

Import Accounting Centre SSI

[See previous W5 version guide](#)

PURPOSE

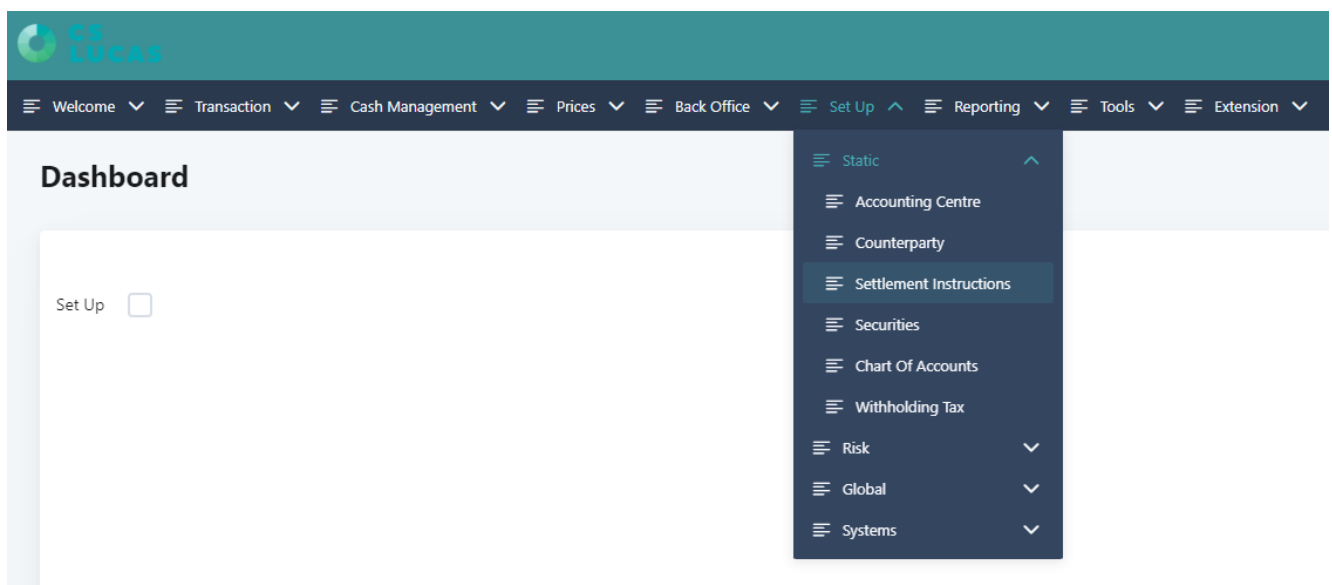
This document shows the procedure for how to import accounting centre SSI into the system.

WHY IS THIS IMPORTANT?

This provides a convenient and faster way for loading accounting centre SSIs in bulk. Multiple SSIs across accounting centres can be loaded at one time using the import function.

PROCEDURE

1. From the welcome screen, select Set Up > Static > Settlement Instructions.



2. In the Accounting Centre SSI screen, click on Action and select New SSI. The screen below appears.

New Accounting Centre SSI

✕ Cancel

💾 Save

⬇ Import

⌵ Show Advance

Entity*

TFS-SG

Ccy*

Short Name*

Beneficiary Bank

Counterparty Id*

Account Number*

3. Click the Import button. The screen below appears.

Import Accounting Centre SSI

✕ Cancel

📄 Template

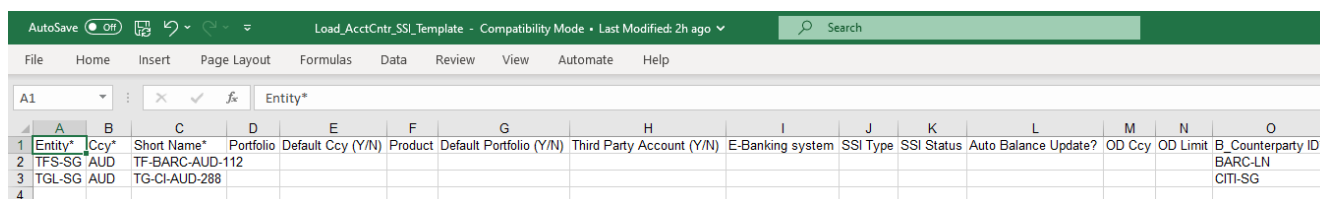
Read File ☐

| ID | Entity* | Ccy* | Shortname* | Portfolio | Default Ccy (Y/N) | Product | Default Portfolio (Y/N) | Third Party Account (Y/N) | E-Banking System | SSI Type | SSI Status |
|-------------------|---------|------|------------|-----------|-------------------|---------|-------------------------|---------------------------|------------------|----------|------------|
| No records found. | | | | | | | | | | | |

