

# CMS Singapore

Signatory Matrix Setup (Simple Workflow)

---

## Things to note

- Signatory Matrix Setup requires two (2) Administrators:

**A** 1st Administrator → Apply User Rights (starts on **Page 3** [←click here](#)) & 2nd Administrator → Approve User Rights (starts on **Page 7** [←click here](#))

## Corporate Admin — Signatory Matrix Setup

Administration Log

### COMSUIE Portal

**To Do** [Detail](#)

Administration 2  
Password Reset 1  
OTP Token Activation 1  
Notice 12

**Direct Links**

Cash Management  
GCMS Plus 2  
FOREX  
CMS Singapore 1  
Cash Forecasting

Trade Finance  
Trade Manager

#### Global Cash Balance

Balance by... Customer: ALL | Base Currency: JPY [Rate by Bank] Settings

Total | 0 a/c  
110.0  
90.0

Others | 0 a/c  
50.0  
30.0

Closing Balance Intraday Balance

EMEA 0 a/c  
10.0  
50.0

East Asia 0 a/c  
50.0  
10.0

North America 0 a/c  
-50.0  
60.0

Asia Pacific 0 a/c  
50.0  
20.0

Central & South America 0 a/c  
50.0  
-50.0

Please register Base Currency in GCMS Plus to display balance.  
There is an account(s) that cannot display balance since the exchange rate has not been registered in GCMS plus.  
There is an account(s) that doesn't have balance details.  
There is an account(s) that cannot display balance. Please contact your servicing BTMU office for further assistance.

Page Top

#### To Do - Detail

COMSUIE Portal	Waiting for Application	Waiting for Approval	Rejected
Password Reset	1	1	-
OTP Token Activation	1	1	-

1 Login to COMSUIE & click on CMS Singapore

2 Click on Corporate Admin

3 Click on Signatory Matrix Setup

Task List Information Reporting Cash Services Corporate Admin

Force Release Subscriber Maintenance Signatory Matrix Setup Notification Setup UFX User Audit Log Admin Reports

## Signatory Matrix Setup — Clone

### Signatory Matrix Setup

#### Signatory Matrix Listing

No.	Signatory Matrix Name	Effective Date	Last Active Date	Version	Status	Action
1	<a href="#">SIGMATRIX</a>	21 Jul 2015	-	4	Active	<a href="#">Clone</a> <b>1</b>
2	<a href="#">SIGMATRIX</a>	21 Jul 2015	21 Jul 2015	3	Inactive	<a href="#">Clone</a>
3	<a href="#">SIGMATRIX</a>	21 Jul 2015	21 Jul 2015	2	Inactive	<a href="#">Clone</a>
4	<a href="#">SIGMATRIX</a>	20 Jul 2015	20 Jul 2015	1	Inactive	<a href="#">Clone</a>

Signatory Matrix Information

Company  
GLOBAL VENTURE HOLDING CORP LIMITED

Signatory Matrix Name \*

Effective Date \*

[< Back](#) [Save as Draft](#) **2**

Click OK to clone this record.

**3**

[OK](#) [Cancel](#)

**1** Click on [Clone](#) with Active status

**2** Click on [Save as Draft](#)

**3** Click on [OK](#)

## Setup Screen

Signatory Matrix Setup		Authorisation Policy		
Functions	Verifier	Authoriser	Releaser	
	Simple Workflow Mode	Authorisation Policy	Simple Workflow Mode	Simple Workflow Mode
<b>Payment</b>				
Cheque Issuance (SG)	0		1	0
GIRO Payment (SG)	0		1	0
GIRO Salary1 (SG)	0		1	0
GIRO Salary2 (SG)	0		1	0
RM-Book Transfer to Own (SG)	0		1	0
RM-Book Transfer to Third Party (SG)	0		1	0
RM-Demand Draft (SG)	0		1	0
RM-Domestic Transfer (SG)	0		1	0
RM-FAST Payment (SG)	0		1	0
RM-Foreign Remittance (SG)	0		1	1
Remittance (SG)	0		1	0
<b>Services</b>				
Beneficiary/Debtor File Upload (SG)	0		1	0
Beneficiary/Debtor Maintenance	0		0	0
Report Template Configuration	0		0	0
Template Maintenance	0		0	0
Upload Profile	0		0	0

Update

 indicates record has not been saved

- 1 Set the number of Approvers will require to authorize each Payment type
- 2 Set the number of Approvers will require to authorize each Service type
- 3 Click on Update

## Submission

Remarks *(Not applicable to Modify action)*

max. 500 characters

1

< Back × Delete Submit Return to Pool Modify

---

Confirm to submit?

