

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[This version is superseded.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.



The screenshot shows the 'Accounting Centre SSI' form. At the top, there are 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. Below the buttons is a table with columns: 'App?' (with a dropdown), 'SSI Name', 'Entity', 'Bank', 'Ccy', 'Account Name', 'Account No.', 'Ccy D', 'Ctpy D', 'TP', and 'Portfolio'. The table is currently empty, and a message 'No records found.' is displayed below it. At the bottom right of the table, there is a pagination control showing '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 Ccy 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. |