

# Account Labeling

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# Account Labeling

1. Select the 'Company Policy' option under the 'Commercial Functions' menu.
2. Select 'Accounts' tab within the top row.

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- Transfer/Deposit
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- Statements/Notices
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- Subsidiaries
- ACH Pass-Thru
- Tax Payment
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Q2 Strategic Advisory Services

Company Policy

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
<b>ACH Collection</b>	\$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
<b>ACH Passthru</b>	\$0	0 / \$0	0 / \$0		1 Any	1 Any	1 Any
<b>ACH Payment - Single</b>	\$0	0 / \$0	0 / \$0	0 / \$0	1 Any	1 Any	1 Any
<b>ACH Payments</b>	\$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
<b>ACH Receipt - Single</b>	\$0	0 / \$0	0 / \$0	0 / \$0	1 Any	1 Any	1 Any
<b>Change Address</b>		0	0	0	1 Any	1 Any	1 Any
<b>Check Reorder</b>		0	0	0	1 Any	1 Any	1 Any
<b>EFTPS</b>	\$0	0 / \$0	0 / \$0	0 / \$0	1 Any	1 Any	1 Any
<b>Payroll</b>	\$0	0 / \$0	0 / \$0	0 / \$0	1 Any	1 Any	1 Any
<b>Stop Payment</b>		0	0	0	1 Any	1 Any	1 Any
<b>Transfer - Internal</b>	\$1,000,000	999 / \$1,000,000	1,000 / \$1,000,000	999 / \$1,000,000	1 Any	1 Any	1 Any

3. Check the box on each account you would like to start labeling (where red arrow is pointing below).

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Company Policy

Overview Features Accounts User Roles

ACCOUNTS

Edit labels

Number	Name	View	Deposit	Withdraw	Labels
13624768	Relationship Checking	✓	✓	✓	<input checked="" type="checkbox"/>
2001186432	Personal Money Market	✓	✓	✓	<input type="checkbox"/>
29006556	Premier Checking	✓	✓	✓	<input checked="" 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 checked="" type="checkbox"/>
xxx3465	External Checking		✓	✓	<input type="checkbox"/>

- Click on the 'Edit Labels' box when finish to start labeling your account.
- Enter the label name you want and select 'Create'



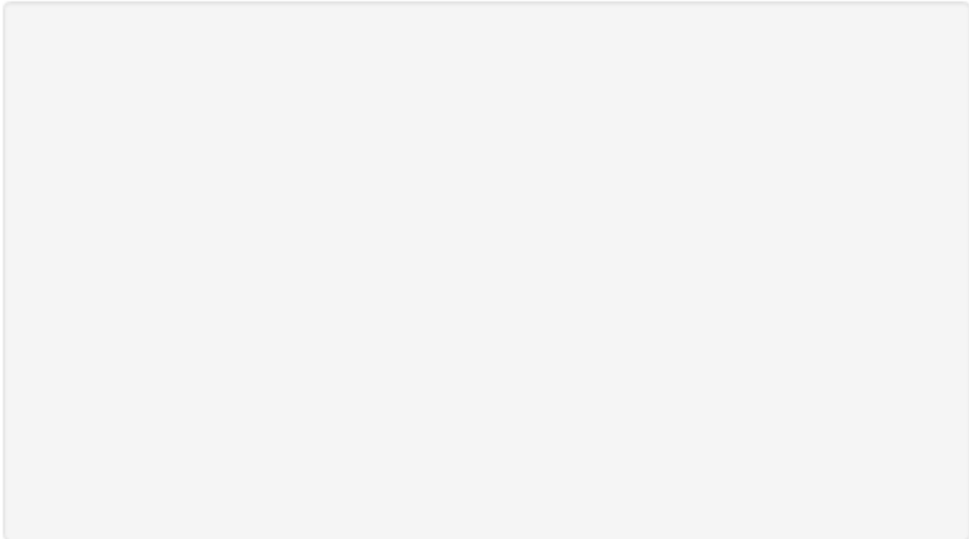
# Add/Remove Labels

**3 accounts selected**

Checking Accounts

Create

Select All



Close

Remove

Add

- 6. Select correct label name
- 7. Click "Add" to label the chosen accounts

✕

## Add/Remove Labels

**3 accounts selected**

ⓘ Labels added✕

Create

Select All

Checking Accounts (3)

Close

Remove

Add