



# Managing Corporate Users and User Roles

Click an account tile to view details and transaction history. ✕

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- User Roles
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## Home 🖨️

### ACCOUNTS ✎ ⤴

Current: \$1,347,123.99 ?

<p>JCDC **8655</p> <p>Available Balance <b>\$4,966.00</b></p> <p>Current Balance \$4,966.00</p>	<p>ATM SURCHARGE EXPENSE **8898</p> <p>Available Balance <b>\$10,193.05</b></p> <p>Current Balance \$10,193.05</p>
<p>COMMERCIAL CHECKING **7245</p> <p>Available Balance <b>\$3,776.71</b></p> <p>Current Balance \$3,776.71</p>	<p>COMMERCIAL HYBRID **7311</p> <p>Available Balance <b>\$15,957.39</b></p> <p>Current Balance \$15,957.39</p>
<p>MUNICIPAL COMMER CKG **5122</p> <p>Available Balance <b>\$4,372.42</b></p> <p>Current Balance \$4,372.42</p>	<p>MUNICIPAL HYBRID **7152</p> <p>Available Balance <b>\$5,297.31</b></p> <p>Current Balance \$5,297.31</p>
<p>NON-PR COMMERC CKG **5537</p> <p>Available Balance <b>\$4,864.35</b></p> <p>Current Balance \$4,864.35</p>	<p>INSTITUTIONAL MMKT **6030</p> <p>Available Balance <b>\$9,496.43</b></p> <p>Current Balance \$9,496.43</p>
<p>OFFICIAL CHECKS **4572</p> <p>Available Balance <b>\$10,007.90</b></p> <p>Current Balance \$10,007.90</p>	<p>NON PR COM CKG W/INT **1995</p> <p>Available Balance <b>\$4,836.45</b></p> <p>Current Balance \$4,836.45</p>
<p>WHOLESALE MMKT (FINA... **6454</p> <p>Available Balance <b>\$5,103.29</b></p> <p>Current Balance \$5,103.29</p>	<p>FIXED COMMERCIAL 300200</p> <p>Current Balance \$750,000.00</p>
<p>RLC VARIABLE 200200</p> <p>Current Balance \$500,000.00</p>	<p>ESCROW BUSINESS MMKT **6356</p> <p>Available Balance <b>\$4,466.30</b></p> <p>Current Balance \$4,466.30</p>

Transfer Money Now ➤

Instead of creating user entitlements individually for each user, **Company Administrators** will create **User Roles** to easily assign entitlements for users based on their roles. For example, you could create a User Role for Accounts Payables users, Accounts Receivables users, View Only users, etc.

To create and manage User Roles, click on **User Roles** under the **Settings** Menu.

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## User Roles ?

Search

Create Role

### USER ROLES

Name ^	Description	Users ^	
Accounts Payable	None	1	  
Accounts Receivable	None	1	  
Administration	None	44	
Jordan Role	None	None	
JoshW Mobile Test	None	1	
Kyle Test Role for Training	None	1	  
View Only	None	None	  

Click **Create Role** to create a new User Role.

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## User Roles > New User Role

Role Name

Description (optional)

Cancel Continue

Give your User Role a name and a description. Click **Continue**.

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## User Roles ▶ Accounts Payable\_ ✎

