

Company Policy

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Company Policy Overview

The Company Policy controls company-level feature entitlements and dollar limits where additional restrictions can be placed on all users regardless of the user level.

1. Select the 'Company Policy' option in the 'Commercial Functions' menu.
2. Select an online transaction type by clicking on the corresponding blue link. (ex. ACH Payment- Single)

NOTE: All transaction types in the 'Overview' section contain a consistent workflow for ease of use.

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- [Transfer/Deposit](#)
- [Transactions](#)
- [Statements/Notices](#)
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Q2 Strategic Advisory Services

Company Policy (i)

Overview Features Accounts User Roles

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
ACH Collection	\$1,000,000	99,999 / \$1,000,000	999,999 / \$1,000,000	99,999 / \$1,000,000	1 \$50,000.00	1 \$50,000.00	1 \$50,000.00
ACH Passthru	\$9,999,999	99 / \$9,999,999	999 / \$9,999,999	999 / \$9,999,999	1 Any	1 Any	1 Any
ACH Payment - Single	\$9,999,999	999 / \$9,999,999	9,999 / \$9,999,999	999 / \$9,999,999	1 Any	1 Any	1 Any
ACH Payments	\$99,999,999	9,999 / \$99,999,999	9,999 / \$99,999,999	9,999 / \$99,999,999	3 \$1,000,000.00	3 \$1,000,000.00	3 \$1,000,000.00
ACH Receipt - Single	\$9,999,999	9,999 / \$9,999,999	0 / \$99,999,999	999 / \$9,999,999	1 Any	1 Any	1 Any
Change Address		0	0	0	1 Any	1 Any	1 Any
Check Reorder		0	0	0	1 Any	1 Any	1 Any
EFTPS	\$99,999	999 / \$99,999	9,999 / \$99,999	999 / \$99,999	1 Any	1 Any	1 Any
Payroll	\$999,999	999 / \$999,999	9,999 / \$999,999	999 / \$999,999	1 Any	1 Any	1 Any
Stop Payment		0	0	0	1 Any	1 Any	1 Any
Transfer - Internal	\$1,000,000	999 / \$1,000,000	1,000 / \$1,000,000	999 / \$1,000,000	1 Any	1 Any	1 Any

Allowed Actions

NOTE: One or multiple levels may be setup to establish general or granular user limitations.

The screenshot shows the 'Allowed Actions' configuration for 'ACH PAYMENT - SINGLE'. The interface includes a left-hand navigation menu with options like 'Accounts Summary', 'Transfer/Deposit', 'Transactions', 'Statements/Notices', 'Commercial Functions', 'Users', 'User Roles', 'Company Policy', 'Wire Activity', 'Payments', 'Recipients', 'Subsidiaries', and 'ACH Pass-Thru'. The main content area displays the 'Allowed Actions' tab, with a sub-tab for 'ACH PAYMENT - SINGLE'. A red box highlights the configuration details for a rule that allows 'ACH Payment - Single' transactions for 'any amount'. The configuration includes fields for 'DRAFT AMOUNT' (Any), 'APPROVALS' (1), 'SUBSIDIARIES' (Any), 'ACCOUNTS' (Any), 'DRAFT HOURS' (Any), 'LOCATION' (Any), and 'IP ADDRESSES' (Any).

3. Click on the 'Draft Amount' box. Specify the dollar amount for the allowed action.

Q2 Strategic Advisory Services Policy » ACH Payment - Single » Rule #1

This screenshot shows the 'Draft Amount' configuration step. The title bar indicates the rule allows 'ACH Payment - Single' transactions less than or equal to \$100,000. The 'DRAFT AMOUNT' field is highlighted with a red box and contains the text 'up to \$100,000'. Other configuration fields include 'APPROVALS' (1), 'ACCOUNTS' (Any), 'SUBSIDIARIES' (Any), 'DRAFT HOURS' (Any), 'LOCATION' (Any), and 'IP ADDRESSES' (Any).

