Company Policy

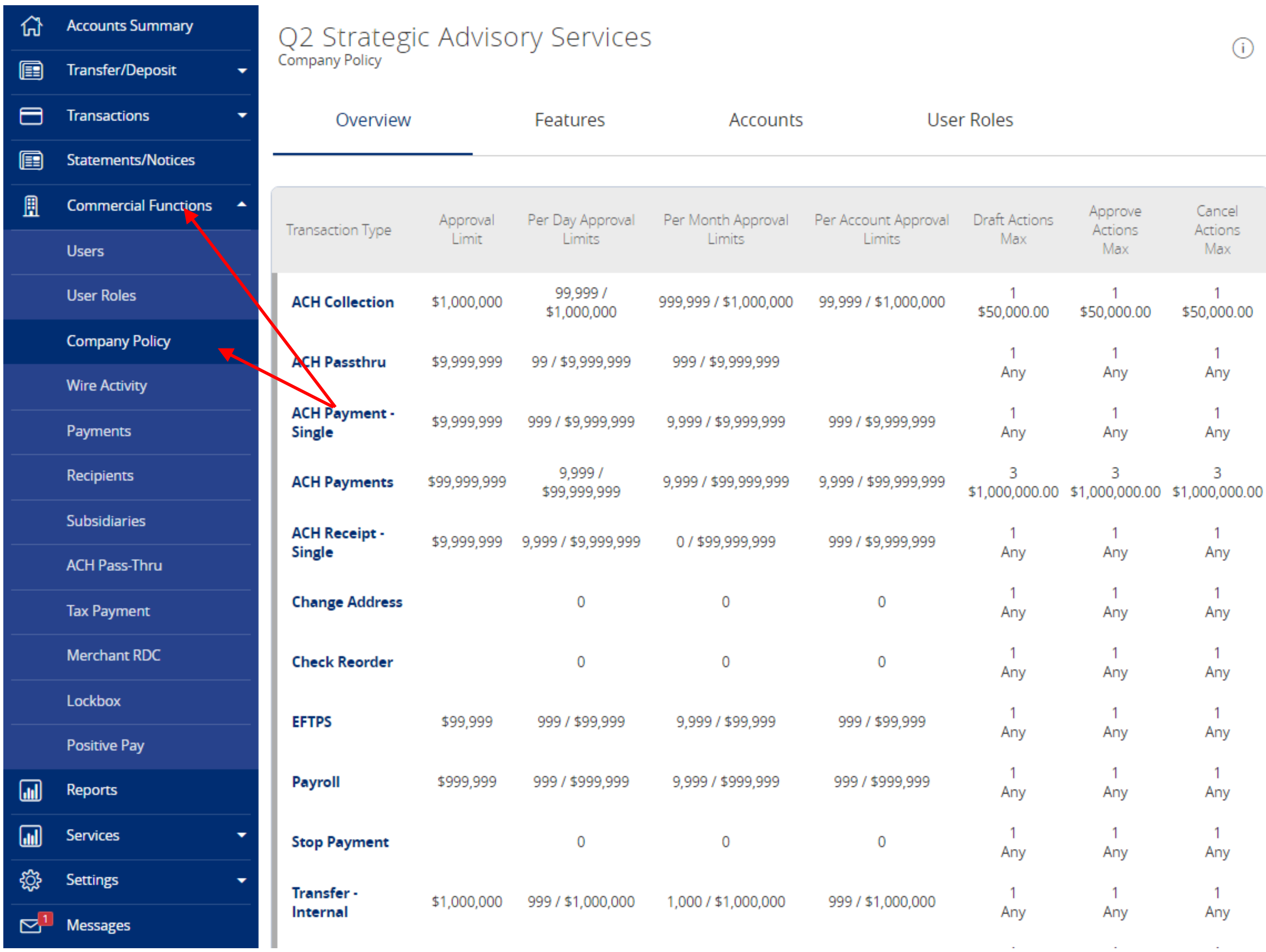
Contents

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