4. Click Template to download the CS Lucas template for importing Accounting Centre SSI.

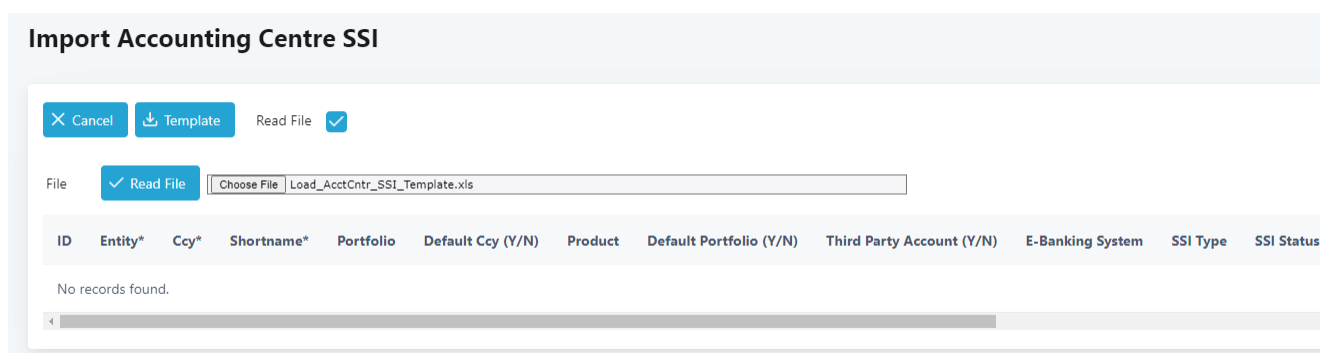
5. Save the file and open. An excel sheet will be opened.

6. Input values as required. Fields marked with an asterisk are mandatory.



| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O |
|---|---------|------|-----------------|-----------|-------------------|---------|-------------------------|---------------------------|------------------|----------|------------|----------------------|--------|----------|--------------------|
| | Entity* | Ccy* | Short Name* | Portfolio | Default Ccy (Y/N) | Product | Default Portfolio (Y/N) | Third Party Account (Y/N) | E-Banking system | SSI Type | SSI Status | Auto Balance Update? | OD Ccy | OD Limit | B Counterparty ID* |
| 2 | TFS-SG | AUD | TF-BARC-AUD-112 | | | | | | | | | | | | BARC-LN |
| 3 | TGL-SG | AUD | TG-CI-AUD-288 | | | | | | | | | | | | CITI-SG |
| 4 | | | | | | | | | | | | | | | |

7. Go back to the Import Accounting Centre SSI screen. Tick on the Read File box.



Import Accounting Centre SSI

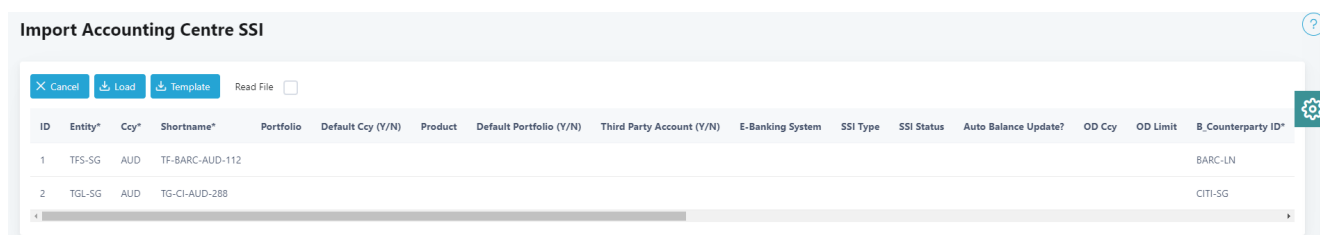
Read File ☒

File ☒ Read File Load_AcctCntr_SSI_Template.xls

| ID | Entity* | Ccy* | Shortname* | Portfolio | Default Ccy (Y/N) | Product | Default Portfolio (Y/N) | Third Party Account (Y/N) | E-Banking System | SSI Type | SSI Status |
|-------------------|---------|------|------------|-----------|-------------------|---------|-------------------------|---------------------------|------------------|----------|------------|
| No records found. | | | | | | | | | | | |

