

# Duplicate Accounting Centre SSI (W5)

[This version is superseded.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

## **PURPOSE**

This document shows the detailed procedure for duplicating an accounting centre SSI.

## **WHY IS THIS IMPORTANT?**

This allows user to duplicate an existing accounting centre SSI in the system for convenience and faster creation of a similar accounting centre SSI.

## **PROCEDURE**



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

A screenshot of a web application interface titled "Accounting Centre SSI". The form 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 lock. A table with columns for "App?", "SSI Name", "Entity", "Bank", "Ccy", "Account Name", "Account No", "Ccy D", "Ctpy D", "TP", and "Portfolio" is shown. The table currently displays "No records found." and a pagination bar at the bottom indicates "50" records.

2. Choose the accounting centre from the Entity dropdown field and click Refresh. System displays the list of SSIs created for the accounting centre.

**Accounting Centre SSI**

Entity\* TFS-SG Bank Coy Product Portfolio

Refresh New SSI Delete SSI Group Approve Signatory Counterparty SSI

	App?	SSI Name	Entity	Bank	Ccy	Account Name	Account No	Ccy D	Ctry D	TP	Portfolio
<input type="checkbox"/>		CITI-420	TFS-SG	CITI-SG	SGD		1022420				
<input type="checkbox"/>		TF-CL-AUD	TFS-SG	CITI-SG	AUD	Timber Financial Services	2240566	Y			
<input type="checkbox"/>		TF-CL-EUR	TFS-SG	CITI-SG	EUR	Timber Financial Services	7667433				
<input type="checkbox"/>		TF-CL-GBP	TFS-SG	CITI-SG	GBP	Timber Financial Services	7667434				

3. Choose the SSI to duplicate by clicking on the SSI Name. In this example, TFS-CITI-USD-436.

**Amend Accounting Centre SSI**

← Save Duplicate History Assigned Signatory Preference E-Banking Setup Assign Group Payment Type

Short Name\* TFS-CITI-USD-436

▼ Standard

Entity\* TFS-SG

Ccy\* USD

Portfolio

Default Ccy No

Product

Default Portfolio No

Third Party Account No

E-Banking System

SSI Type -

SSI Status -

Auto Balance Update? No

Overdraft Limit

Ccy

Limit

Beneficiary Bank

Counterparty ID\* CITI-SG

Cpy Default A/C No

4. In the Amend Accounting Centre SSI screen, click Duplicate. The below screen displays.

### Duplicate Accounting Centre SSI

New Short Name\*

New Account Number\*

5. Enter New Short Name and New Account Number.

### Duplicate Accounting Centre SSI

New Short Name\*

New Account Number\*

6. Click Save.

7. Approve the newly duplicated SSI by ticking on the checkbox beside the SSI Name.

### Accounting Centre SSI

Entity\* 
Bank 
Ccy

	App? ⇅	SSI Name ⇅	Entity ⇅	Bank ⇅	Ccy ⇅	Account Name ⇅
<input checked="" type="checkbox"/>	N	<u>TFS-CITI-USD-455</u>	TFS-SG	CITI-SG	USD	—
<input type="checkbox"/>		<u>CITI-420</u>	TFS-SG	CITI-SG	SGD	

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

Confirm approving selected item?

## FREQUENTLY ASKED QUESTIONS

## **RELATED INFORMATION**

[Accounting Centre SSI Set Up](#)

## **CHANGE HISTORY**

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