

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[This version is superseded.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

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▼

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

button to save.

Signatory

←

Refresh

Approve

Template

↓

Import

Show Deleted

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

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

Signatory

←

Refresh

Approve

Template

↓

Import

Show Deleted

Signatory updated successfully.

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

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

Signatory

←

Refresh

Approve

Template

↓

Import

Show Deleted

Signatory updated successfully.

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

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7. A pop up appears, click OK.

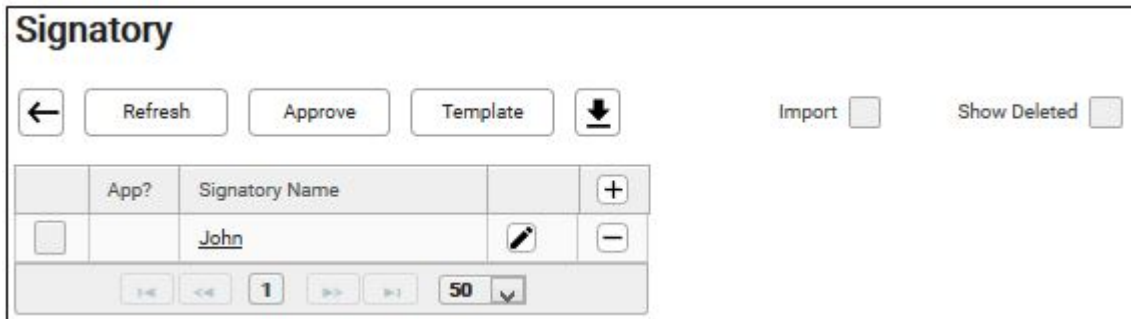
×

⚠ Confirm approving selected item?

OK

Cancel

8. Signatory name is approved.



The interface shows a 'Signatory' header with buttons for navigation, 'Refresh', 'Approve', 'Template', and a download icon. There are also 'Import' and 'Show Deleted' checkboxes. Below is a table with columns 'App?' and 'Signatory Name'. The first row shows a checkbox, the name 'John', an edit icon, and a minus button. At the bottom, there 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 has a 'Name' dropdown set to 'John'. It includes buttons for 'Delete', 'History', 'Template', and a download icon, along with 'Duplicate' and 'Import' checkboxes. Below is a table with columns 'App? Over?', 'Copy/SSP?', 'Roles', and 'Remarks'. The table is currently empty with the message 'No records found'.

10. Click on + button to maintain signatory details.



This screenshot shows the 'Signatory Maintenance' screen with a blue box highlighting the form fields: 'App? Over?', 'Copy/SSP?', 'Roles', and 'Remarks'. The 'App? Over?' dropdown is set to 'Authoriser A'. The 'Roles' dropdown is set to 'Authoriser A'. The 'Remarks' field is empty.

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.



The screenshot shows the 'Signatory Maintenance' form. At the top, there's a 'Name*' dropdown menu with 'John' selected. Below it are buttons: 'Update', 'Delete', 'History', 'Template', 'Duplicate', and 'Import'. There are also checkboxes for 'Duplicate' and 'Import'. Below these are input fields for 'Acct Ctr*', 'Ctpy/SSI*', 'Role', and 'Remarks'. The 'Acct Ctr*' dropdown has 'TFS-SG' selected. The 'Ctpy/SSI*' dropdown has '[ALL]' selected. The 'Role' dropdown has 'Authoriser A' selected. The 'Remarks' field is empty. Below the input fields is a table with columns: 'Acct Ctr*', 'Ctpy/SSI*', 'Role', and 'Remarks'. The table is currently empty. At the bottom, there's a 'No records found!' message and a pagination bar showing '1' of '50' records.

15. When completed, click Update.



The screenshot shows the 'Signatory Maintenance' form after the 'Update' button has been clicked. The 'Name*' dropdown still has 'John' selected. The 'Acct Ctr*' dropdown has 'TFS-SG' selected. The 'Ctpy/SSI*' dropdown has 'CTFI-SG/TFS-SG-CTFI-SG-426' selected. The 'Role' dropdown has 'Authoriser A' selected. The 'Remarks' field is empty. Below the input fields is a table with columns: 'Acct Ctr*', 'Ctpy/SSI*', 'Role', and 'Remarks'. The table now contains one record: 'TFS-SG', 'CTFI-SG/TFS-SG-CTFI-SG-426', 'Authoriser A'. At the bottom, there's a pagination bar showing '1' of '50' records.

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 TFS-SG-CITI-SG-428

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.