

# SSI Signatory Maintenance (W5)

[This version is superseded. Click here to view the latest guide.](#)

## **PURPOSE**

This document provides detailed steps on how to maintain SSI signatories.

## **WHY IS THIS IMPORTANT?**

This screen allows you to keep track of the SSI signatories, and their roles, who are authorized to sign on an account to transfer money or sign cheques, etc.

## **PROCEDURE**



1. Before maintaining the SSI signatories, you need first to set up the authorized signatory names in the system. To do this, click on Set Up > Static > Settlement Instructions from the main menu.
2. Then, click Signatory.
3. From the Signatory screen, click + button to create a new line item and Write button to add/ edit the signatory name.

Signatory

←

Refresh

Approve

Template

Import ☐

Show Deleted ☐

	App?	Signatory Name		+
<input type="checkbox"/>				-

1

50

▼

4. Key in the signatory name in the text box and click Check button to save.



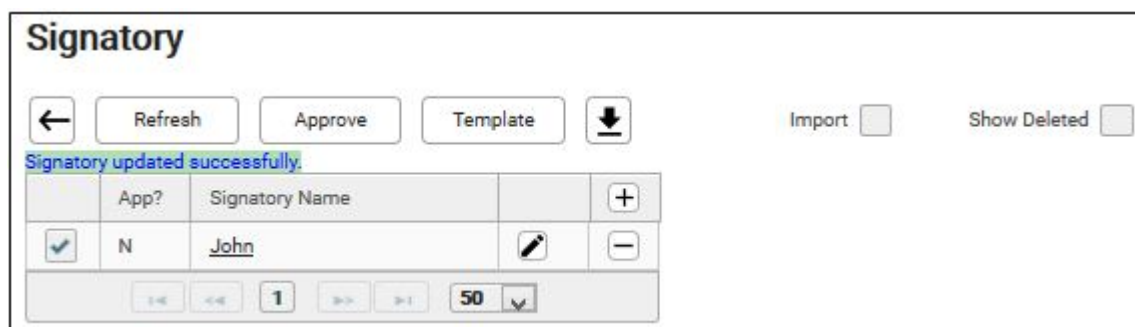
The screenshot shows the 'Signatory' management interface. At the top, there are buttons for navigation (back arrow), 'Refresh', 'Approve', 'Template', and a download icon. To the right are checkboxes for 'Import' and 'Show Deleted'. Below these is a table with columns 'App?' and 'Signatory Name'. A new row has been added with 'John' in the 'Signatory Name' column and a checkmark in the 'App?' column. At the bottom, there are pagination controls showing '1' of 50 items.

5. Once is saved, system will show a message that the signatory is updated successfully.



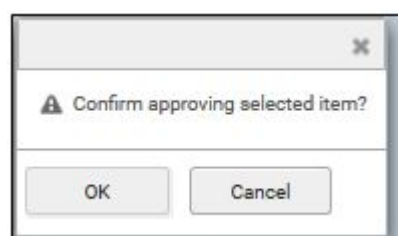
The screenshot shows the 'Signatory' management interface after a successful update. A blue message 'Signatory updated successfully.' is displayed above the table. The table now shows 'John' in the 'Signatory Name' column and 'N' in the 'App?' column. The 'Approve' button is now active. The pagination controls show '1' of 50 items.

6. New or amended signatory names require approval. Approve the newly created signatory name by a tick on the check box and click Approve.



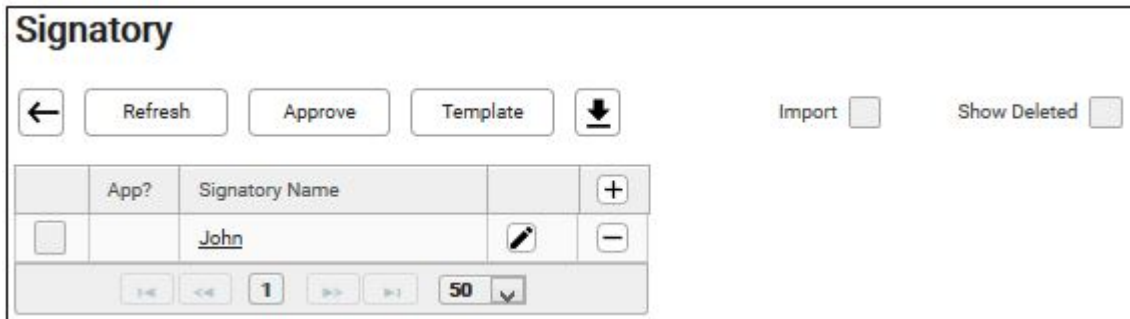
The screenshot shows the 'Signatory' management interface after the 'Approve' button has been clicked. The 'Approve' button is now active. The table shows 'John' in the 'Signatory Name' column and 'N' in the 'App?' column. The 'Approve' button is now active. The pagination controls show '1' of 50 items.

