

Duplicate Counterparty SSI (W5)

[This version is superseded.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

PURPOSE

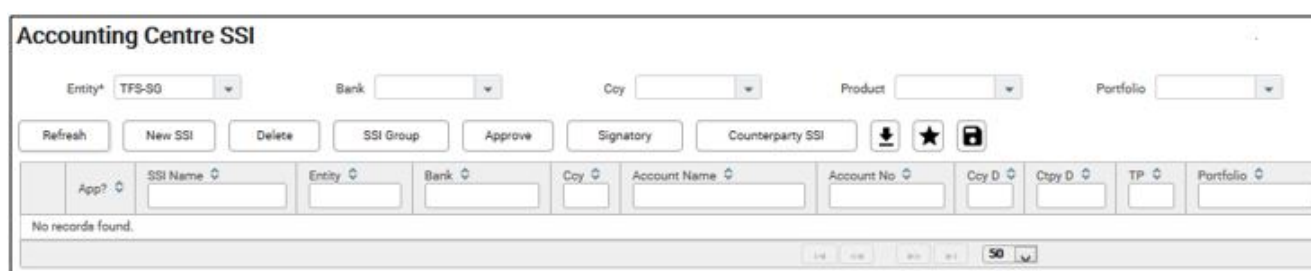
This document shows the detailed procedure for duplicating a counterparty SSI.

WHY IS THIS IMPORTANT?

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

PROCEDURE

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



The screenshot shows the 'Accounting Centre SSI' interface. At the top, there are filter dropdowns for Entity* (TFS-SG), Bank, Coy, Product, and Portfolio. Below these are buttons for Refresh, New SSI, Delete, SSI Group, Approve, Signatory, and Counterparty SSI. A table below the buttons displays a list of records with columns: App?, SSI Name, Entity, Bank, Coy, Account Name, Account No, Coy D, Ctpy D, TP, and Portfolio. The table currently shows 'No records found.' at the bottom. A pagination bar at the bottom right indicates 50 records.

2. Click Counterparty SSI. The Counterparty SSI screen displays.

3. Select the Entity from the dropdown. Click Refresh.

4. Choose the counterparty SSI to duplicate. Click on the SSI Name. In this example, CITI-SG-SGD will be chosen.

Amend Counterparty SSI

	Save	Duplicate	History	Preference	Assign Group	
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Entity*	CITI-SG	▼
Ccy*	SGD	▼
Short Name*	CITI-SG-SGD	
Default Ccy	No	▼
Product		▼
Third Party Account	No	▼

Our Portfolio/Product

Acct Ref	
Portfolio	▼
Product	▼

Beneficiary Bank

Bank Name	Citibank, Singapore
Address	
Account Name	Citibank, Singapore
Account Number*	1000009900
EBAddress	

E-Banking

SWIFT Code	CITISSSG
Alternate Bank IDs	

Correspondence Bank

Bank Name	
Address	
Account Name	
Account Number	
EBAddress	

5. In the Amend Counterparty SSI screen, click Duplicate.

Duplicate Counterparty SSI

New Short Name*

New Account Number*

6. Enter New Short Name and New Account Number.

Duplicate Counterparty SSI

New Short Name*

New Account Number*

7. Click Save.

8. Approve the newly duplicated counterparty SSI by ticking on the checkbox besides the SSI Name.

Counterparty SSI

Entity*
Ccy

	App? ⇅	SSI Name ⇅	Entity ⇅	Bank ⇅	Ccy ⇅
<input checked="" type="checkbox"/>	N	<u>CITI-SG-SGD-111</u>	CITI-SG	Citibank, Singapore	SGD
<input type="checkbox"/>		<u>CITI-GBP-389</u>	CITI-SG	Citibank N.A., Singapo	GBP

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

Confirm approving selected item?

FREQUENTLY ASKED QUESTIONS

RELATED INFORMATION

[Counterparty SSI Set Up](#)

CHANGE HISTORY

Date	By	Changes
15-Feb-2008	-	Created
11-Sep-2017	Clarissa	Reformatted. Rewritten.
20-Aug-2018	Silpa	Updated step1.
12-Nov-2019	Lyra	Updated Screenshots.