

Creating Counterparty SSI Group

[See previous W5 version 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.

Accounting Centre SSI

Entity*

TFS-SG

Bank

Ccy

Product

Portfolio

Refresh

Action

SSI Group

Signatory

Counterparty SSI

Star

Print

Q Search

☐

App? ↑↓

SSI Name ↑↓

Entity ↑↓

Bank ↑↓

Ccy ↑↓

Account Name ↑↓

Account No ↑↓

Ccy D ↑↓

Ctpy D ↑↓

TP ↑↓

No records found.

0-0 of 0 records

<<<>>>

50

2. Click Counterparty SSI.

Counterparty SSI

Entity* Ccy Product

[Refresh](#) [Action](#) [SSI Group](#) [Accounting Cntr SSI](#) [Star](#) [Icon](#)

Search [Columns](#)

☐	App? ↑↓	SSI Name ↑↓	Entity ↑↓	Bank ↑↓	Ccy ↑↓	Account Name ↑↓	Account No ↑↓	Product ↑↓	Tr ↑↓	Ccy D ↑↓
No records found.										

0-0 of 0 records << < > >> 50

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

Counterparty SSI Group

[Cancel](#) [Refresh](#) [Action](#)

Search [Columns](#)

☐	App ↑↓	Group ↑↓	Description ↑↓
☐		Foreign Bank Group	Foreign Bank Group

1-1 of 1 records << < 1 > >> 50

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

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

New Counterparty SSI Group

✕ Cancel

💾 Save

Short Name*

Citibank Group

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

✕ Cancel

🔄 Refresh

▼ Action

🔍 Search

☰ Columns



App ↑↓

Gr

✓ Approve

🗑 Delete Group

📄 Export CSV

📄 Export PDF

Description ↑↓



N

Citibank Group

Citibank Group



Foreign Bank Group

Foreign Bank Group

1-2 of 2 records

«

<

1

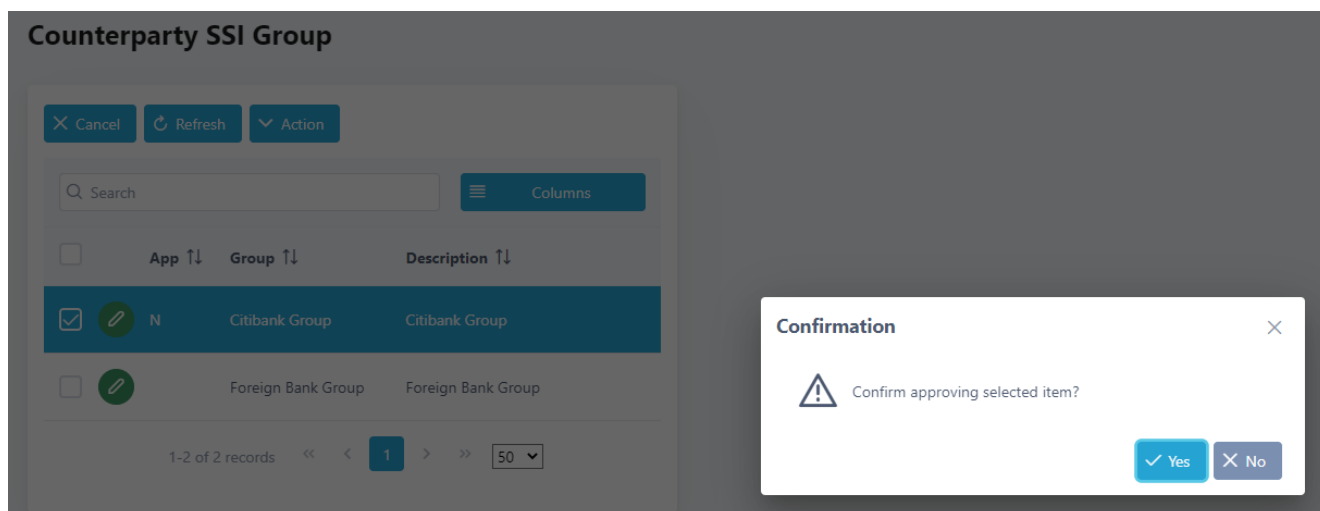
>

»