Enter Maximum Draft Amount

1	2	3
4	5	6
7	8	9
Delete	0	Any

- Click on the 'Approvals' box. Between one and five required approvals can be set.

Q2 Strategic Advisory Services Policy » ACH Payment - Single » Rule #1

Allows **ACH Payment - Single** transaction less than or equal to **\$100,000** and requires **two (2) approvals**

DRAFT AMOUNT up to \$100,000	APPROVALS 2	ACCOUNTS Any	SUBSIDIARIES Any	DRAFT HOURS Any	LOCATION Any	IP ADDRESSES Any
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- Click on the 'Accounts' box. Select the account(s) allowed for this transaction type.

NOTE: The selected account will turn red when selected.

Q2 Strategic Advisory Services Policy » ACH Payment - Single » Rule #1

Allows **ACH Payment - Single** transaction less than or equal to **\$100,000** from **Premier Checking** and requires **two (2) approvals**

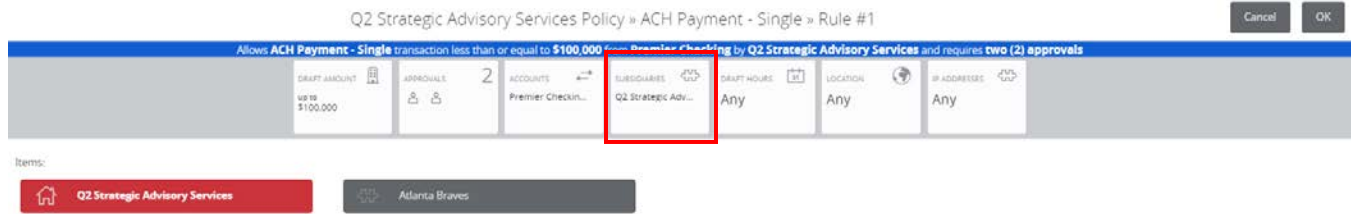
DRAFT AMOUNT up to \$100,000	APPROVALS 2	ACCOUNTS Premier Checkin...	SUBSIDIARIES Any	DRAFT HOURS Any	LOCATION Any	IP ADDRESSES Any
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Items:

<input checked="" type="checkbox"/> Relationship Checking 13634268	<input type="checkbox"/> Personal Money Market 3001156432	<input checked="" type="checkbox"/> Premier Checking 21980556	<input type="checkbox"/> Fixed Term IRA 4001020052
<input type="checkbox"/> Fixed Term IRA 4001018184	<input type="checkbox"/> United Savings 234034	<input type="checkbox"/> Home Equity Loan 6001104428	<input type="checkbox"/> Relationship Checking 13634268
<input type="checkbox"/> External Checking 3000002466			