1

OK Cancel

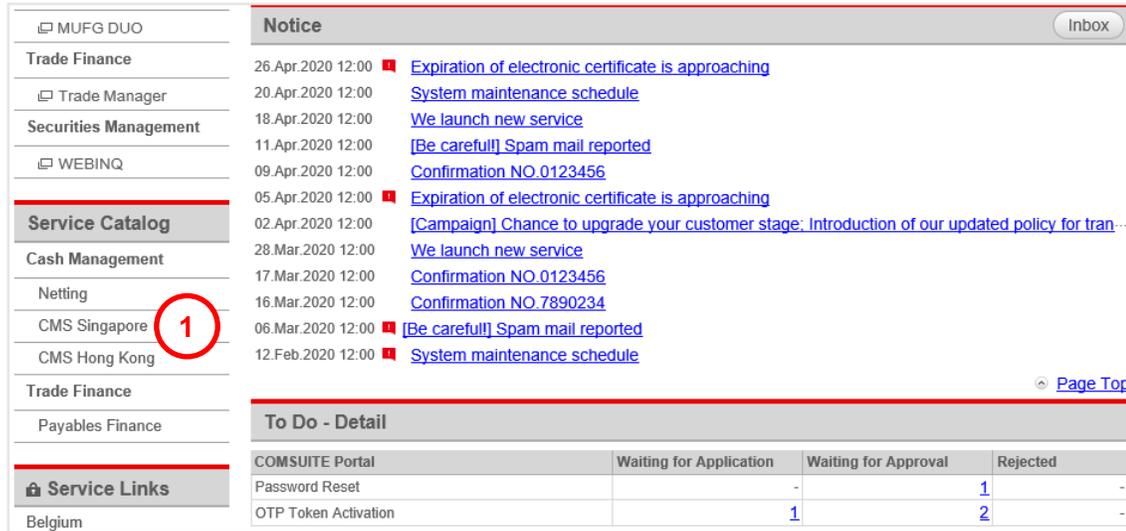
### Signatory Matrix Setup - Acknowledgement

 **Successful.**  
Task submitted.

1 Click on 

2 Click on 

## Pending Authorisation



**Notice** Inbox

26.Apr.2020 12:00 ■ [Expiration of electronic certificate is approaching](#)  
20.Apr.2020 12:00 [System maintenance schedule](#)  
18.Apr.2020 12:00 [We launch new service](#)  
11.Apr.2020 12:00 [\[Be careful!\] Spam mail reported](#)  
09.Apr.2020 12:00 [Confirmation NO.0123456](#)  
05.Apr.2020 12:00 ■ [Expiration of electronic certificate is approaching](#)  
02.Apr.2020 12:00 [\[Campaign\] Chance to upgrade your customer stage: Introduction of our updated policy for tran...](#)  
28.Mar.2020 12:00 [We launch new service](#)  
17.Mar.2020 12:00 [Confirmation NO.0123456](#)  
16.Mar.2020 12:00 [Confirmation NO.7890234](#)  
06.Mar.2020 12:00 ■ [\[Be careful!\] Spam mail reported](#)  
12.Feb.2020 12:00 ■ [System maintenance schedule](#)

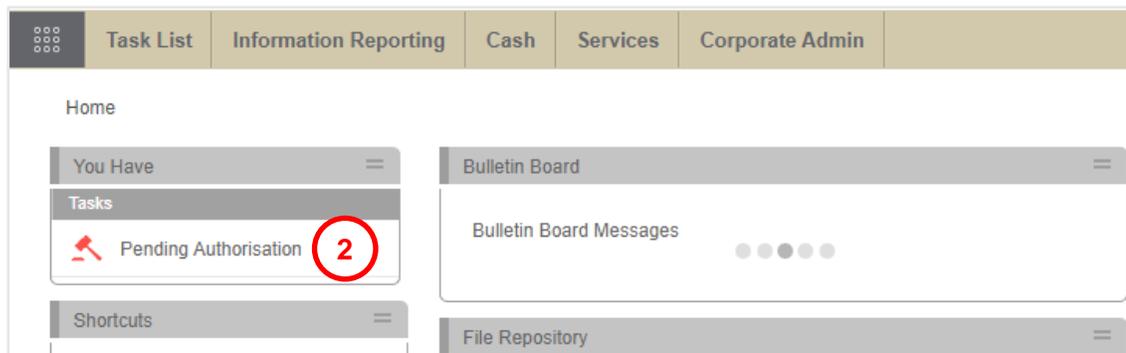
[Page Top](#)

**To Do - Detail**

COMSUIE Portal	Waiting for Application	Waiting for Approval	Rejected
Password Reset	-	1	-
OTP Token Activation	1	2	-

1 Login to COMSUIE & click on CMS Singapore

2 Click on Pending Authorisation



Task List Information Reporting Cash Services Corporate Admin

Home

You Have ≡

Tasks

Pending Authorisation 2

Shortcuts ≡

Bulletin Board ≡

Bulletin Board Messages ●●●●

File Repository ≡

## Setup Approval

Task List • Task List

Task List

Company: All | Product/Function: All | Status: Pending Authorisation

Orderer Account No.: All | Value Date: From To | Search | [Advanced Search](#)

<input type="checkbox"/>	Product	Transaction Reference No.	Batch Ref. No. File Ref. No.	Value Date	Amount	Beneficiary/Debtor	Customer Reference	Status	Orderer
<input checked="" type="checkbox"/>	<a href="#">Signatory Matrix Setup</a>	2311280032503	-	28 Nov 2023	-	-	-	Pending Authorisation (Create)	

Recall Return Decline Approve

1 Tick on [Signatory Matrix Setup](#)

2 Click

3 Enter Response Code

(click on  [A](#) for instructions how to enter Response Code)

4 Click

5 Click  to confirm

Approval Confirmation

You are approving 1 non-financial transactional task(s) and 0 financial transactional task(s).

■ Summary of Non-Financial Transactional Task(s)

Product	No. of Transaction
Subscriber Maintenance	1

Challenge Code: 929580

Response Code:

Token Instructions [A](#)

Confirm to approve?

## Setup Approved

Task List > Task List

Task Summary

 **Successful.**  
Task approved.

Product	Transaction Reference No.	Batch Ref. No. File Ref. No.	Value Date	Amount	Beneficiary/Debtor	Customer Reference	Orderer	Task Status	Task Message
Signatory Matrix Setup	2111070030032	-	07 Nov 2021	-	-	-	-	Successful.	1

1 Task approved. Click