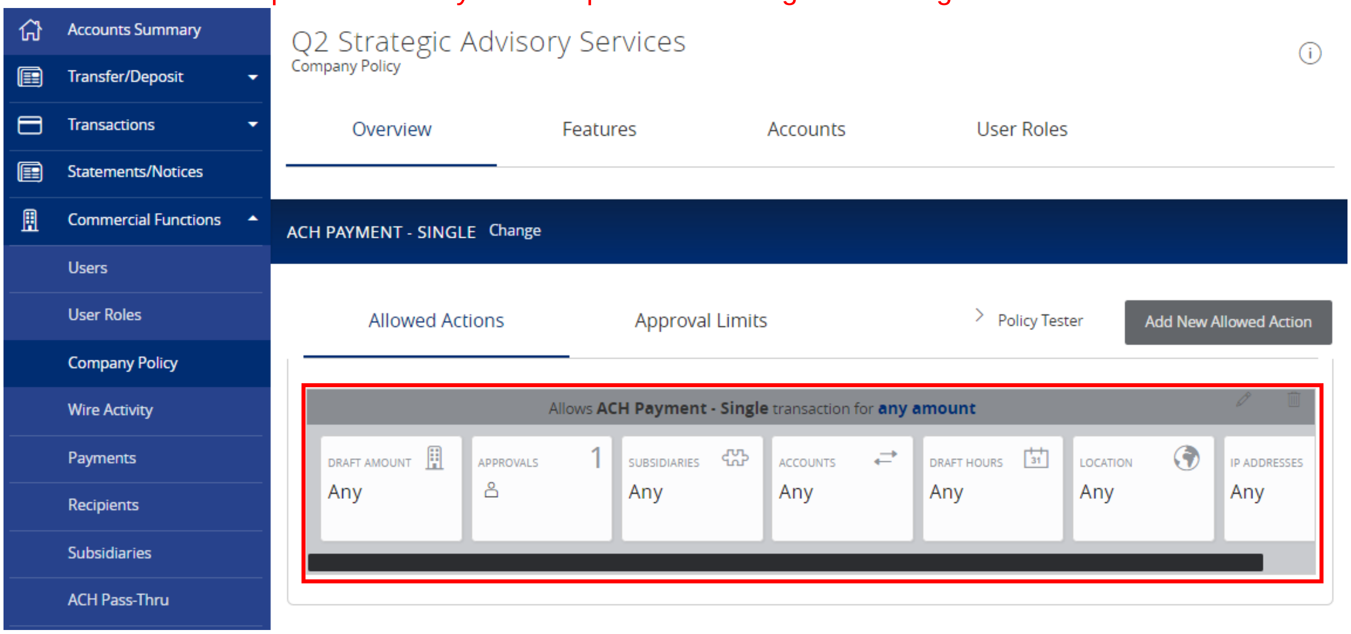
NOTE: All transaction types in the ‘Overview’ section contain a consistent workflow for ease of use.



