

Duplicate Accounting Centre SSI

[See previous W5 version 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". At the top, there are several dropdown menus for "Entity*" (selected "TFS-SG"), "Bank", "Ccy", "Product", and "Portfolio". Below these are buttons for "Refresh", "Action", "SSI Group", "Signatory", "Counterparty SSI", and a star icon. A search bar with a magnifying glass icon is present. Below the search bar is a table with columns: "App?", "SSI Name", "Entity", "Bank", "Ccy", "Account Name", "Account No", "Ccy D", "Ctpy D", "TP", "Portfolio", "Product", and "SSI". The table is currently empty, with the text "No records found." displayed below it. At the bottom right, there is a pagination bar showing "0-0 of 0 records" and a dropdown menu set to "50".

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* Bank Ccy Product Portfolio

☐	App? ↑↓	SSI Name ↑↓	Entity ↑↓	Bank ↑↓	Ccy ↑↓	Account Name ↑↓	Account No ↑↓	Ccy D ↑↓	Ctpy D ↑↓	TP ↑↓
☐		SETTLEMENT-023	TFS-SG	NAB	AUD	Timber Financial Services	12378023	Y		
☐		TF-CI-AUD	TFS-SG	CITI-SG	AUD	Timber Financial Services	2240566			
☐		TF-CI-EUR	TFS-SG	CITI-SG	EUR	Timber Financial Services	7667433			
☐		TF-CI-GBP	TFS-SG	CITI-SG	GBP	Timber Financial Services	7667434			

3. Choose the SSI to duplicate by clicking on the Edit button of the SSI. In this example, TF-CI-AUD.

Amend Accounting Centre SSI

Short Name*

▼ Standard

Entity*

Ccy*

Portfolio

Default Ccy

Product

Default Portfolio

Third Party Account

E-Banking System

SSI Type

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

Duplicate Accounting Centre SSI

✕ Cancel

💾 Save

New Short Name*

New Account Number*

5. Enter New Short Name and New Account Number.

Duplicate Accounting Centre SSI

✕ Cancel

💾 Save

New Short Name*

TF-CI-AUD-455

New Account Number*

10989455

6. Click Save.

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

Accounting Centre SSI

Entity* TFS-SG Bank Ccy Product Portfolio

Refresh Action SSI Group Signatory Counterparty SSI

Search

☒ ☒ ☐ ☐ ☐

✓ Approve
 Delete
 Export CSV
 Export PDF

	App?	SSI Name	Entity	Bank	Ccy	Account Name	Account No	Ccy D	Ctpy D	TP
☒	☒	N	TF-CI-AUD-455	TFS-SG	CITI-SG	AUD	---	10989455		
☐	☒		SETTLEMENT-023	TFS-SG	NAB	AUD	Timber Financial Services	12378023	Y	
☐	☒		TF-CI-AUD	TFS-SG	CITI-SG	AUD	Timber Financial Services	2240566		
☐	☒		TF-CI-EUR	TFS-SG	CITI-SG	EUR	Timber Financial Services	7667433		

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

Accounting Centre SSI

Entity* TFS-SG Bank Ccy Product Portfolio

Refresh Action SSI Group Signatory Counterparty SSI

Search

☐ ☒ ☒ ☐ ☐

App? SSI Name Entity Bank

☒ ☒ N TF-CI-AUD-455 TFS-SG CITI-SG

☐ ☒ SETTLEMENT-023 TFS-SG NAB

☐ ☒ TF-CI-AUD TFS-SG CITI-SG

AUD Timber Financial Services 2240566

Confirmation

⚠ Confirm approving selected item?

Yes No

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