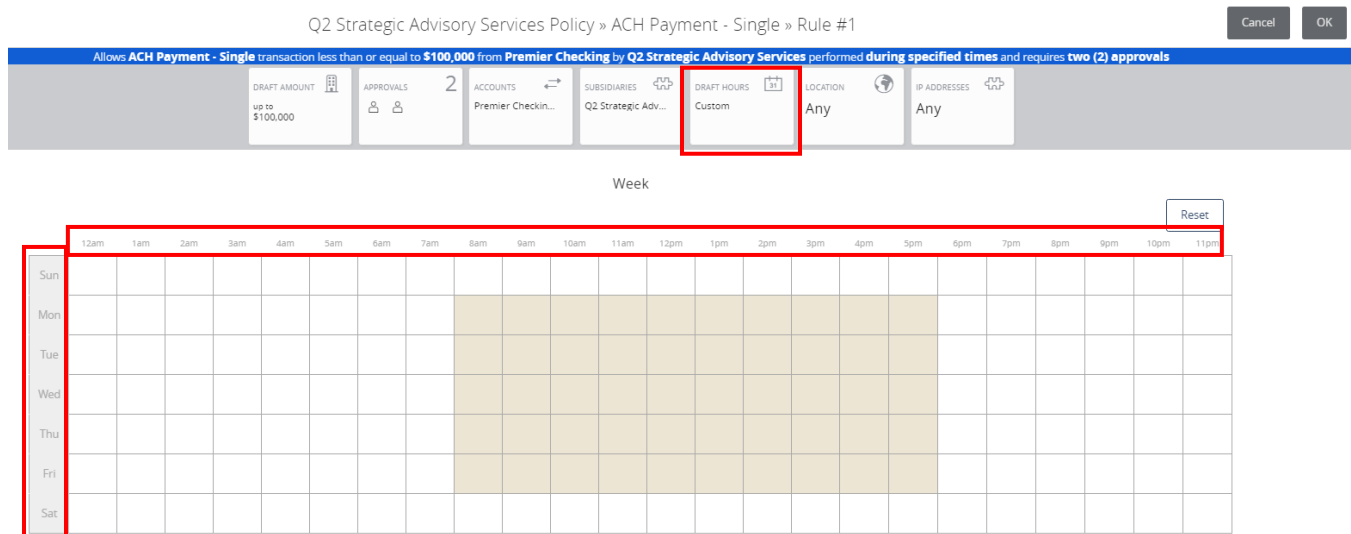
6. Click the 'Subsidiaries' box. Select the subsidiary or subsidiaries allowed for this transaction type.

NOTE: The selected account will turn maroon when selected.



7. Click the 'Draft Hours' box. Select the days and hours allowed for this transaction type.

NOTE: The days of the week down the left side and the hours of the day across the top can be clicked to select an entire row or column. The individual boxes can also be selected or deselected.



8. Click the 'Locations' box. Select the country or countries in North America allowed for this transaction type.

NOTE: If no countries are designated (Any), there will be no restriction placed on location.

Q2 Strategic Advisory Services Policy » ACH Payment - Single » Rule #1

Allows **ACH Payment - Single** transaction less than or equal to **\$100,000** from **Premier Checking** by **Q2 Strategic Advisory Services** performed **during specified times** and requires **two (2) approvals**

DRAFT AMOUNT up to \$100,000	APPROVALS 2	ACCOUNTS Premier Checkin...	SUBSIDIARIES Q2 Strategic Adv...	DRAFT HOURS Custom	LOCATION Any	IP ADDRESSES Any
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Permitted Regions

Select All Clear All

<input type="checkbox"/>	United States
<input type="checkbox"/>	Canada
<input type="checkbox"/>	Mexico

9. Click the 'IP Addresses' box. Select the IP address and/or IP address range(s) to be allowed for this transaction type.

NOTE: If no IP address or IP address range is designated (Any), there will be no restriction placed on IP address origination.

Q2 Strategic Advisory Services Policy » ACH Payment - Single » Rule #1

Allows **ACH Payment - Single** transaction less than or equal to **\$100,000** from **Premier Checking** by **Q2 Strategic Advisory Services** performed **during specified times** and requires **two (2) approvals**

DRAFT AMOUNT up to \$100,000	APPROVALS 2	ACCOUNTS Premier Checkin...	SUBSIDIARIES Q2 Strategic Adv...	DRAFT HOURS Custom	LOCATION Any	IP ADDRESSES Any
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IP Addresses

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

192.168.1.* Add

10. Click the 'Policy Tester' to validate the Company Policy functionality to assure the setup is as needed.

Q2 Strategic Advisory Services

Company Policy



Overview

Features

Accounts

User Roles

ACH PAYMENT - SINGLE [Change](#)

Allowed Actions

Approval Limits

Policy Tester

Add New Allowed Action

Example Transaction

Operations * Amount * Account * Subsidiary

Draft \$1,000.00 Premier Checking 2900655 Q2 Strategic Advisory Servi [Test](#)

IP Addresses Location Day Time * Auth code provided Template used (i.e. draft restricted)