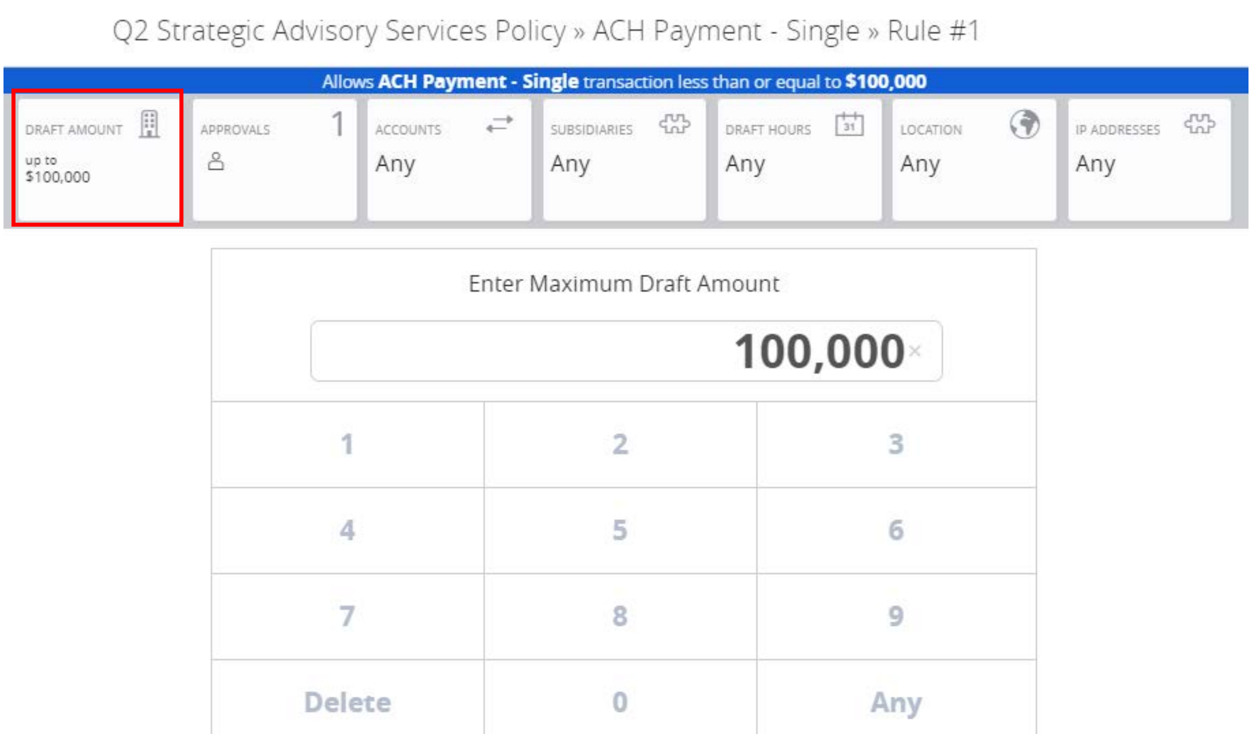
Transaction Type	Approval Limit	Per Day Approval Limits	Per Month Approval Limits	Per Account Approval Limits	Draft Actions Max	Approve Actions Max	Cancel Actions Max
ACH Collection	$1,000,000	99,999 / $1,000,000	999,999 / $1,000,000	99,999 / $1,000,000	1 $50,000.00	1 $50,000.00	1 $50,000.00
ACH Passthru	$9,999,999	99 / $9,999,999	999 / $9,999,999		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

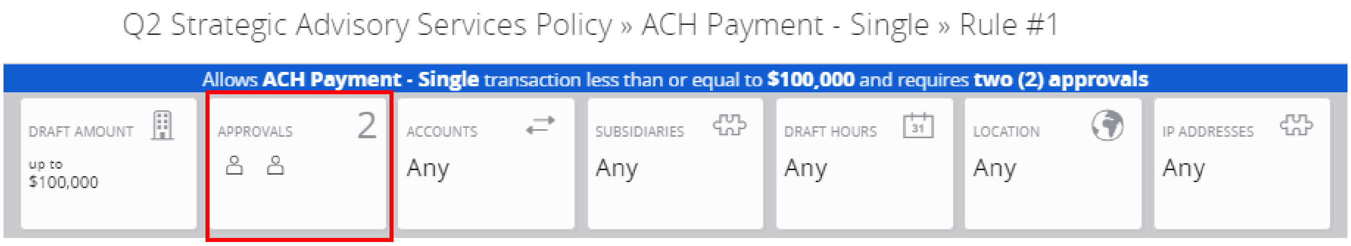
NOTE: One or multiple levels may be setup to establish general or granular user limitations.