Save

View Transaction Activity, Submit ACH/Wire Payments

Overview Features Accounts

Transaction Type	Approval Limit	Per Day Approval Limits	Per Month Approval Limits	Per Account Approval Limits	Draft Actions Max	Approve Actions Max	Cancel Actions Max	View
<b>ACH Collection</b>	\$999,999.99	999 / \$999,999.99	999 / \$999,999.99	999 / \$999,999.99	1 Any	1 Any	1 Any	All
<b>ACH Passthru</b>	\$999,999.99	999 / \$999,999.99	999 / \$999,999.99		1 Any	1 Any	1 Any	All
<b>ACH Payments</b>	\$999,999.99	999 / \$999,999.99	999 / \$999,999.99	999 / \$999,999.99	1 Any	1 Any	1 Any	All
<b>Change Address</b>		50	200	5	1 Any	1 Any	1 Any	All
<b>Check Reorder</b>		50	200	5	1 Any	1 Any	1 Any	All
<b>EFTPS</b>	\$999,999.99	999 / \$999,999.99	999 / \$999,999.99	999 / \$999,999.99	1 Any	1 Any	1 Any	All
<b>Payroll</b>	\$999,999.99	999 / \$999,999.99	999 / \$999,999.99	999 / \$999,999.99	1 Any	1 Any	1 Any	All
<b>Stop Payment</b>		50	200	50	1 Any			
<b>Transfer - Internal</b>	\$999,999.99	999 / \$999,999.99	999 / \$999,999.99	999 / \$999,999.99	1 Any			
<b>Wire - Domestic</b>	\$999,999.99	50 / \$999,999.99	500 / \$999,999.99	50 / \$999,999.99	1 Any	Any	Any	All

You will see all the transactions your company has access to. **Click on a transaction type to edit entitlements.**

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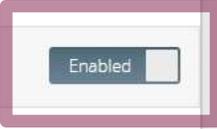
## User Roles ▶ Accounts Payable\_

Save

View Transaction Activity, Submit ACH/Wire Payments

- Overview
- Features
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**ACH PAYMENTS** [Change](#)



- Allowed Actions
- Rights
- Approval Limits

[Open Policy Tester](#) [Add New Allowed Action](#)

Allows **ACH Payments** transaction for **any amount**  

OPERATIONS 	AMOUNT 	SUBSIDIARIES 	ACCOUNTS 	DRAFT HOURS 	SEC CODES 
Any	Any	Any	Any	Any	Any

**Enable or Disable** the Transaction Types required.

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## User Roles ▶ Accounts Payable\_

Save

View Transaction Activity, Submit ACH/Wire Payments

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### ACH PAYMENTS [Change](#)

Allowed Actions

- Rights
- Approval Limits

Open Policy Tester

Add New Allowed Action

Allows **ACH Payments** transaction for **any amount**

OPERATIONS	AMOUNT	SUBSIDIARIES	ACCOUNTS	DRAFT HOURS	SEC CODES
Any	Any	Any	Any	Any	Any

You can set **Advanced Entitlements**.  
From the Overview tab, click **Allowed Actions**

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## User Roles ▶ Accounts Payable\_

Save

View Transaction Activity, Submit ACH/Wire Payments

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ACH PAYMENTS [Change](#)

Enabled

- Allowed Actions
- Rights
- Approval Limits

[Open Policy Tester](#) [Add New Allowed Action](#)

Allows **ACH Payments** transaction for **any amount**

OPERATIONS	AMOUNT	SUBSIDIARIES	ACCOUNTS	DRAFT HOURS	SEC CODES
Any	Any	Any	Any	Any	Any

You can adjust and **Add New Allowed Actions** for this Transaction.

Allows **ACH Payments** transaction for **any amount**

OPERATIONS  Any	AMOUNT  Any	SUBSIDIARIES  Any	ACCOUNTS  Any	DRAFT HOURS  Any	SEC CODES  Any
-----------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------

**Operations**

<b>Draft</b>	<input checked="" type="checkbox"/> On
<b>Draft Restricted</b>	<input type="checkbox"/> Off
<b>Approve</b>	<input checked="" type="checkbox"/> On
<b>Cancel</b>	<input checked="" type="checkbox"/> On

**Operations** is for the ability to Draft, Approve and Cancel transactions.

**Draft Restricted** is a special case that only gives the user access to templates someone else has setup for them.

Allows **ACH Payments** transaction for **any amount**

OPERATIONS  AMOUNT  SUBSIDIARIES  ACCOUNTS  DRAFT HOURS  SEC CODES 

Any up to \$0 Any Any Any Any

Enter Maximum Operation Amount

- Any Allowable Amount 
- Specific Amount

\$

**Amount** is the payment amount for this Allowed Action.

Allows **ACH Payments** transaction for **any amount**

OPERATIONS  Any

AMOUNT  Any

**SUBSIDIARIES  Any**

ACCOUNTS  Any

DRAFT HOURS  Any

SEC CODES  Any

Items:

-  McQuetoo Transportation Company
-  ACH Pass Thru Testing
-  JFG Test
-  JFG Test 2
-  JFG Test 3
-  JOSHW MOBILE
-  McQuetoo Payables
-  RustySubACH1
-  Sarah M Test
-  Shawshank Penitentiary

**Subsidiaries** limits the choice of ACH Companies this user role has access to.

Allows **ACH Payments** transaction less than or equal to **\$200** by **McQuetoo Transportation Company**

OPERATIONS  Any	AMOUNT  up to \$200	SUBSIDIARIES  McQuetoo Trans...	ACCOUNTS  Any	DRAFT HOURS  Any	SEC CODES  PPD CCD
-----------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------



Not all accounts have the appropriate permissions for this transaction type. Only eligible accounts are displayed.

Groups:

Main Acct

test

Items:

- |                                                            |                                                         |                                                           |
|------------------------------------------------------------|---------------------------------------------------------|-----------------------------------------------------------|
| <input type="checkbox"/> COMMERCIAL CKG W/INT<br>****4277  | <input type="checkbox"/> OFFICIAL CHECKS<br>****4572    | <input type="checkbox"/> COMMERCIAL CHECKING<br>****7245  |
| <input type="checkbox"/> ATM SURCHARGE EXPENSE<br>****8898 | <input type="checkbox"/> INSTITUTIONAL MMKT<br>****6030 | <input type="checkbox"/> ESCROW BUSINESS MMKT<br>****6356 |
| <input type="checkbox"/> JCDC<br>****8655                  | <input type="checkbox"/> NON-PR COMMERC CKG<br>****5537 | <input type="checkbox"/> NON PR COM CKG W/INT<br>****1995 |
| <input type="checkbox"/> MUNICIPAL HYBRID<br>****7152      | <input type="checkbox"/> MUNICIPAL MMKT CKG<br>****5221 | <input type="checkbox"/> MUNI COMM CKG W/INT<br>****9706  |
| <input type="checkbox"/> RLC VARIABLE<br>****200200        |                                                         |                                                           |

**Accounts** limits the number of accounts this user role has access to.

**Please note**, in your company profile, each subsidiary (ACH ID) will be linked to only one account so it would be advised to select the proper subsidiaries for this User Role but leave Accounts unrestricted.

Allows **ACH Payments** transaction for **any amount** performed **during specified times**

OPERATIONS  Any

AMOUNT  Any

SUBSIDIARIES  Any

ACCOUNTS  Any

**DRAFT HOURS**  Custom

SEC CODES  Any

Week

Reset

	12am	1am	2am	3am	4am	5am	6am	7am	8am	9am	10am	11am	12pm	1pm	2pm	3pm	4pm	5pm
Sun																		
Mon																		
Tue																		
Wed																		
Thu																		
Fri																		
Sat																		

**Draft Hours** limits when transactions can take place. If you would like to limit what hours transactions can be completed, click on the individual tiles.

The shaded tiles are the hours transactions are allowed; the white tiles are disallowed. If no tiles are shaded, there are no time restrictions in place.

Allows **ACH Payments** transaction for **any amount**

OPERATIONS  Any	AMOUNT  Any	SUBSIDIARIES  Any	ACCOUNTS  Any	DRAFT HOURS  Any	SEC CODES  CCD PPD
-----------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------

Items:

 PPD	 CCD	 WEB
---------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------

**SEC Codes** shows the codes allowed with this transaction.

Click **OK** when you are completed updating the Policy.

