

# Create Counterparty Group and Assign Members

[See previous W5 version guide](#)

## **PURPOSE**

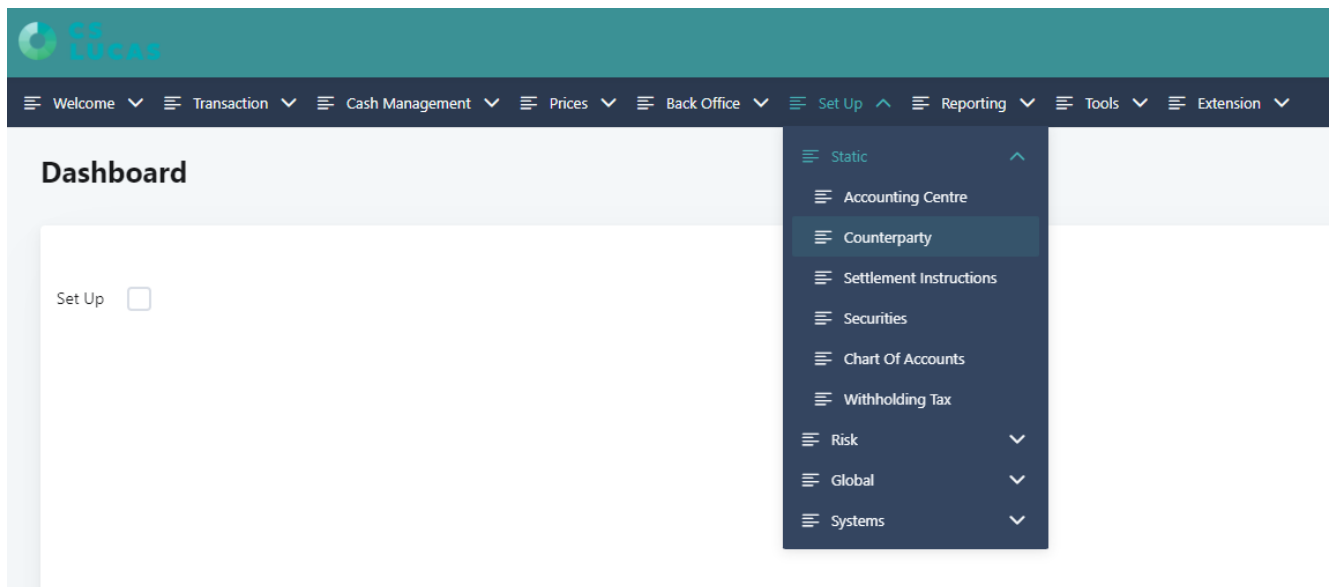
This document shows the detail procedures on how to create counterparty group and assign members in the system.

## **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

 Refresh  Action  Group  

 Columns


<input type="checkbox"/>	App? ↑↓	Short Name ↑↓	Entity Name ↑↓	Counterparty Type ↑↓
<input type="checkbox"/>		BARC-LN	Barclays Holborn	Bank/FI
<input type="checkbox"/>		BOTM-SG	The Bank of Tokyo-Mitsubishi Ltd, Singapore Branch	Bank/FI
<input type="checkbox"/>		CAZE	Cazenove Capital Management	Broker
<input type="checkbox"/>		CITI-NY	Citibank Lower Manhattan	Bank/FI
<input type="checkbox"/>		CITI-SF	Citibank Texas	Bank/FI

3. Click Group . The Counterparty Group screen displays.

## Counterparty Group

 Cancel  Refresh  Action

 Columns

<input type="checkbox"/>	App? ↑↓	Short Name ↑↓	Description ↑↓
<input type="checkbox"/>		SG Banks	SG Banks