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

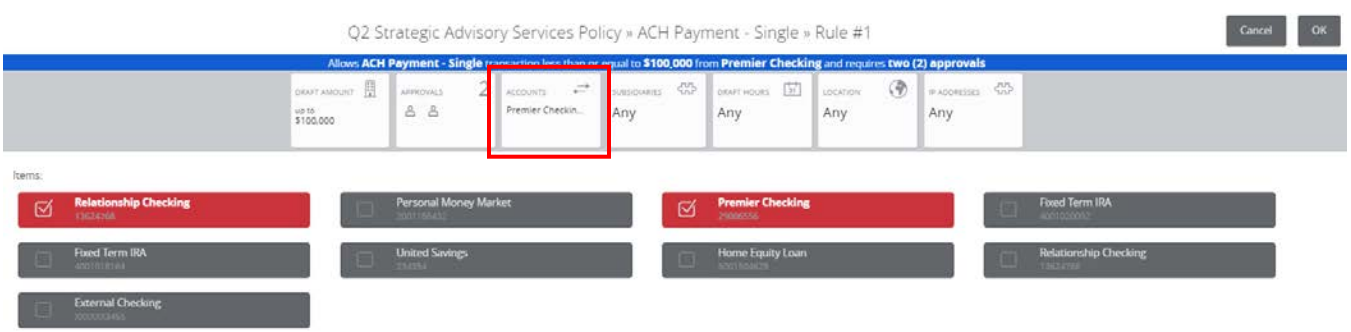


4. Click on the ‘Approvals’ box. Between one and five required approvals can be set.



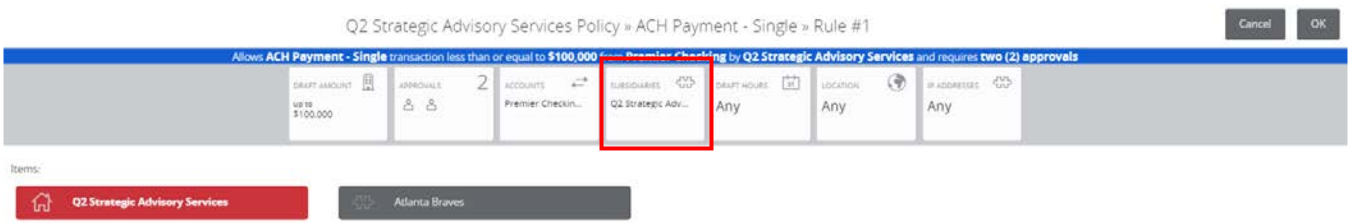
5. Click on the ‘Accounts’ box. Select the account(s) allowed for this transaction type.

NOTE: The selected account will turn red when selected.



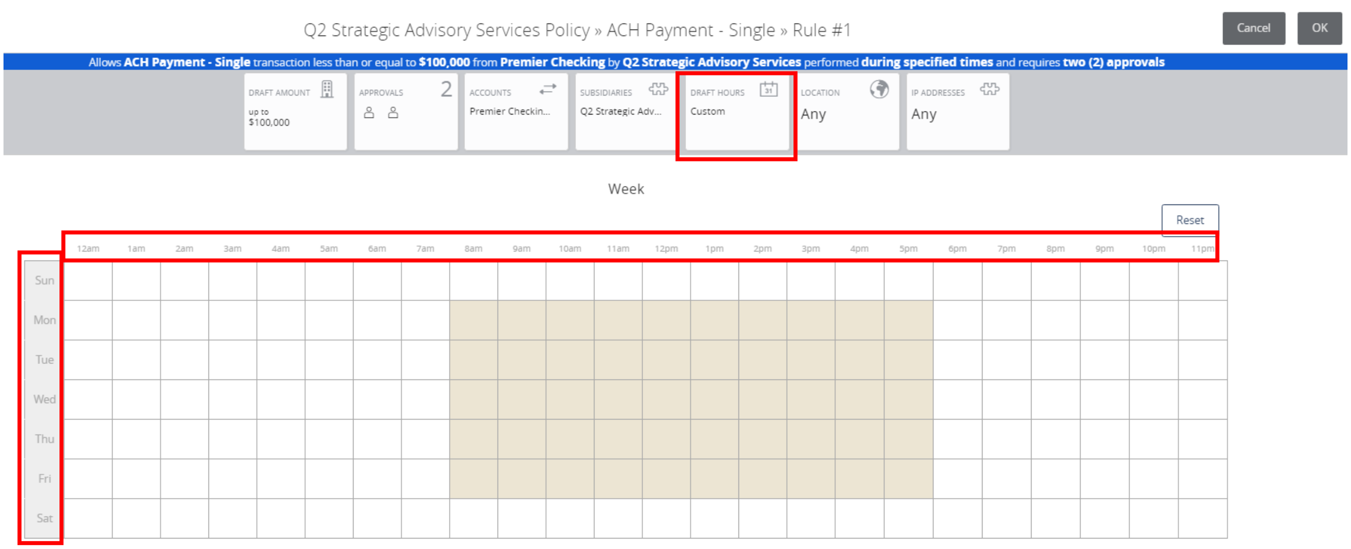
6. Click the 'Subsidiaries' box. Select the subsidiary or subsidiaries allowed for this transaction type.