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User Roles ▶ Accounts Payable\_

Save

- Overview
- Features
- Accounts

ACH PAYMENTS Change

Enabled

- Allowed Actions
- Rights
- Approval Limits

Open Policy Tester

Add New Allowed Action

Allows **ACH Payments** transaction less than or equal to \$200 by McQuetoo Transportation Company

OPERATIONS Any	AMOUNT up to \$200	SUBSIDIARIES McQuetoo Trans...	ACCOUNTS Any	DRAFT HOURS Any	SEC CODES CCD PPD
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Allows **ACH Payments** transaction **Draft, Cancel** less than or equal to \$300

OPERATIONS Draft, Cancel	AMOUNT up to \$300	SUBSIDIARIES Any	ACCOUNTS Any	DRAFT HOURS Any	SEC CODES CCD PPD
-----------------------------	-----------------------	---------------------	-----------------	--------------------	-------------------------

**You can create additional Allowed Actions and chain Allowed Actions together.**

In this case, the User Role:

- Can Draft or Approve any payment of \$200 and below
- Can only Draft from \$200 to \$300
- And is not allowed to make any payment above \$300 as there is no Allowed Action with Any Amount.

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## User Roles ▶ Accounts Payable\_

Save

Overview Features Accounts

**ACH PAYMENTS** **Change**

Enabled

Allowed Actions Rights Approval Limits

Click **Change** to switch between transaction types.

Allows **ACH Payments** transaction less than or equal to **\$200** by **McQuetoo**

OPERATIONS  Any	AMOUNT  up to \$200	SUBSIDIARIES  McQuetoo Trans...	ACCOUNTS  Any	DRAFT HOURS  Any	SEC CODES  CCD PPD
-------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------

Allows **ACH Payments** transaction **Draft, Cancel** less than or equal to **\$300**  

OPERATIONS  Draft, Cancel	AMOUNT  up to \$300	SUBSIDIARIES  Any	ACCOUNTS  Any	DRAFT HOURS  Any	SEC CODES  CCD PPD
-------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------

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## User Roles ▶ Accounts Payable\_

Save

Overview Features Accounts

ACH PAYMENTS [Change](#)

Enabled

Allowed Actions Rights Approval Limits

Open Policy Tester

Add New Allowed Action

Allows **ACH Payments** transaction less than or equal to **\$200** by **McQuetoo Transportation Company**

OPERATIONS Any	AMOUNT up to \$200	SUBSIDIARIES McQuetoo Trans...	ACCOUNTS Any	DRAFT HOURS Any	SEC CODES CCD
-------------------	-----------------------	-----------------------------------	-----------------	--------------------	------------------

Allows **ACH Payments** transaction **Draft, Cancel** less than or equal to **\$300**

OPERATIONS Draft, Cancel	AMOUNT up to \$300	SUBSIDIARIES Any	ACCOUNTS Any	DRAFT HOURS Any	SEC CODES CCD PPD
-----------------------------	-----------------------	---------------------	-----------------	--------------------	-------------------------

**Open Policy Tester** allows you to test your Allowed Actions to make sure they limit the User Role appropriately.

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**Example Transaction**

Operations	Amount	Account	Subsidiary	
Draft	\$1,000.00	COMMERCIAL CKG W/INT	McQuetoo Transportation	<b>Test</b>
SEC Code	IP Addresses	Location	Day	Time
PPD	192.168.1.*	United States	Any	

Auth code provided  
 Template used (i.e. draft restricted)

**This transaction will be denied: Transaction did not match any allowed actions by UserRole Policy**

**Bank Policy** Allowed  
**Company Policy** McQuetoo Transportation Comp... Allowed  
**UserRole Policy** AccountsPayable Denied

Allowed Actions

Allows ACH Payments transaction less than or equal to \$200

OPERATIONS	AMOUNT	SUBSIDIARIES	ACCOUNTS	DRAFT HOURS	
Any	up to \$200	Any	Any	Any	

Allows ACH Payments transaction Draft, Cancel less than or equal to \$300

OPERATIONS	AMOUNT	SUBSIDIARIES	ACCOUNTS	DRAFT HOURS	SEC CODES
Draft, Cancel	up to \$300	Any	Any	Any	CCD PPD

Enter your test criteria and click **Test**.

In this scenario, the transaction is denied since the dollar amount is over any of the allowed actions for this user role.