1-1 of 1 records   **1**  

4. To create a new counterparty group, click on Action and select New Group.

## New Counterparty Group

✕ Cancel

💾 Save

⬇️ Import

Short Name\*

Long Name

Description

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

## New Counterparty Group

✕ Cancel

💾 Save

⬇️ Import

Short Name\*

Foreign Banks

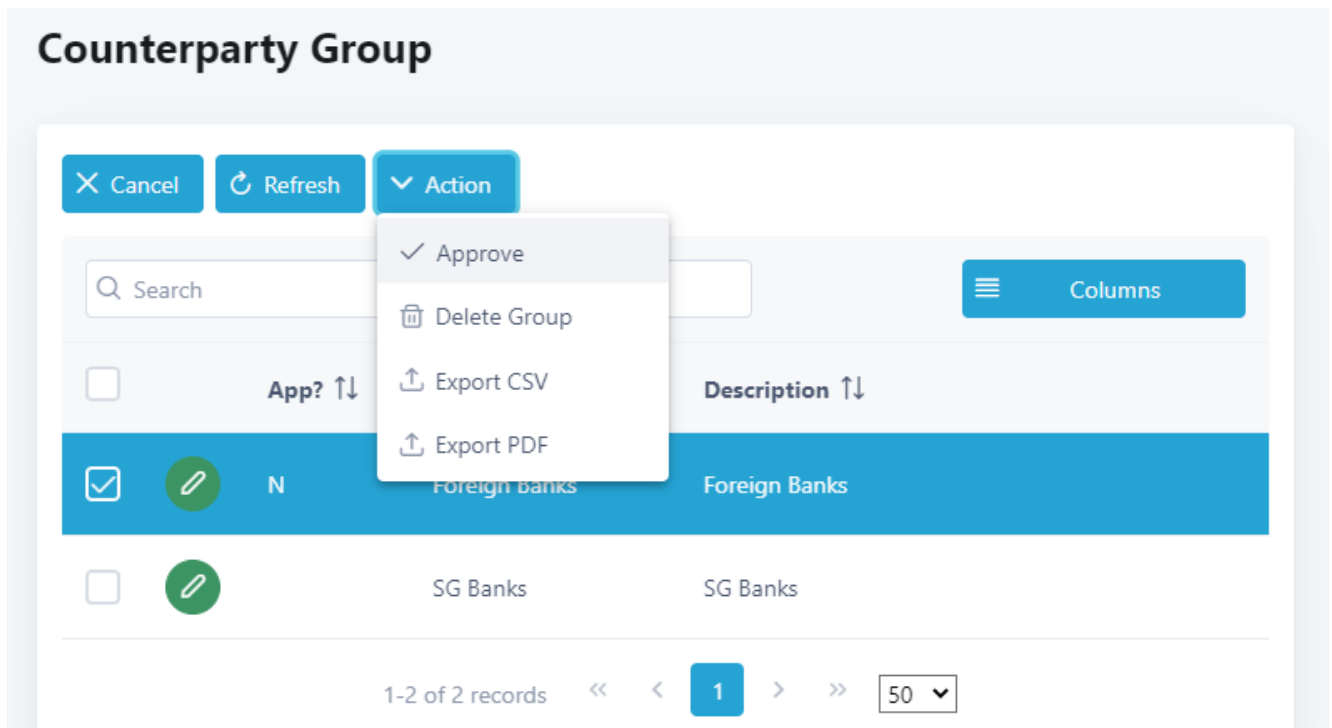
Long Name

Description

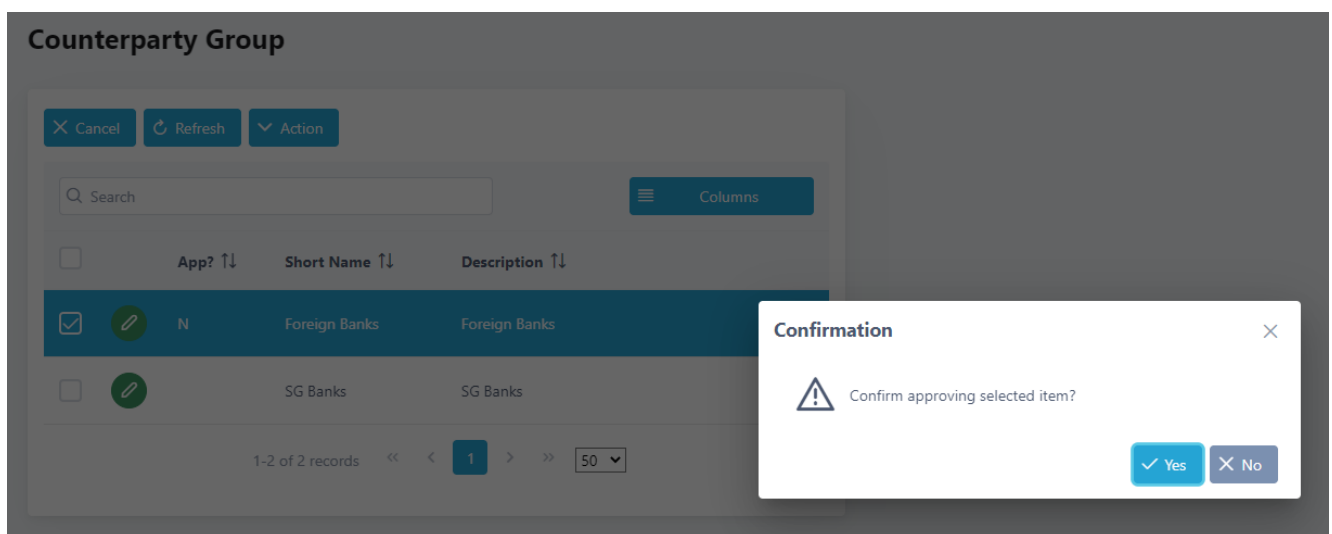
6. Long Name and Description is optional. If leave blank, system will default to the same as Short Name.