8. Click Choose File. Look for the saved Load_AcctCntr_SSI_Template.xls file.

9. Click Read File. The values inputted in the Excel file will appear.



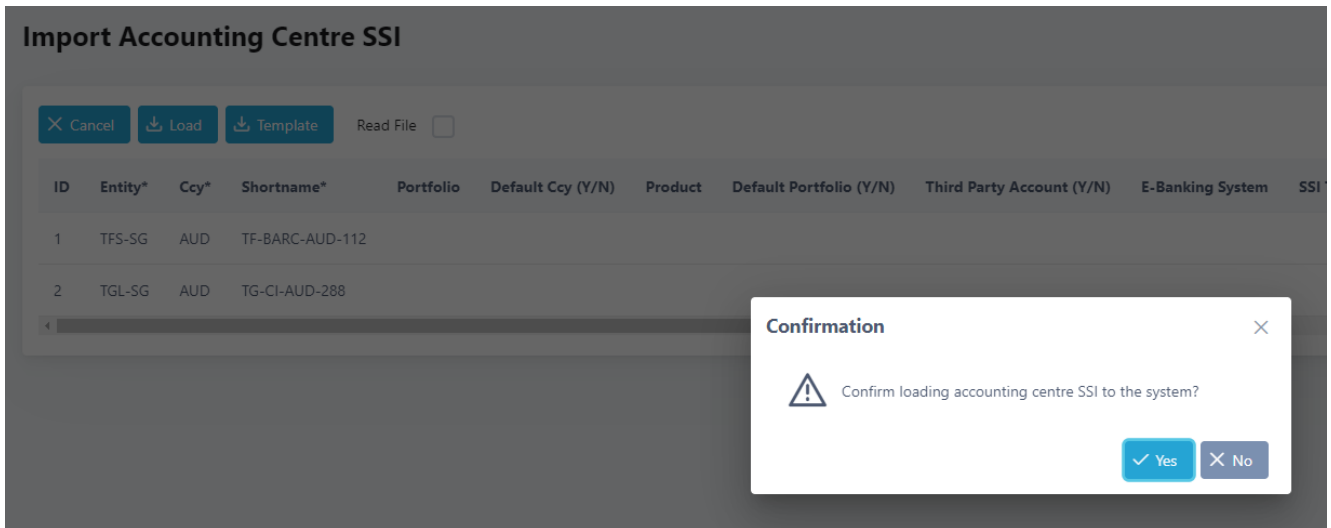
Import Accounting Centre SSI

Read File ☐

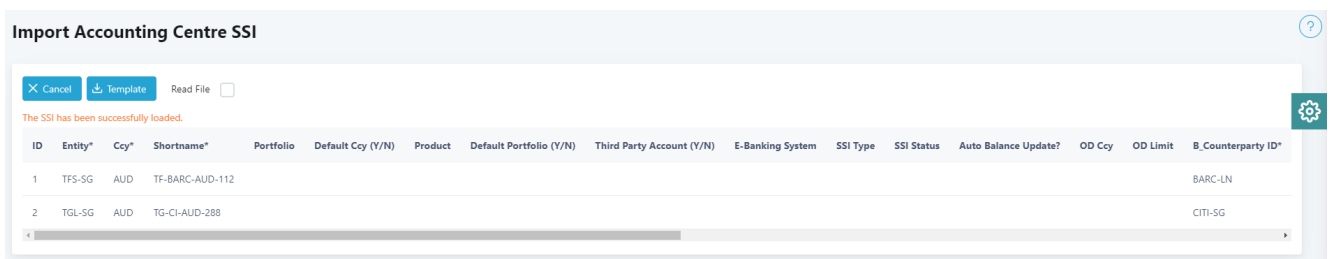
| ID | Entity* | Ccy* | Shortname* | Portfolio | Default Ccy (Y/N) | Product | Default Portfolio (Y/N) | Third Party Account (Y/N) | E-Banking System | SSI Type | SSI Status | Auto Balance Update? | OD Ccy | OD Limit | B Counterparty ID* |
|----|---------|------|-----------------|-----------|-------------------|---------|-------------------------|---------------------------|------------------|----------|------------|----------------------|--------|----------|--------------------|
| 1 | TFS-SG | AUD | TF-BARC-AUD-112 | | | | | | | | | | | | BARC-LN |
| 2 | TGL-SG | AUD | TG-CI-AUD-288 | | | | | | | | | | | | CITI-SG |

10. If there is an error, the user will be prompted with the rows to be corrected. To make corrections, go to the template to edit and upload again.