7. A pop up appears, click OK.



The screenshot shows a confirmation dialog box with the title 'Confirm approving selected item?'. It has two buttons: 'OK' and 'Cancel'.

8. Signatory name is approved.



The interface shows a table with columns 'App?' and 'Signatory Name'. The 'App?' column has a checkbox. The 'Signatory Name' column contains the name 'John' and an edit icon. Above the table are buttons for 'Refresh', 'Approve', 'Template', and a download icon. To the right are checkboxes for 'Import' and 'Show Deleted'. Below the table are pagination controls showing '1' of '50' items.

9. Next, to maintain signatory details, click on the signatory name in the Signatory listing; in this example, John. You will be brought to the Signatory Maintenance screen.



The 'Signatory Maintenance' screen shows a 'Name' dropdown set to 'John'. Below are buttons for 'Delete', 'History', 'Template', a download icon, 'Duplicate', and 'Import'. A table below has columns 'App? Over?', 'Cpy/SS?', 'Roles', and 'Remarks'. The table is empty with the message 'No records found'.

10. Click on + button to maintain signatory details.



This screen is identical to the previous one, but a blue box highlights the 'App? Over?' dropdown menu. The dropdown is open, showing options: 'App? Over?', 'Cpy/SS?', 'Roles', and 'Remarks'.

11. Select the accounting centre that the signatory name is authorized to sign.

12. Select the SSI. You can select to sign for a specific SSI or [ALL] for all SSIs under the accounting centre selected in the earlier step.

13. Select the roles of the signatory name. This is optional. The roles are user definable and this can be set up under Set Up > Global > User Definable > Search for Signatory Roles. See [How to Create User Definable Field](#) for details.

Note: Roles are not required if CTPY/SSI selected is [ALL] and will be defaulted to “-” by the system.

14. Enter any remarks you have in the Remarks field. This is optional.

**Signatory Maintenance**

Name\*

Acct Ctr\*   
 Ctry/SSN\*   
 Roles   
 Remarks

Acct Ctr*	Ctry/SSN*	Roles	Remarks
No records found!			

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15. When completed, click Update.

**Signatory Maintenance**

Name\*

Acct Ctr*	Ctry/SSN*	Roles	Remarks
TFS-SG	CITI-SG/TFS-SG-CITI-SG-428	Authoriser A	

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16. To edit, click Write button.

17. Make the changes in the fields provided above the listing and click Update.

18. Once the maintenance is done, click Back button to return to Signatory screen.

19. Approve the signatory name.

20. The signatory also can be viewed when you drill down on a particular SSI. For example, because John is authorized to sign for all the SSIs under the TFS-SG accounting centre, when you drill down on any of the TFS-SG's SSI maintained in the system, you will be able to see the authorized signatory for the particular SSI. To view this, click Assigned Signatory in the Amend Accounting Centre SSI screen.

**Assigned Signatory**

SSI Short Name

Roles	Name	Remarks
Authoriser A	John	

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21. A report can be retrieved from the system for the SSI signatory maintenance.

Navigate to Reporting > Standard. Search by report id 1027 or report name Signatory Listing by Ctpy and SSI. See sample report below.

Signatory Listing by Ctpy and SSI					
Acct Cntr:TFS-SG Ctpy:ALL					
Acct Cntr	Ctpy	SSI	Roles	Name	Narrative
TFS-SG	[ALL]	[ALL]	-	John	

## **CHANGE HISTORY**

Date	By	Changes
15-Feb-2016	TS	Created
14-Jun-2016	Richard	Proofread
20-Aug-2018	Silpa	Updated step 1, 13.
11-Nov-2019	Lyra	Updated Screenshots.