

Creating Counterparty SSI Group (W5)

[This version is superseded.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

PURPOSE

This document shows the detailed procedures for creating counterparty SSI group in the system.

WHY IS THIS IMPORTANT?

This allows counterparty SSI to be grouped for reporting purposes.

PROCEDURE



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

A screenshot of a web application interface titled "Accounting Centre SSI". The interface includes several dropdown menus for "Entity" (set to "TFS-SG"), "Bank", "Ccy", "Product", and "Portfolio". Below these are buttons for "Refresh", "New SSI", "Delete", "SSI Group", "Approve", "Signatory", and "Counterparty SSI". There are also icons for download, star, and a document. A table with columns for "App?", "SSI Name", "Entity", "Bank", "Ccy", "Account Name", "Account No", "Ccy D", "Ctgy D", "TP", "Portfolio", and "Product" is shown, with a message "No records found." at the bottom. A pagination bar at the bottom right shows "50" and a "W" icon.

2. Click Counterparty SSI.

Counterparty SSI

Entity* Ccy Product

Refresh New SSI Delete SSI Group Approve Accounting Cntr SSI

App?	SSI Name	Entity	Bank	Ccy	Account Name	Account No	Product	Tr	Ccy D

No records found.

1 50

3. Click SSI Group. The Counterparty SSI Group screen displays.

Counterparty SSI Group

Refresh New Group Delete Group Approve

App	Group	Description

No records found.

1 50

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

5. Type the details needed. Short name is mandatory.

New Counterparty SSI Group

Save

Short Name*

Long Name

Description

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

7. Click Save.

8. Approve the new group by ticking on the checkbox beside the short name.

Counterparty SSI Group

←
Refresh
New Group
Delete Group
Approve
↓

	App	Group	Description
☒	N	Group A	Group A

1-6
<<6
1
6>>
6-1
50

9. Click Approve. A popup appears to confirm, click OK.

×

⚠ Confirm approving selected item?

OK
Cancel

10 . To assign counterparty SSIs to the group, click on the Group hyperlink.

Counterparty SSI Group

←
Refresh
New Group
Delete Group
Approve
↓

	App	Group	Description
☐		Group A	Group A

1-6
<<6
1
6>>
6-1
50

11. In the Amend Counterparty SSI Group screen, click Assign Member.

Amend Counterparty SSI Group

←
Save
Duplicate
Assign Member
History

Short Name*

Long Name

Description

12. The Assign Counterparty SSI Group Member screen displays.

Assign Counterparty SSI Group Member

Short Name

Group A

Entity

←

Refresh

Save

Short Name	Add
No records found.	

Selected SSI	Remove
No records found.	

13. Select the Entity from the drop down field. Click Refresh. In this example, CITI-SG is selected.

14. System list down the counterparty SSIs for CITI-SG on the left.

Assign Counterparty SSI Group Member

Short Name

Group A

Entity

CITI-SG

←

Refresh

Save

Short Name	Add
(Temporary AUD)	Add
(Temporary EUR)	Add
(Temporary GBP)	Add
(Temporary SGD)	Add
(Temporary USD)	Add
CITI-GBP-389	Add
CITI-SG-EUR-FX	Add
CITI-SG-EUR-MM	Add
CITI-SG-GBP-FX	Add
CITI-SG-GBP-MM	Add
CITI-SG-HKD-FX	Add
CITI-SG-HKD-MM	Add
CITI-SG-SGD	Add
CITI-SG-SGD-111	Add
CITI-SG-SGD-FX	Add
CITI-SG-SGD-MM	Add
CITI-SG-USD-FX	Add
CITI-SG-USD-MM	Add
CITI-SGD-489	Add
CITI-SGD-667	Add

Selected SSI	Remove
No records found.	

15. To add to the group, simply click on the Add hyperlink next to the Short Name.

Assign Counterparty SSI Group Member

Short Name

Group A

Entity

CITI-SG



Refresh

Save

Short Name	Add
(Temporary AUD)	Add
(Temporary EUR)	Add
(Temporary GBP)	Add
(Temporary SGD)	Add
(Temporary USD)	Add
CITI-GBP-389	Add
CITI-SG-EUR-FX	Add
CITI-SG-EUR-MM	Add
CITI-SG-GBP-FX	Add
CITI-SG-GBP-MM	Add
CITI-SG-HKD-FX	Add
CITI-SG-HKD-MM	Add
CITI-SG-SGD	Add
CITI-SG-SGD-111	Add
CITI-SG-SGD-FX	Add
CITI-SG-SGD-MM	Add
CITI-SG-USD-FX	Add
CITI-SG-USD-MM	Add
CITI-SGD-489	Add
CITI-SGD-667	Add

Selected SSI

Remove

No records found.

16. The counterparty SSI will be added to the right.

Assign Counterparty SSI Group Member

Short Name Group A

Entity CITI-SG

← Refresh Save

Short Name	Add
(Temporary AUD)	Add
(Temporary EUR)	Add
(Temporary GBP)	Add
(Temporary SGD)	Add
(Temporary USD)	Add
CITI-GBP-389	Add
CITI-SG-EUR-FX	Add
CITI-SG-EUR-MM	Add
CITI-SG-GBP-FX	Add
CITI-SG-GBP-MM	Add
CITI-SG-HKD-FX	Add
CITI-SG-HKD-MM	Add
CITI-SG-SGD	Add
CITI-SG-SGD-FX	Add
CITI-SG-SGD-MM	Add
CITI-SG-USD-MM	Add
CITI-SGD-489	Add
CITI-SGD-667	Add

Selected SSI	Remove
CITI-SG-SGD-111	Remove
CITI-SG-USD-FX	Remove

17. When completed, click Save.

18. You will be returned to Amend Counterparty SSI Group screen. Click Back Logo to return to Counterparty SSI Group screen.

19. Approve the counterparty SSI 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 SSI group, click Refresh to refresh the screen.

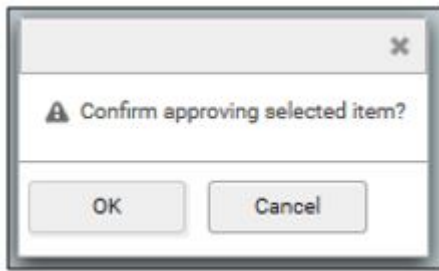
Counterparty SSI Group

← Refresh New Group Delete Group Approve

	App	Group	Description
☒		Group A	Group A

1 50

20. A popup appears to confirm, click OK.



FREQUENTLY ASKED QUESTIONS

RELATED INFORMATION

[Amending Counterparty SSI Group](#)

[How to Set Up Counterparty SSI](#)

CHANGE HISTORY

Date	By	Changes
15-Feb-2008	-	Created
7-Sep-2017	Clarissa	Reformatted. Rewritten.
20-Aug-2018	Silpa	Updated step 1.
11-Nov-2019	Lyra	Updated Screenshots.