

How to Set Up Counterparty SSI

[See previous W5 version guide](#)

PURPOSE

This document details the procedure for setting up counterparty SSI.

WHY IS THIS IMPORTANT?

Setting up counterparty SSI in the CS Lucas system is important so that the system can generate settlement instructions to the destination bank account when a payment needs to be made from your bank account to the counterparty's bank account.

PROCEDURE



1. From the main menu, select Set Up > Static > Settlement Instructions. The Accounting Centre SSI page is displayed.

Accounting Centre SSI

Entity*

TFS-SG

Bank

Ccy

Product

Portfolio

Refresh

Action

SSI Group

Signatory

Counterparty SSI

Q Search

☐

App? ↑↓

SSI Name ↑↓

Entity ↑↓

Bank ↑↓

Ccy ↑↓

Account Name ↑↓

Account No ↑↓

Ccy D ↑↓

Ctpy D ↑↓

TP ↑↓

No records found.

0-0 of 0 records

<<<>>>

50

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

Counterparty SSI

Entity* Ccy Product

[Refresh](#) [Action](#) [SSI Group](#) [Accounting Cntr SSI](#) [Star](#) [Icon](#)

Search [Columns](#)

<input type="checkbox"/>	App? ↑↓	SSI Name ↑↓	Entity ↑↓	Bank ↑↓	Ccy ↑↓	Account Name ↑↓	Account No ↑↓	Product ↑↓	Tr ↑↓	Ccy D ↑↓
No records found.										

0-0 of 0 records << < > >> 50

3. Click New SSI.

New Counterparty SSI

[Cancel](#) [Save](#) [Import](#) [Show Advance](#)

Entity*

Ccy*

Short Name*

Beneficiary Bank

Account Number*

4. Choose the Entity from the drop down. The entity here would be the external counterparty only. In this example, CITI-SG will be chosen.

5. Select the Currency (Ccy).

6. Give a Short Name for this Counterparty SSI.

7. Type the Account number under the Beneficiary Bank.

8. At this point, the Counterparty SSI can already be saved. However, Show Advance can be clicked and more fields will come up.

New Counterparty SSI

Cancel

Save

Import

Show Advance

Entity*	<input type="text" value="CITI-SG"/>
Ccy*	<input type="text" value="SGD"/>
Short Name*	<input type="text" value="CITI-SG-SGD-001"/>
Default Ccy	<input type="text" value="No"/>
Product	<input type="text"/>
Third Party Account	<input type="text" value="No"/>

Our Portfolio/Product

Acct Ref	<input type="text"/>
Portfolio	<input type="text"/>
Product	<input type="text"/>

Beneficiary Bank

Bank Name	<input type="text" value="Citibank Singapore"/>
Address	<input type="text"/>
Account Name	<input type="text" value="Citibank Singapore"/>
Account Number*	<input type="text" value="1028001"/>
EBAAddress	<input type="text"/>

E-Banking

SWIFT Code	<input type="text"/>
Alternate Bank IDs	<input type="text"/>

Correspondence Bank

Bank Name	<input type="text"/>
Address	<input type="text"/>
Account Name	<input type="text"/>
Account Number	<input type="text"/>
EBAAddress	<input type="text"/>

9. Under Bank Name field, type in the Beneficiary Bank's name and the beneficiary bank's account name under Account Name field. The information entered is used in a confirmation letter or settlement letter sent to the banks.

10. For any e-banking code, you may enter in the EBAAddress field. This information will also appear in the confirmation or settlement letter.

11. After filling out the necessary fields, click Save.

12. To check for the SSI, go to the Counterparty SSI main screen and select the Entity to view, then click Refresh.

App?	SSI Name	Entity	Bank	Ccy	Account Name	Account No	Product	Tp	Ccy D
<input checked="" type="checkbox"/>	N	CITI-SG-SGD-001	CITI-SG	Citibank Singapore	SGD	Citibank Singapore	1028001		

13. To approve, click on the tick box beside the SSI Name previously set up and click Action and Approve.

FREQUENTLY ASKED QUESTIONS

FAQ01. Is there any standard for creating SSI?

Please refer to FAQ on the [standard settlement instructions](#).

CHANGE HISTORY

Date	By	Changes
15-Feb-2008	-	Created.
28-Jul-2015	CS	Included section for FAQ.
21-Mar-2015	Clarissa	Rewritten. Reformatted.
8-Jun-2016	Douglas	Proofread.
20-Aug-2018	Silpa	Updated step 1.
11-Nov-2019	Lyra	Updated screenshots.
23-Feb-2023	TS	Updated to W6 instructions and screenshots.