192.168.1.* United States Monday 12:00 pm

This transaction will be allowed

Bank Policy
UNITED COMMUNITY BANK
Allowed

Company Policy
Q2 Strategic Advisory Services
Allowed

Allowed Actions

Allows transaction from **Premier Checking** by **Q2 Strategic Advisory Services** performed **during specified times** and requires **two (2) approvals**

DRAFT AMOUNT up to \$100,000	APPROVALS 2	ACCOUNTS Premier Checkin...	SUBSIDIARIES Q2 Strategic Adv...	DRAFT HOURS Custom	LOCATION Any	IP ADDRESS Any
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Approval Limits

11. Click the 'Approval Limits' tab to view the dollar and count limits allotted to the company by United Community Bank.

NOTE: This screen is read only.

The screenshot shows the 'Approval Limits' configuration page for 'Q2 Strategic Advisory Services'. The left sidebar contains a navigation menu with 'Company Policy' selected. The main content area has tabs for 'Overview', 'Features', 'Accounts', and 'User Roles', with 'Approval Limits' highlighted. A blue banner at the top of the content area states 'These limits are read-only'. The limits are organized into two sections: 'MAXIMUM AMOUNT' and 'MAXIMUM COUNT'. Each section lists transaction types and their corresponding limits.

Category	Transaction Type	Limit
MAXIMUM AMOUNT	Per transaction	\$9,999,999
	Per Account Per Day	\$9,999,999
	Per Day	\$9,999,999
	Per Month	\$9,999,999
MAXIMUM COUNT	Per Account Per Day	999
	Per Day	999
	Per Month	9,999
	Per Month	9,999

Features

12. Click on the 'Features' tab to view the non-transactional features allotted to the company by United Community Bank.

NOTE: This screen is read only.

The screenshot shows the 'Features' tab selected in the 'Q2 Strategic Advisory Services' interface. The sidebar menu on the left includes options like 'Accounts Summary', 'Transfer/Deposit', 'Transactions', 'Statements/Notices', 'Commercial Functions', 'Users', 'User Roles', 'Company Policy' (selected), 'Wire Activity', 'Payments', 'Recipients', 'Subsidiaries', 'ACH Pass-Thru', 'Tax Payment', 'Merchant RDC', 'Lockbox', 'Positive Pay', 'Reports', and 'Services'. The main content area is titled 'FEATURES' and lists various permissions:

RIGHTS	
Can Add Users	✓
Allow one-time recipients	✓
Enable Recipient Upload	✓
Enable Wire Upload	✓
View Wire Activity	✓
Access Incoming/Outgoing Wire Alerts	✓
Enable Recipient Upload from Batch	✓
Enable Wire Upload from Batch	✓
TREASURY	
Manage User Roles	✓
Manage Company Policy	✓
Information Reporting	✓
GENERATED TRANSACTION	
Enable Multi-Transfer	✓
Enable Multi-Wire	✓

Accounts

13. Click on the 'Accounts' tab to view the account rights allotted to the company by United Community Bank.

NOTE: This screen is read only.

The screenshot shows a software interface for 'Q2 Strategic Advisory Services' under 'Company Policy'. The 'Accounts' tab is selected and highlighted with a red box. The interface displays a table of accounts with the following data:

Number	Name	View	Deposit	Withdraw	Labels
13624768	Relationship Checking	✓	✓	✓	<input type="checkbox"/>
2001186432	Personal Money Market	✓	✓	✓	<input type="checkbox"/>
29006556	Premier Checking	✓	✓	✓	<input type="checkbox"/>
4001020092	Fixed Term IRA	✓	✓	✓	<input type="checkbox"/>
4001018164	Fixed Term IRA	✓	✓	✓	<input type="checkbox"/>
234354	United Savings	✓	✓	✓	<input type="checkbox"/>
5001504629	Home Equity Loan	✓	✓	✓	<input type="checkbox"/>
13624768	Relationship Checking	✓	✓	✓	<input type="checkbox"/>
xxx3465	External Checking	<input type="checkbox"/>	✓	✓	<input type="checkbox"/>