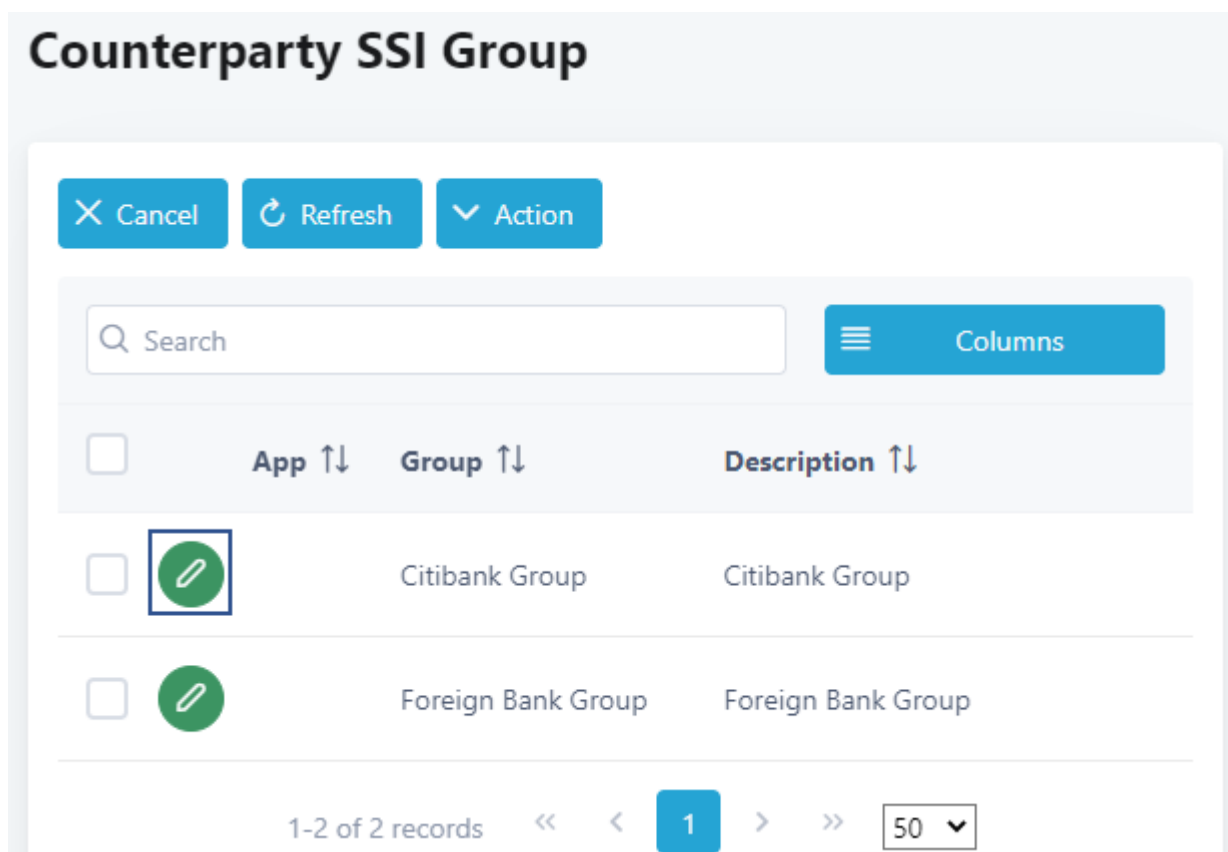
50

▼

9. Click Action and Approve. A popup appears to confirm, click Yes.



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



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

Amend Counterparty SSI Group

✕ Cancel

💾 Save

📄 Duplicate

👤 Assign Member

☰ History

Short Name*

Citibank Group

Long Name

Citibank Group

Description

Citibank Group

12. The Assign Counterparty SSI Group Member screen displays.

Assign Counterparty SSI Group Member

Short Name

Citibank Group

Entity

✕ Cancel

🔄 Refresh

💾 Save

Short Name	Add	Selected SSI	Remove
No records found.		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 Citibank Group

Entity CITI-SG

✕ Cancel

↻ Refresh

💾 Save

Short Name	Add	Selected SSI	Remove
(Temporary AUD)	Add	No records found.	
(Temporary EUR)	Add		
(Temporary GBP)	Add		
(Temporary SGD)	Add		
(Temporary USD)	Add		
CITI-SG-AUD-692	Add		
CITI-SG-SGD-001	Add		
CITI-SG-SGD-111	Add		

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

Assign Counterparty SSI Group Member

Short Name

Entity

Short Name	Add	Selected SSI	Remove
(Temporary AUD)	Add	No records found.	
(Temporary EUR)	Add		
(Temporary GBP)	Add		
(Temporary SGD)	Add		
(Temporary USD)	Add		
CITI-SG-AUD-692	Add		
CITI-SG-SGD-001	Add		
CITI-SG-SGD-111	Add		

