	Short Name	Full Name
<input type="checkbox"/>	ANZ-SY	ANZ Centrepont
<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-NY	Citibank Lower Manhattan

Add

Remove

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

15. Click Save . 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 Approve to refresh the screen.

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}

17. A popup appears to confirm, click OK.

✕

⚠ Confirm approving selected item?

OK

Cancel

FREQUENTLY ASKED QUESTIONS

RELATED INFORMATION

[Amend Counterparty Group](#)

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

CHANGE HISTORY

Date	By	Changes
15-Feb-2008	-	Created
4-Sep-2017	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.