11. If there is no error, click Load. Click Yes on the pop up that appears.

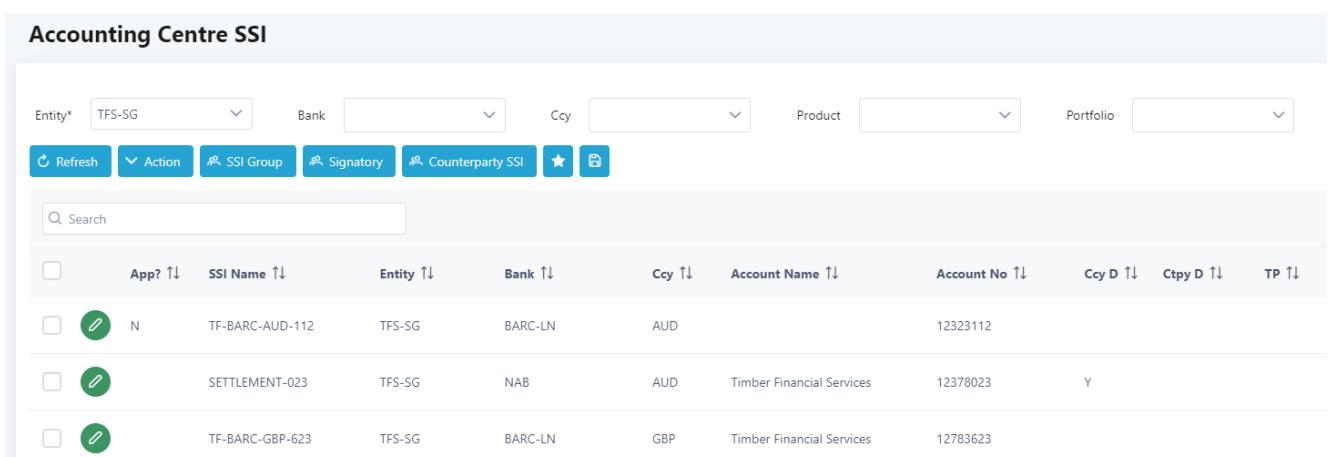


12. You will see the message below once successfully loaded.



13. Click Cancel button to return to the Accounting Centre SSI screen. Select the accounting centre from the Entity drop down menu and click Refresh. In this example, we select "TFS-SG".

14. The imported accounting centre SSI would be displayed.



15. Approve the newly created SSI by selecting the checkbox of the SSI and click on Action and Approve.

Accounting Centre SSI

Entity* TFS-SG

Bank

Ccy

Product

Portfolio

Refresh

Action

SSI Group

Signatory

Counterparty SSI

Star

Print

Search

✓ Approve

Delete

Export CSV

Export PDF

| | | Entity ↑↓ | Bank ↑↓ | Ccy ↑↓ | Account Name ↑↓ | Account No ↑↓ | Ccy D ↑↓ | Ctpy D ↑↓ | TP ↑↓ |
|-------------------------------------|--|-----------------|---------|---------|-----------------|---------------------------|----------|-----------|-------|
| <input checked="" type="checkbox"/> | | TF-BARC-AUD-112 | TFS-SG | BARC-LN | AUD | 12323112 | | | |
| <input type="checkbox"/> | | SETTLEMENT-023 | TFS-SG | NAB | AUD | Timber Financial Services | 12378023 | Y | |
| <input type="checkbox"/> | | TF-BARC-GBP-623 | TFS-SG | BARC-LN | GBP | Timber Financial Services | 12783623 | | |

16. Click Yes on the pop up that appears to confirm.

FREQUENTLY ASKED QUESTIONS

RELATED INFORMATION

CHANGE HISTORY

| Date | By | Changes |
|-------------|-------|---|
| 15-Feb-2008 | - | Created. |
| 13-Jul-2017 | Bella | Reformatted. Rewritten. |
| 20-Aug-2018 | Silpa | Updated step 1 and screenshot. |
| 11-Nov-2019 | Lyra | Updated screenshots. |
| 14-Feb-2023 | TS | Updated to W6 instructions and screenshots. |