7. Click Save.

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



9. A popup appears to confirm, click Yes.



10. To assign members to the counterparty group, click the Edit button of the group. In this example, members will be assigned to Foreign Banks group.

## Counterparty Group



App? ↑↓

Short Name ↑↓

Description ↑↓



Foreign Banks

Foreign Banks



SG Banks

SG Banks

1-2 of 2 records



1



50 ▾

11. Amend Counterparty Group screen displays.

## Amend Counterparty Group

Short Name\*

Foreign Banks

Long Name

Foreign Banks

Description

Foreign Banks

12. Click Assign Member.

## Assign Counterparty Group Member

Short Name Foreign Banks

	Short Name	Full Name
<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-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



### 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, BARC-LN, CITI-NY and CITI-SF will be chosen.

## Assign Counterparty Group Member

Short Name Foreign Banks

	Short Name	Full Name
<input checked="" 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-NY	Citibank Lower Manhattan
<input checked="" 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



### Selected Members

No records found.

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

## Assign Counterparty Group Member

Short Name

Foreign Banks

✕ Cancel

↺ Refresh

💾 Save

	Short Name	Full Name
<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-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

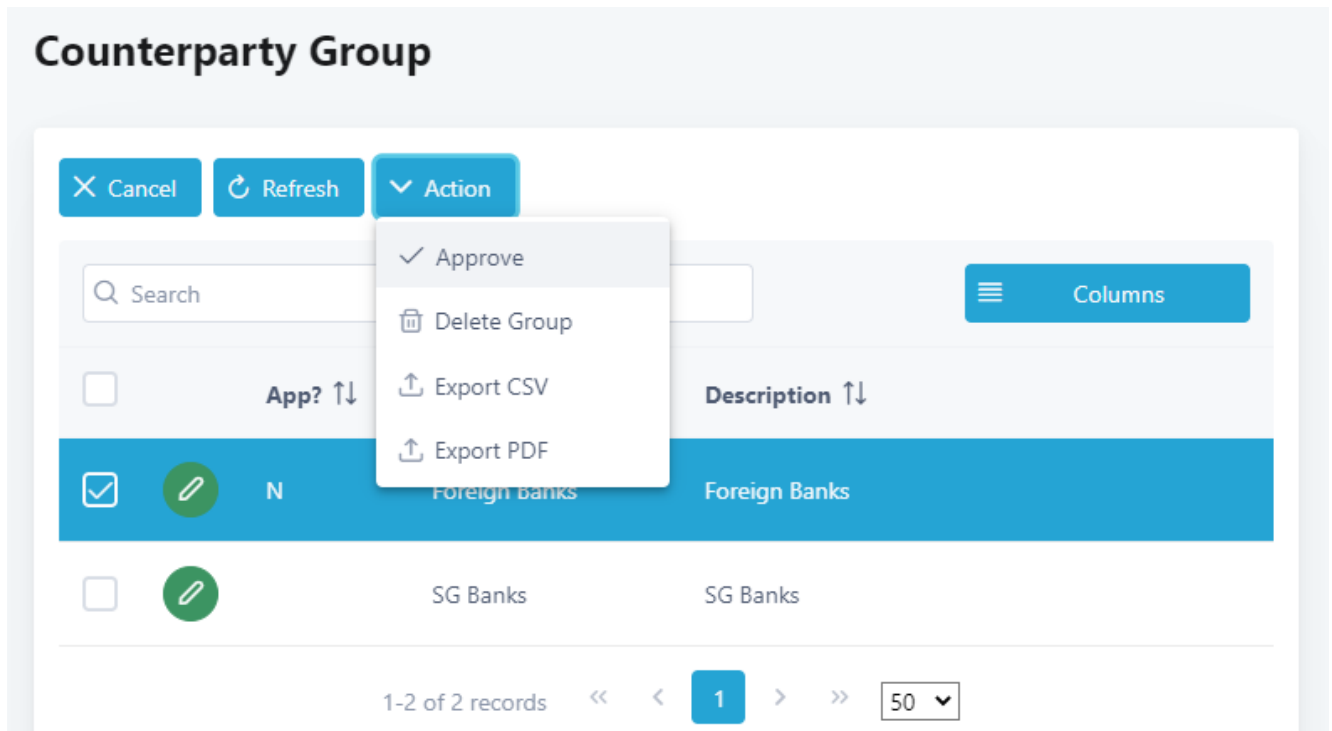


### Selected Members

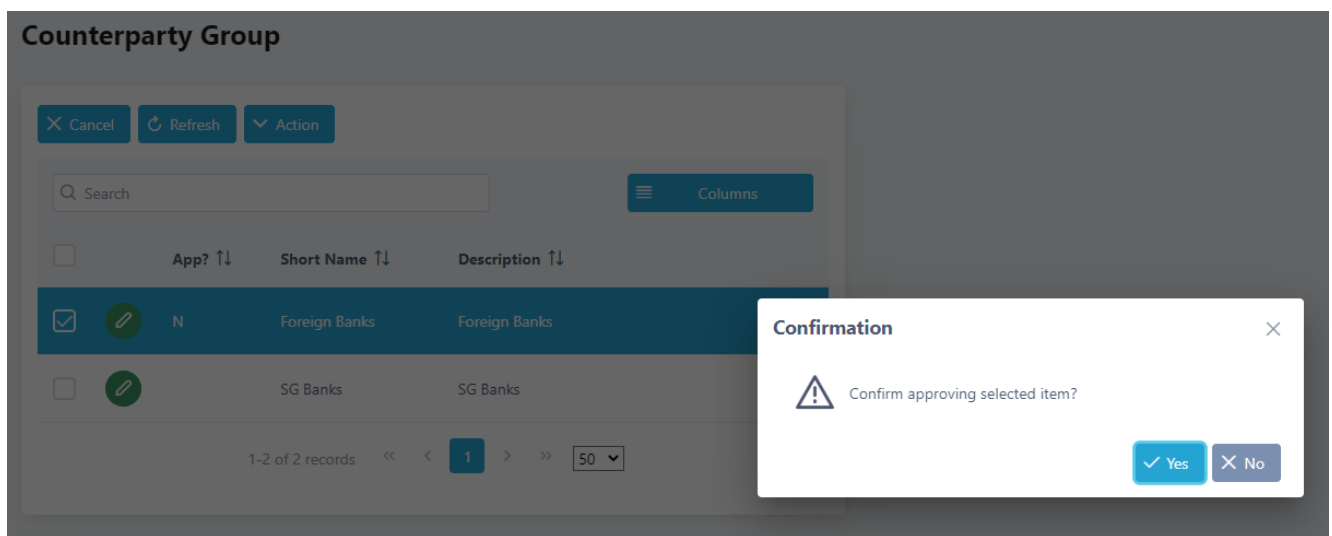
<input type="checkbox"/>	BARC-LN
<input type="checkbox"/>	CITI-NY
<input type="checkbox"/>	CITI-SF

15. Click Save . You will be returned to Amend Counterparty Group screen, click Cancel button to return to Counterparty Group screen.

16. Approve the counterparty group by ticking the checkbox beside the short name and click Action and Approve. If you do not see approval status set to “N” after making changes for the counterparty group, click Refresh button to refresh the screen.



17. A popup appears to confirm, click Yes.



## 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 step 1, 2 and screenshots of step 1, 2.
8-Nov-2019	Lyra	Updated screenshots.
9-Feb-2023	TS	Updated to W6 instructions and screenshots.