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## User Roles ▶ AccountsPayable

Delete

Overview Features Accounts

ACH PAYMENTS [Change](#)

Enabled

Allowed Actions **Rights** Approval Limits

**View Online Activity**

- Can view all transactions
- Can view all transactions**
- Can view own transactions
- Can view transactions by others in this role
- Cannot view any transactions

Click on **Rights** to determine whether the User Role can see all transactions, only view their own transactions, only view transactions done by others in the same role or cannot view any transactions.

This is for this type of transaction only i.e. for this example, the ACH Payment transaction has View All rights

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## User Roles ▶ Accounts Payable

Delete Save

Overview Features Accounts

ACH PAYMENTS Change

Enabled

Allowed Actions Rights **Approval Limits**

Maximum Amount ?		Maximum Count ?	
Per transaction	\$ 999,999.99	Per Account Per Day	999
Per Account Per Day	\$ 999,999.99	Per Day	999
Per Day	\$ 999,999.99	Per Month	999
Per Month	\$ 999,999.99		

Click on **Approval Limits** to set the Approval Limits for this transaction type.

Click **Save** at the top of the screen when finished.

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## User Roles ▶ AccountsPayable

Delete Save

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### FEATURES 2

#### RIGHTS

Access Incoming/Outgoing Wire Alerts

Access to all payment templates

Allow one-time recipients

Can view all recipients

Manage Recipients

Manage Users

Recipient upload from batch

Statement Image

View Wire Activity

Wire upload from batch (requires Multi-User)

#### INFORMATION REPORTING

ACH Activity Report Current Day

ACH Activity Report Previous Day

ACH Online Origination

ACH Pass-thru File Uploads

Balance and Activity Statement Current Day

Balance and Activity Statement Previous Day

Cash Position Previous Days

Checks Paid Report Current Day

Checks Paid Report Previous Days

Company Entitlements Report

The **Features** tab allows you to set the capabilities the User Role has.

Only turn on features that the User Role needs.

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User Roles ▶ AccountsPayable 

Delete Save

Overview Features **Accounts**

ACCOUNTS <sup>2</sup>

Search by name, number or label

Number	Name	View <input type="checkbox"/>	Deposit <input type="checkbox"/>	Withdraw <input type="checkbox"/>	Labels
****4277	COMMERCIAL CKG W/INT	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
****4572	OFFICIAL CHECKS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
****7245	COMMERCIAL CHECKING	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
****7757	COMMERCIAL CKG W/INT	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
****8898	ATM SURCHARGE EXPENSE	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
****6030	INSTITUTIONAL MMKT	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
****6356	ESCROW BUSINESS MMKT	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
****6454	WHOLESALE MMKT (FINANCE ONLY)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
****8655	JCDC	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
****5537	NON-PR COMMERC CKG	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
****1995	NON PR COM CKG W/INT	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

By clicking the **Accounts** tab, you can select which accounts the User Role can View, Deposit into, or Withdraw from.

A padlock indicates that transaction type is restricted from that account.

Click **Save** when finished.

Click an account tile to view details and transaction history.

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## Home

### ACCOUNTS

Current: \$1,347,123.99

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<p>RLC VARIABLE 200200</p> <p>Current Balance \$500,000.00</p>	<p>ESCROW BUSINESS MMKT **6356</p> <p>Available Balance <b>\$4,456.30</b></p> <p>Current Balance \$4,456.30</p>

Transfer Money Now

If you have the rights to manage the **Company Policy**, you can add restrictions across all users in the company.

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## McQuetoo Transportation Company

