

How to Create a Counterparty Entity

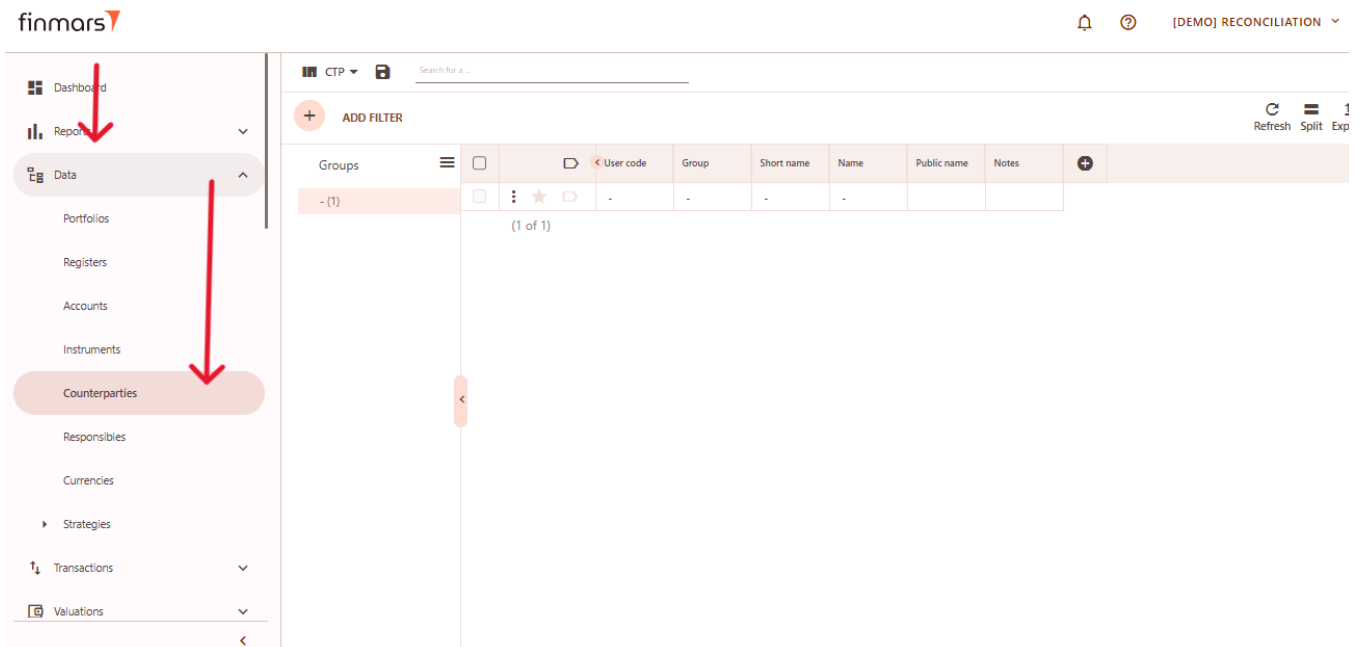
Prerequisites

We assume you have all prerequisites you may need, including:

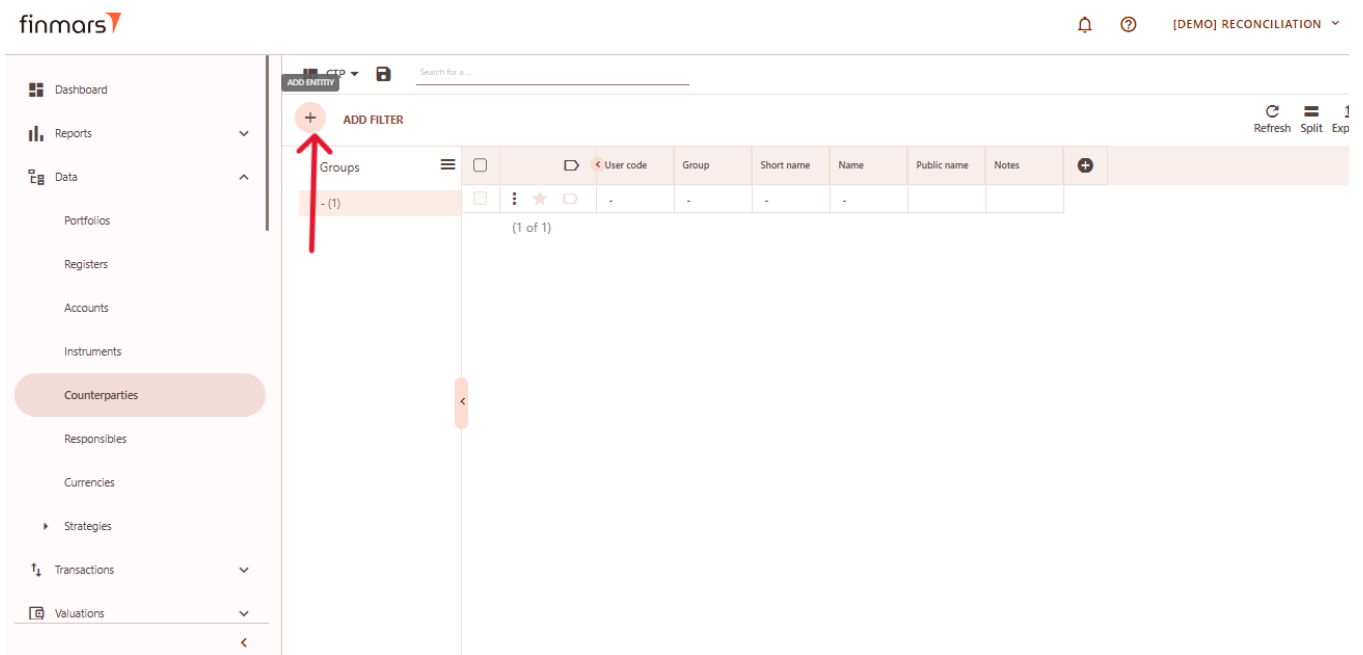
1. If needed: the VPN is configured to access the Finmars resources
2. If needed: access to the Virtual Machine to work with the sensitive information
3. Must have: registered in Finmars in the needed region environment (self-registered or registered by Finmars)
4. Must have: having permissions set to allow continue with the Action in the Guide