NOTE: The selected account will turn maroon when selected.



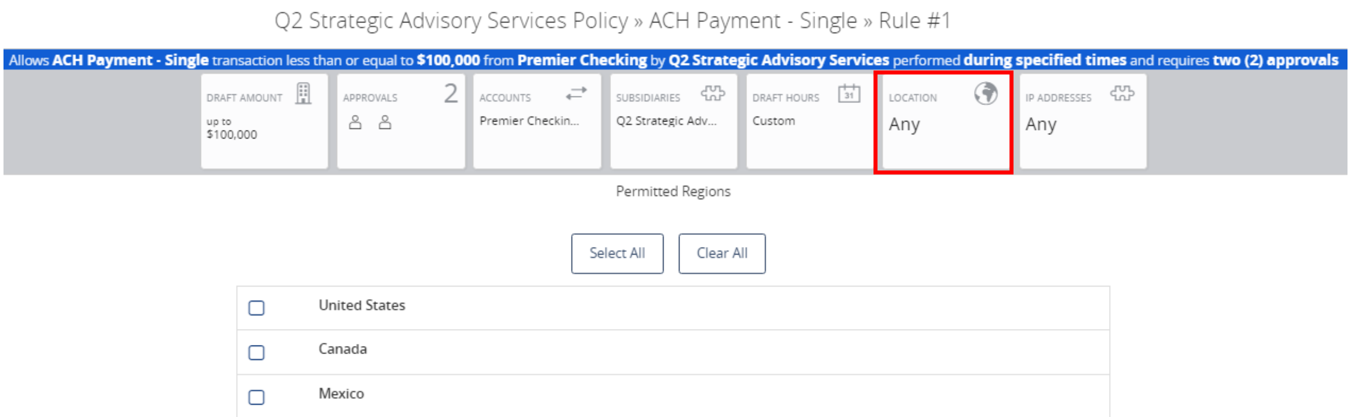
7. Click the 'Draft Hours' box. Select the days and hours allowed for this transaction type.

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.



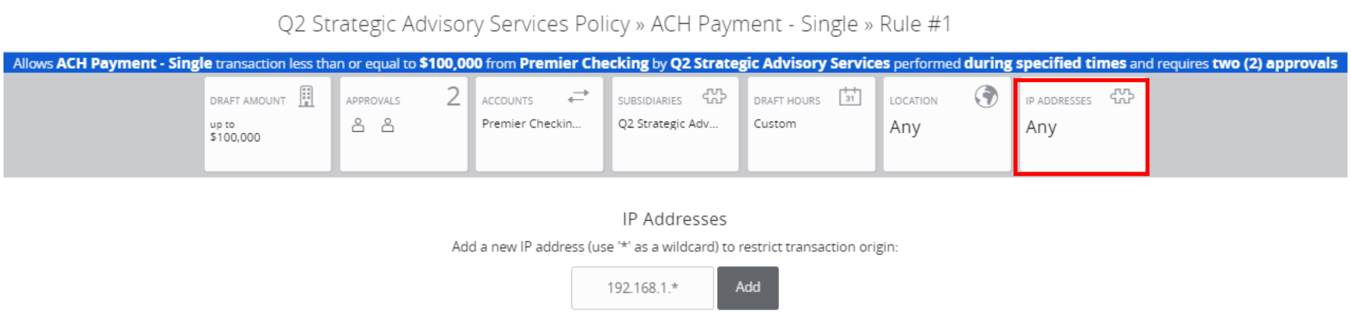
8. Click the ‘Locations’ box. Select the country or countries in North America allowed for this transaction type.