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

Assign Counterparty SSI Group Member

Short Name

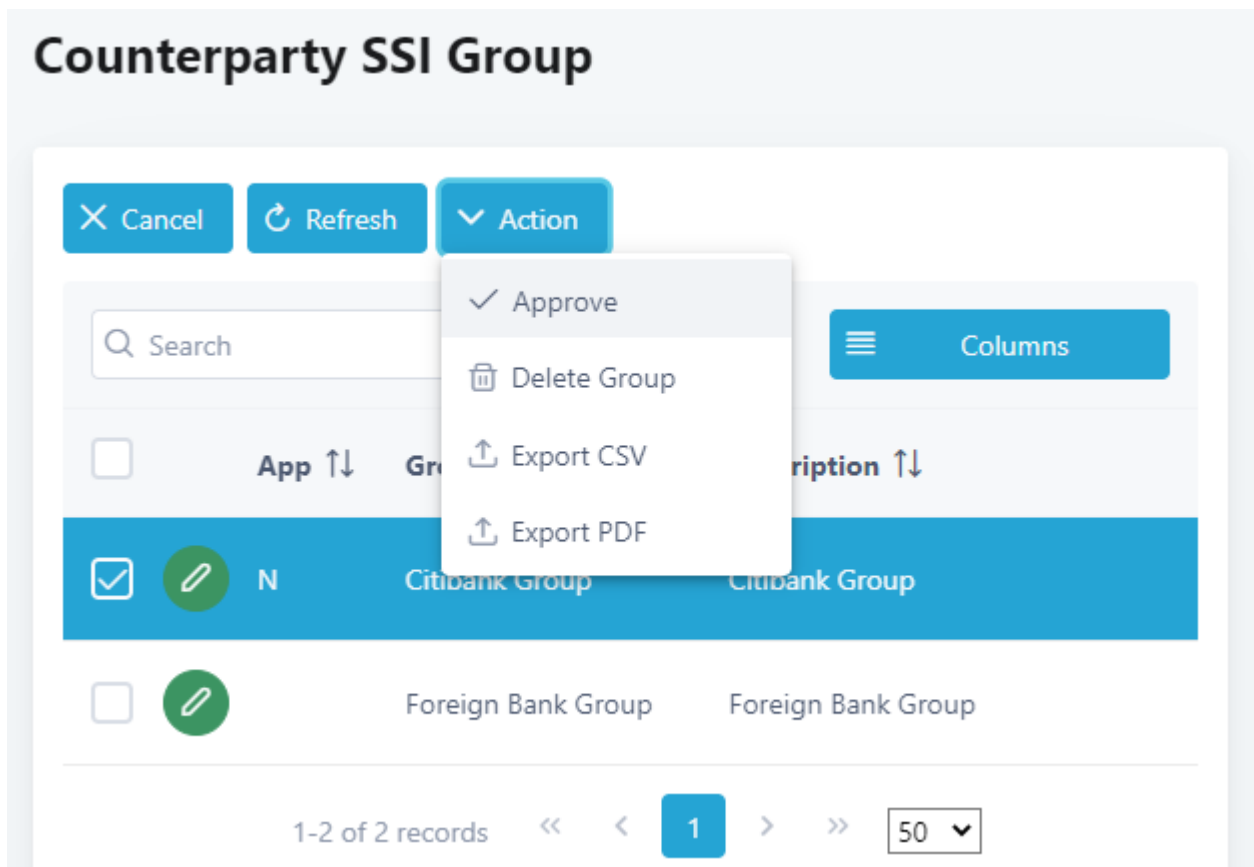
Entity

Short Name	Add	Selected SSI	Remove
(Temporary AUD)	Add	CITI-SG-SGD-001	Remove
(Temporary EUR)	Add	CITI-SG-SGD-111	Remove
(Temporary GBP)	Add		
(Temporary SGD)	Add		
(Temporary USD)	Add		
CITI-SG-AUD-692	Add		

17. When completed, click Save.

18. You will be returned to Amend Counterparty SSI Group screen. Click the Cancel button to return to Counterparty SSI Group screen.

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



20. A popup appears to confirm, click Yes.

Counterparty SSI Group

Cancel

Refresh

Action

Search

Columns

App ↑↓Group ↑↓Description ↑↓

N

Citibank Group

Citibank Group

Foreign Bank Group

Foreign Bank Group

1-2 of 2 records

<<<1>>>

50

Confirmation

Confirm approving selected item?

Yes

No

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.
27-Feb-2023	TS	Updated to W6 instructions and screenshots.