Company Policy ⓘ

- Overview
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Transaction Type	Approval Limit	Per Day Approval Limits	Per Month Approval Limits	Per Account Approval Limits	Draft Actions Max		
<b>ACH Collection</b>	\$999,999.99	999 / \$999,999.99	999 / \$999,999.99	999 / \$999,999.99	1 Any		
<b>ACH Passthru</b>	\$999,999.99	999 / \$999,999.99	999 / \$999,999.99		1 Any	1 Any	1 Any
<b>ACH Payments</b>	\$999,999.99	999 / \$999,999.99	999 / \$999,999.99	999 / \$999,999.99	1 Any	1 Any	1 Any
<b>Change Address</b>		50	200	5	1 Any	1 Any	1 Any
<b>Check Reorder</b>		50	200	5	1 Any	1 Any	1 Any
<b>EFTPS</b>	\$999,999.99	999 / \$999,999.99	999 / \$999,999.99	999 / \$999,999.99	1 Any	1 Any	1 Any
<b>Payroll</b>	\$999,999.99	999 / \$999,999.99	999 / \$999,999.99	999 / \$999,999.99	1 Any	1 Any	1 Any
<b>Stop Payment</b>		50	200	50	1 Any	1 Any	1 Any
<b>Transfer - Internal</b>	\$999,999.99	999 / \$999,999.99	999 / \$999,999.99	999 / \$999,999.99	1 Any	1 Any	1 Any
<b>Wire - Domestic</b>	\$999,999.99	50 / \$999,999.99	500 / \$999,999.99	50 / \$999,999.99	1 Any	1 Any	1 Any

**Select a Transaction Type to add Company level restrictions.**

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### ACH PAYMENTS [Change](#)

- Allowed Actions**
- Approval Limits

These limits are read-only

#### Maximum Amount ⓘ

Per transaction

\$ 999,999.99

Per Account Per Day

\$ 999,999.99

Per Day

\$ 999,999.99

Per Month

\$ 999,999.99

#### Maximum Count ⓘ

Per Account Per Day

999

Per Day

999

Per Month

999

You will be taken to the Approval Limits page. This is a view only page.

Click on **Allowed Actions**.

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## McQuetoo Transportation Company

Company Policy

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### ACH PAYMENTS [Change](#)

- Allowed Actions
- Approval Limits

Open Policy Tester

Add New Allowed Action

Allows **ACH Payments** transaction for **any amount**

DRAFT AMOUNT	APPROVALS	SUBSIDIARIES	ACCOUNTS	DRAFT HOURS	LOCATION	IP ADDRESSES
Any	1	Any	Any	Any	Any	Any

You will see the **Allowed Actions** looks very similar to the Allowed Actions on the User Roles page. However, there are a couple extra Action options...

Allows **ACH Payments** transaction for **any amount**

DRAFT AMOUNT Any	APPROVALS 1	SUBSIDIARIES Any	ACCOUNTS Any	DRAFT HOURS Any	LOCATION Any	IP ADDRESSES Any	SEC CODES Any
---------------------	----------------	---------------------	-----------------	--------------------	-----------------	---------------------	------------------

## Permitted Regions

Select All

Clear All

- United States
- Canada
- Mexico

On the **Location** tile, you can control which region the IP address making the transaction may reside in.

Allows **ACH Payments** transaction for **any amount**

DRAFT AMOUNT Any	APPROVALS 1	SUBSIDIARIES Any	ACCOUNTS Any	DRAFT HOURS Any	LOCATION Any	IP ADDRESSES Any	SEC CODES Any
---------------------	----------------	---------------------	-----------------	--------------------	-----------------	---------------------	------------------

### IP Addresses

Add a new IP address (use !\* as a wildcard) to restrict transaction origin:

You can control the **IP addresses** that have the ability to process these transactions

**Please note:** This setting will stop anyone using the mobile app, as each mobile phone has an IP address that the provider supplies.

Click an account tile to view details and transaction history.

