

Duplicate Counterparty SSI

[See previous W5 version 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.

A screenshot of the 'Accounting Centre SSI' web application. The interface includes a header with the title 'Accounting Centre SSI'. Below the header, there are several dropdown menus for 'Entity*' (set to 'TFS-SG'), 'Bank', 'Ccy', 'Product', and 'Portfolio'. A row of action buttons is visible, including 'Refresh', 'Action', 'SSI Group', 'Signatory', 'Counterparty SSI', and a star icon. A search bar with the placeholder 'Search' is located below the buttons. A table with columns for 'App?', 'SSI Name', 'Entity', 'Bank', 'Ccy', 'Account Name', 'Account No', 'Ccy D', 'Ctpy D', and 'TP' is shown. The table currently displays 'No records found.' At the bottom right, there is a pagination bar showing '0-0 of 0 records' and a page size selector set to '50'.

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 Edit button of the SSI. In this example, CITI-SG-SGD-001 will be chosen.

Amend Counterparty SSI

[Cancel](#) [Save](#) [Duplicate](#) [History](#) [Preference](#) [Assign Group](#) [File/Note](#)

Entity* CITI-SG

Ccy* SGD

Short Name* CITI-SG-SGD-001

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* 9028001

EBAAddress

E-Banking

SWIFT Code

Alternate Bank IDs

Correspondence Bank

Bank Name

Address

Account Name


Account Number

EBAAddress

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

Duplicate Counterparty SSI

✕ Cancel

 Save

New Short Name*

New Account Number*

6. Enter New Short Name and New Account Number.

Duplicate Counterparty SSI

✕ Cancel

 Save

New Short Name*

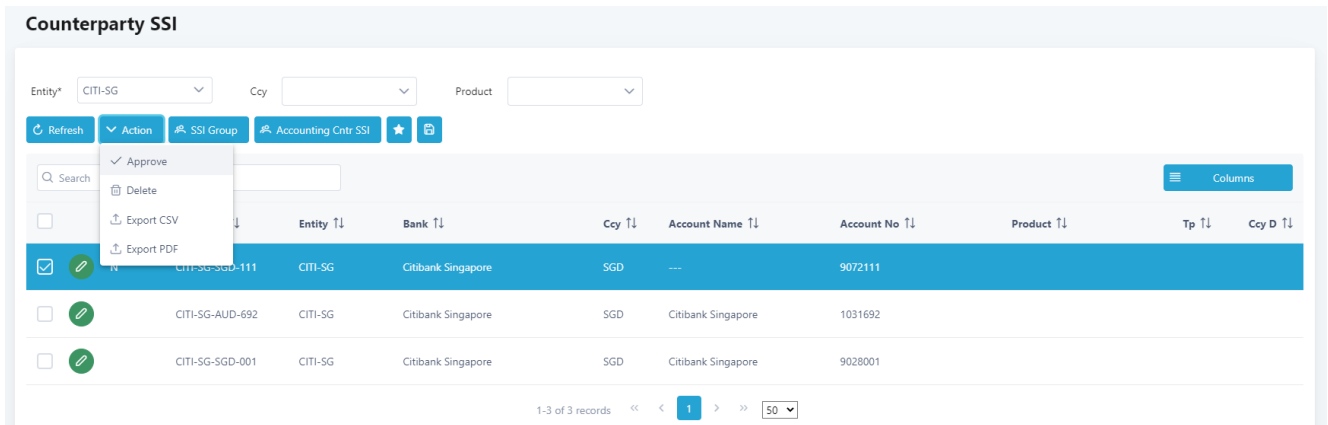
CITI-SG-SGD-111

New Account Number*

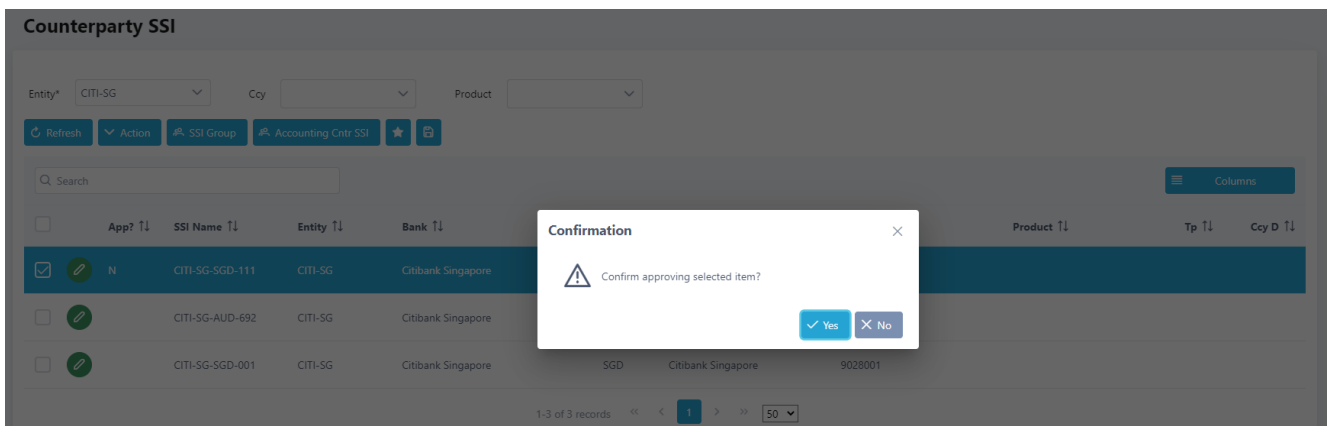
9072111|

7. Click Save.

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



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



FREQUENTLY ASKED QUESTIONS

RELATED INFORMATION

[Counterparty SSI Set Up](#)

CHANGE HISTORY

Date	By	Changes
15-Feb-2008	-	Created.
11-Sep-2017	Clarissa	Rewritten. Reformatted.
20-Aug-2018	Silpa	Updated step 1.
12-Nov-2019	Lyra	Updated screenshots.
24-Feb-2023	TS	Updated to W6 instructions and screenshots.