Creation of Counterparty Entity

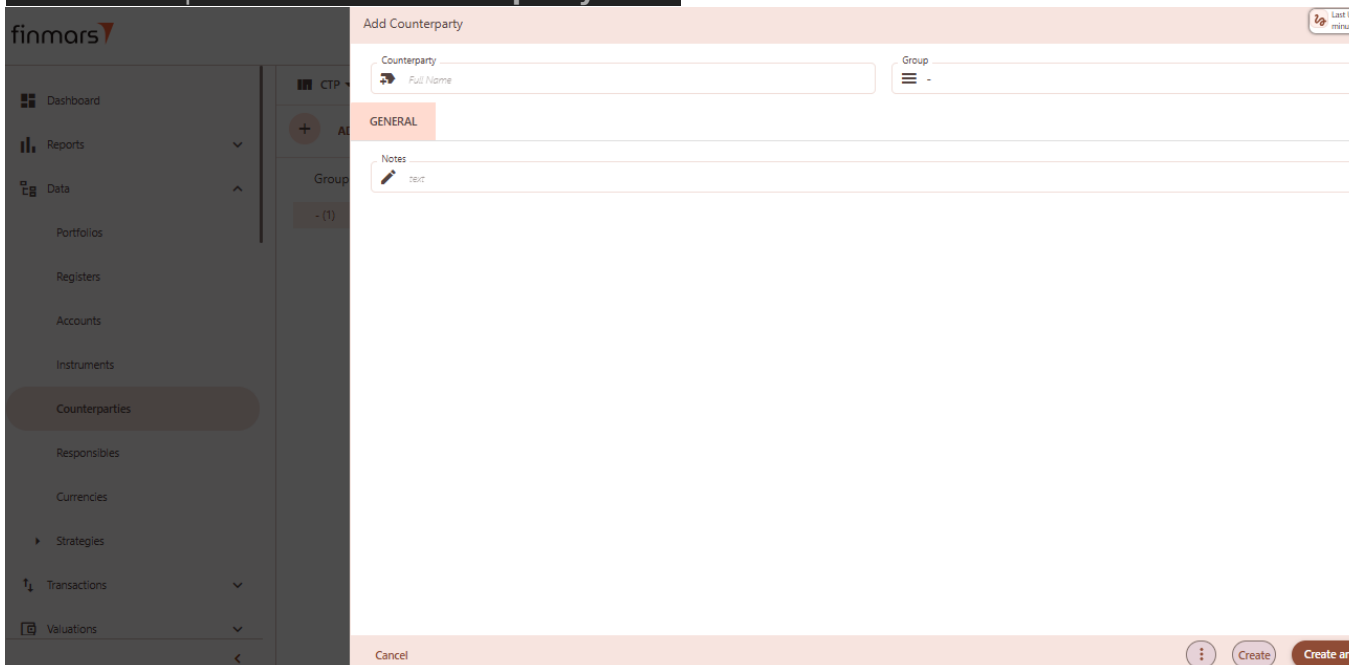
1. Open the **“Data”** section in the left-hand side menu. Select the **“Counterparties”** entity from the list under **Data**.



2. Click the “+ Add” button located in the top-left corner of the portfolio list view.



3. This action opens the **Add Counterparty** form.



4. Fill in the required fields in the creation panel:

1. **Counterparty** - full name or identifier for the counterparty (required). This can be a bank, broker, client, or any financial entity you deal with.
2. **Group** - used to organize counterparties into categories such as “Banks,” “Funds,” “Clients,” etc.

3. **Notes** – any additional internal comments or metadata for the counterparty.

The screenshot shows the 'Add Counterparty' form in the finmars system. The form is titled 'Add Counterparty' and has a 'Counterparty' field with a 'Full Name' placeholder. There is also a 'Group' dropdown menu. Below these fields is a 'GENERAL' tab, and under it is a 'Notes' field with a 'text' placeholder. The sidebar on the left shows navigation options: Dashboard, Reports, Data, Portfolios, Registers, Accounts, Instruments, Counterparties, Responsibilities, Currencies, Strategies, Transactions, and Valuations. The bottom of the form has 'Cancel', 'Create', and a close button.

5. Click **“Create and Exit”** to save the portfolio and return to the list view. Alternatively, use **“Create”** to save and continue editing.

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