

Duplicate Counterparty SSI

[See previous W5 version guide](#)

PURPOSE

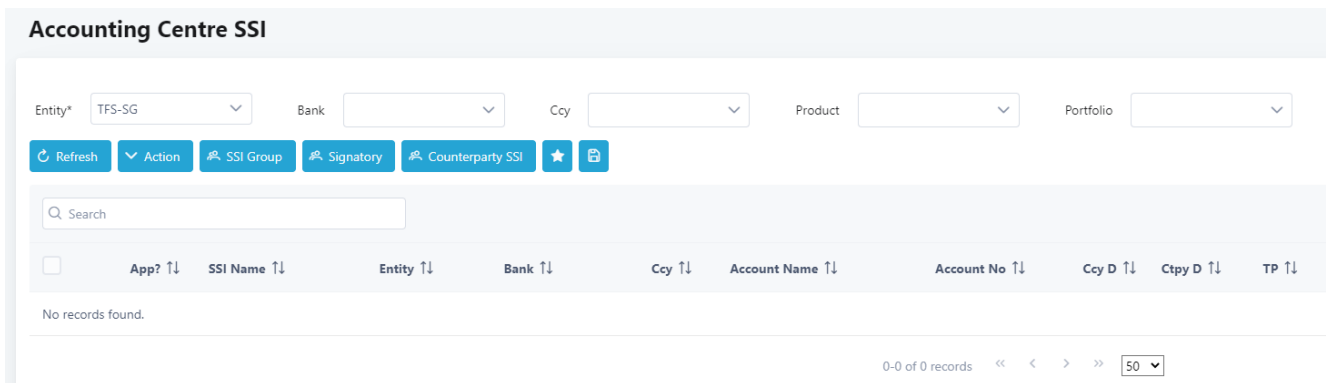
This document shows the detailed procedure for duplicating a counterparty SSI.

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.



The screenshot shows the 'Accounting Centre SSI' interface. At the top, there are filter dropdowns for Entity* (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 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 ↑↓, and TP ↑↓. The table currently displays 'No records found.' At the bottom right, it shows '0-0 of 0 records' and a pagination control 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*

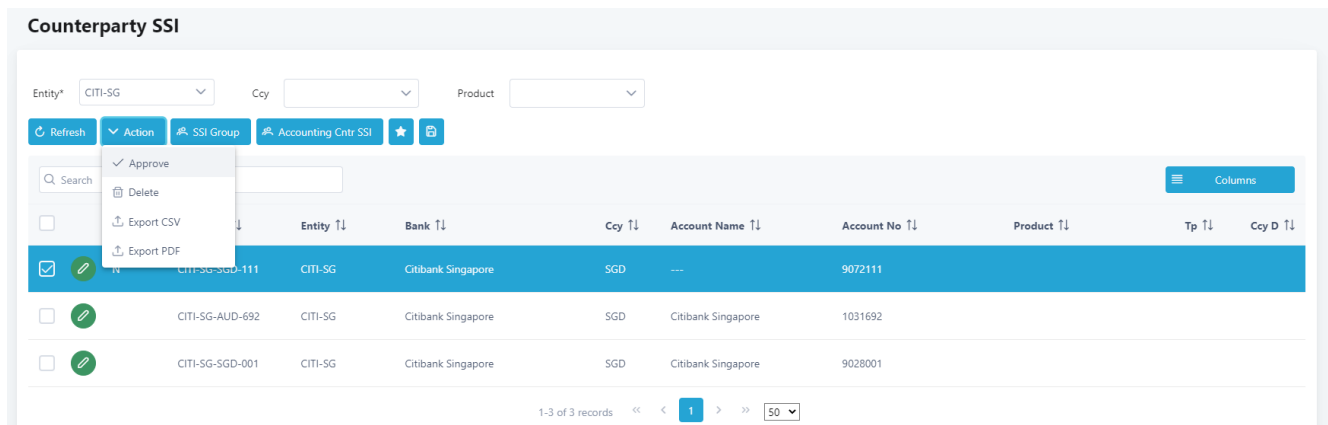
CITI-SG-SGD-111

New Account Number*

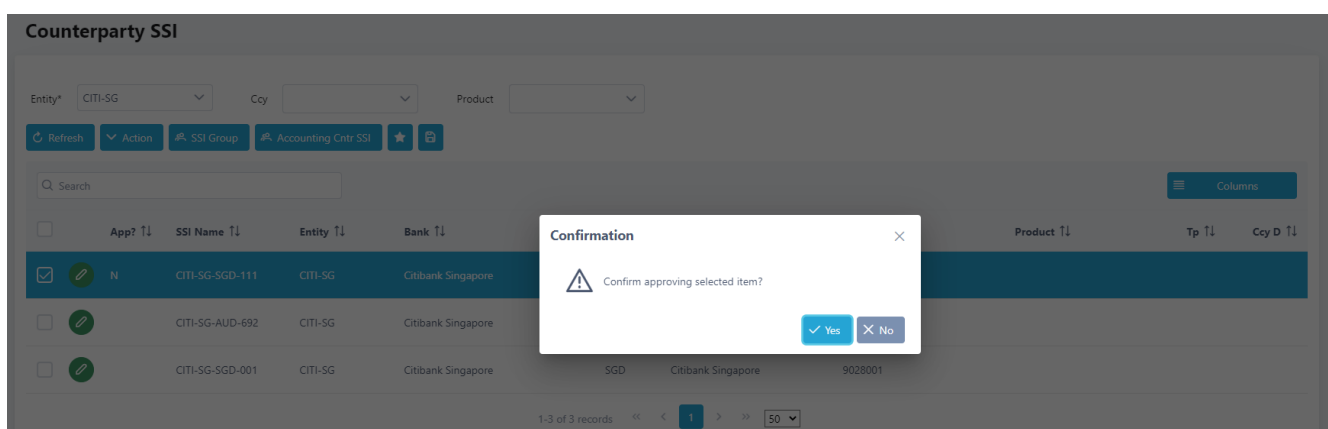
9072111|

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.