Integrated Business
Software & Solutions

Integra
Authorised Signatory
Database

Authorised Signatory Database

The Authorised Signatory Database (ASD) records and manages an organisation's authorised signatories, maintaining all delegates information in one secure database.

Signatories Management

Public sector organisations like the NHS are accountable for the services they provide.

Ensuring that financial transactions are carried out in accordance with their regulatory framework is essential to managing their day to day financial activities.

Having an accurate and up to date authorised signatory list enables you to manage and control the scheme of delegation in your organisation.

Authorised Signatory Database (ASD) from Integrated Business Solutions records and manages an organisation's authorised signatories, maintaining all delegates' information in one secure database.

The system holds and displays key authorisation details such as the financial limits assigned to delegates, their department and organisation code details as well as their scanned signature.

This allows signatory and delegates responsibilities to be checked quickly and easily.

ASD offers full tracking and search history to produce an audit trail of every search, authorised signatory and delegation limits they hold.

In addition, ASD links to the Dynamic Record Manager (DRM) to automatically update the appropriate records within Integra.

ASD is a web-based system and is fully user definable. Each organisation sets the system and rules according to their delegation hierarchy.

Access to ASD can be restricted by the administrator to ensure only the information relevant to particular staff can be viewed. Only approved users have the authority to edit information or add new signatories.

Key Features

- Ability to identify business processes, such as signing holiday forms, approving expense claims, requisitioning goods etc.

- Definition of elements against which a person will be linked (e.g. cost centres, requisition points, etc.)

- Grouping of processes so they can be linked to elements such as cost centres etc. (e.g. purchasing and HR)

- Storage of basic information about a person including a digital image of the user's signature which can be stored and retrieved as required

- Ability to define up to ten custom fields where there is no corresponding Integra field

- Usage of RSS and AUT approval limits as well as defined ad-hoc limits

- Complete record management from entry, submission for creation, creation, update and deactivation

- Full audit trail of changes including details of previous signatories

Benefits

- Ability to set up a user with all their associated security rights and authorisations levels in one place

- Centralised secure database

- Single data source for all authorisation records

- Updates Integra approval limits/hierarchy at the push of a button (through Integra Dynamic Record Manager)

- Keeps Integra in synch with ASD records

Employee maintenance

| Personal Details | Attach documents relating to person | Digitally hold their signature | Set up the security for each module | Assign login |

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To find out more about Integra Authorised
Signatory Database, please contact us at

www.ibsoftwaresolutions.com