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

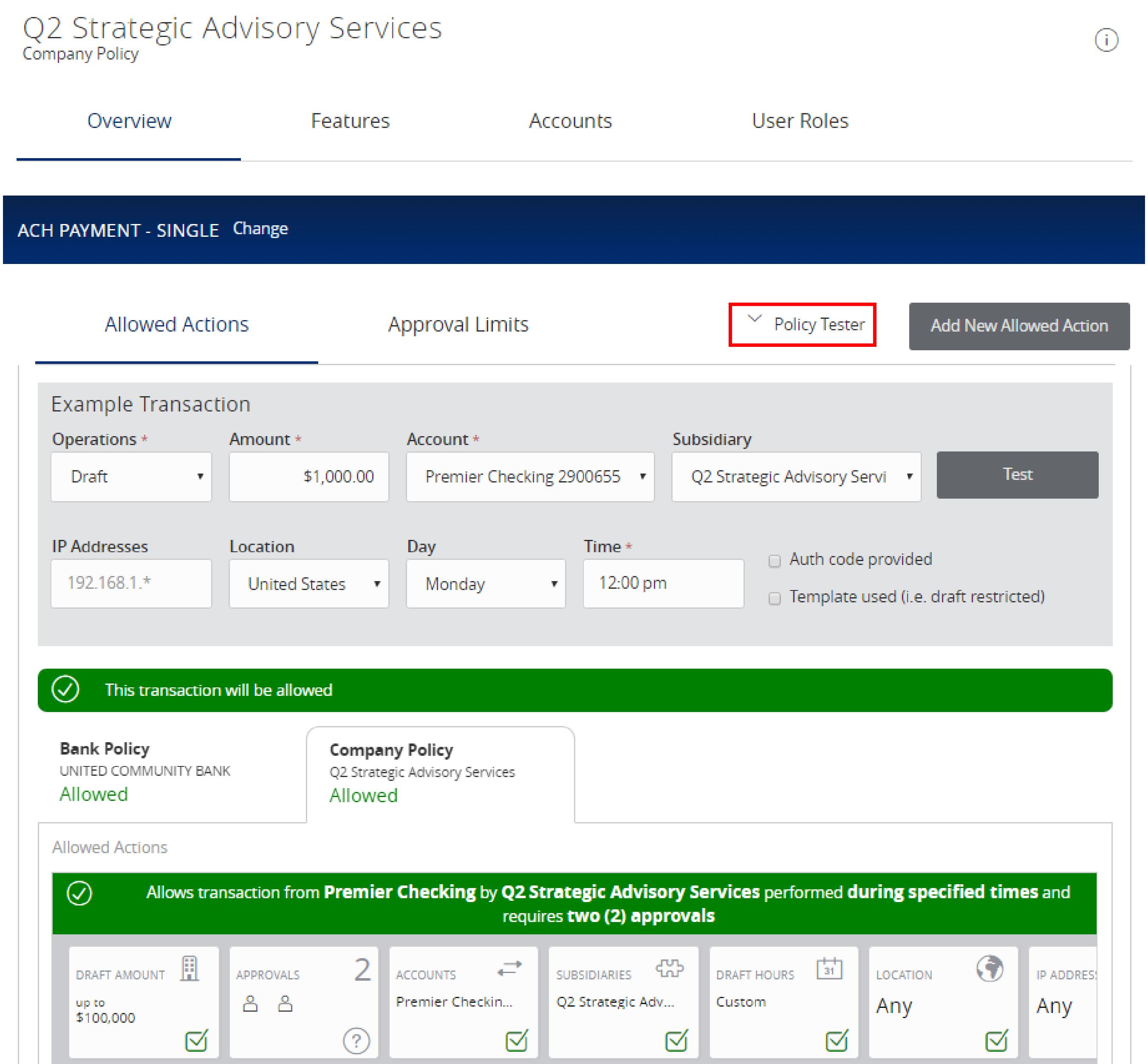


9. Click the ‘IP Addresses’ box. Select the IP address and/or IP address range(s) to be allowed for this transaction type.