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## Home

### ACCOUNTS

Current: \$1,347,123.99

JCDC **8655 Available Balance Current Balance	\$4,966.00 \$4,966.00	ATM SURCHARGE EXPENSE **8898 Available Balance Current Balance	\$10,193.05 \$10,193.05
COMMERCIAL CHECKING **7245 Available Balance Current Balance	\$3,686.71 \$3,686.71	COMMERCIAL HYBRID **7311 Available Balance Current Balance	\$15,957.39 \$15,957.39
MUNICIPAL COMMER CKG **5122 Available Balance Current Balance	\$4,372.42 \$4,372.42	MUNICIPAL HYBRID **7152 Available Balance Current Balance	\$5,297.31 \$5,297.31
NON-PR COMMERC CKG **5537 Available Balance Current Balance	\$4,864.35 \$4,864.35	INSTITUTIONAL MMKT **6030 Available Balance Current Balance	\$9,596.43 \$9,596.43
OFFICIAL CHECKS **4572 Available Balance Current Balance	\$10,007.90 \$10,007.90	NON PR COM CKG W/INT **1995 Available Balance Current Balance	\$4,836.45 \$4,836.45
WHOLESALE MMKT (FINA... **6454 Available Balance Current Balance	\$5,103.29 \$5,103.29	FIXED COMMERCIAL 300200 Current Balance	\$750,000.00
RLC VARIABLE 200200 Current Balance	\$500,000.00	ESCROW BUSINESS MMKT **6356 Available Balance Current Balance	\$4,456.30 \$4,456.30

Transfer Money Now

Once you have the User Role created, you can **add** existing users to that Role or create a new user.

Click on **Users** under the **Settings** Menu.

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## User Management

**Add User**

User	Email Address	Role	Status	Last login	
<b>Adam Potrykus</b>		Administration	Active	2 hours ago	
<b>Amanda Ladewig</b>		Administration	Active		
<b>Angela Rust</b>		Administration	Active		
<b>Ann Naylor</b>		Administration	Active		
<b>Annette Feivor</b>		Administration	Active		
<b>Carrie Farmer</b>		Administration	Active		
<b>Cassey Schulz</b>		Administration	Active		
<b>Christine Lenoir</b>		Administration	Active	10 days ago	
<b>Christopher Herb</b>		Administration	Active		
<b>David Varney</b>		Administration	Active	7 days ago	
<b>Erin Stampfl</b>		Administration	Active	10 days ago	
<b>Gloria Markowski</b>		Administration	Active	33 minutes ago	

To create a new user, click **Add User**.

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## New User Details

### PERSONAL DETAILS

First Name	Last Name	Email Address
<input type="text" value="New"/>	<input type="text" value="User"/>	<input type="text" value="Email@Email.com"/>
Phone Country	Phone	
<input type="text" value="United States"/>	<input type="text" value="(262)555-5555"/>	

### LOGIN DETAILS

User ID	Password	Confirm Password
<input type="text" value="newuser"/>	<input type="password" value="....."/>	<input type="password" value="....."/>

User Role

Fill in the information of your new user. Select the proper User Role from the dropdown menu. Click **Save New User Details** when finished.

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## User Management

Add User

User	Email Address	Role	Status	Last login	
Adam Potrykus		Administration	Active	2 hours ago	
Amanda Ladewig		Administration	Active		
Angela Rust		Administration	Active	4 days ago	
Ann Naylor				7 days ago	
Annette Feivor					
Carrie Farmer				3 days ago	
Cassey Schulz				3 hours ago	
Christine Lenoir		Administration	Active	10 days ago	
Christopher Herb		Administration	Active		
David Varney		Administration	Active	7 days ago	
Erin Stampfl		Administration	Active	10 days ago	
Gloria Markowski		Administration	Active	33 minutes ago	

To add or change a User Role for an existing user, click on the pencil icon on that user's tile.

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## User Details

### Status

Active  
[Edit Status](#)

### PERSONAL DETAILS

First Name	Last Name	Email Address
Minnie	Mouse	minnie@disney.com
Phone Country	Phone	
United States	(222)444-6666	

### USER ROLE Manage User Roles

Current Role

**Update Role**

### USER LOGINS

Login Name	Channel	Status	Last Logon
Minnie	Internet	Password Change Required	

Select the Appropriate User Role from the dropdown menu and assign it to the User. Click **Update Role** to Save.

[Cancel](#) [Delete](#)

# Additional Resources and Support

- For additional resources, including “how-to” guides, please visit our online Client Resources page at:
  - » <https://www.johnsonfinancialgroup.com/client-resources>
- If further support is needed, please call our Treasury Management Support Center at 888.769.3796 or by email at [tmsupport@johnsonfinancialgroup.com](mailto:tmsupport@johnsonfinancialgroup.com).