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



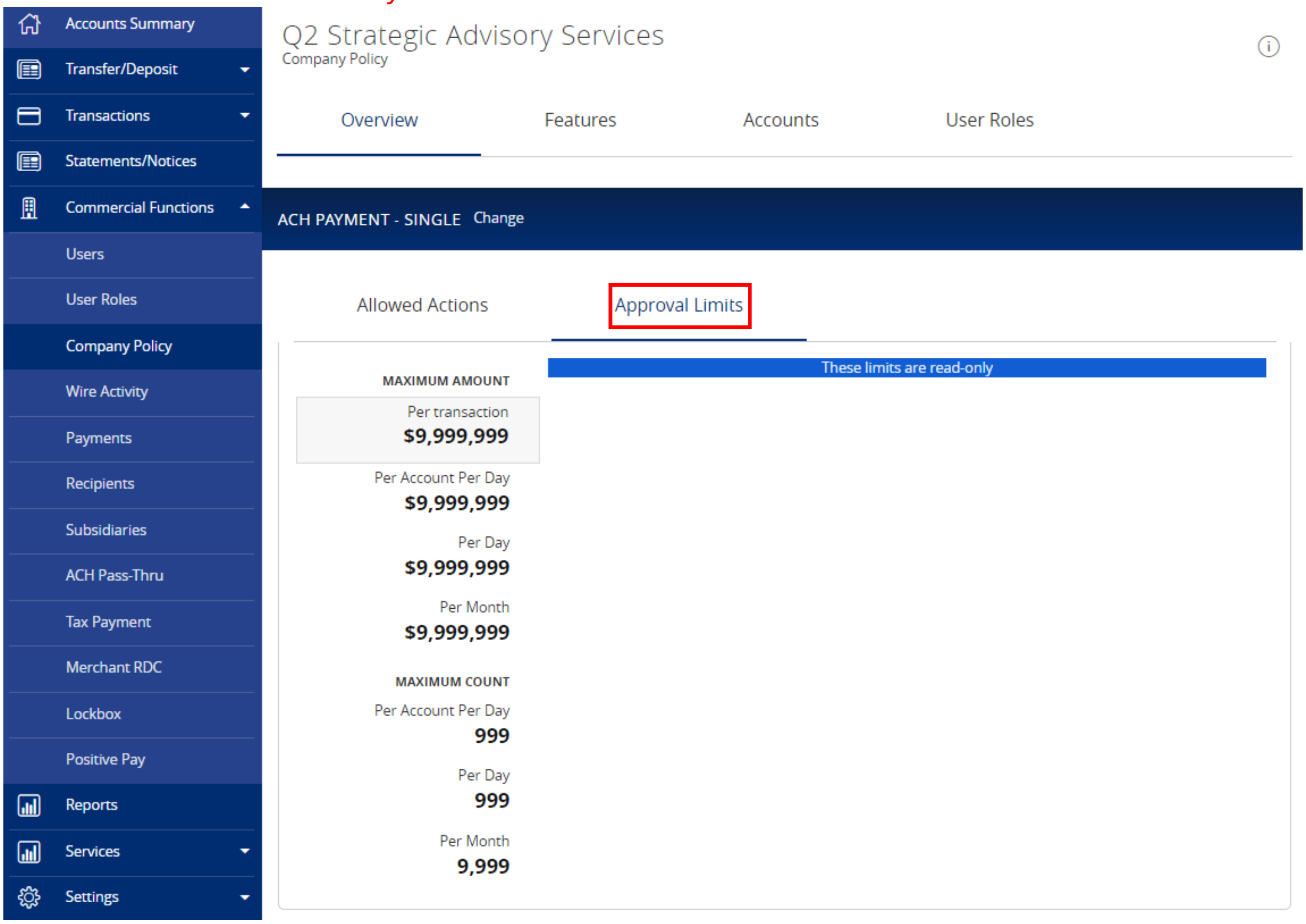
10. Click the ‘Policy Tester’ to validate the Company Policy functionality to assure the setup is as needed.



Approval Limits

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

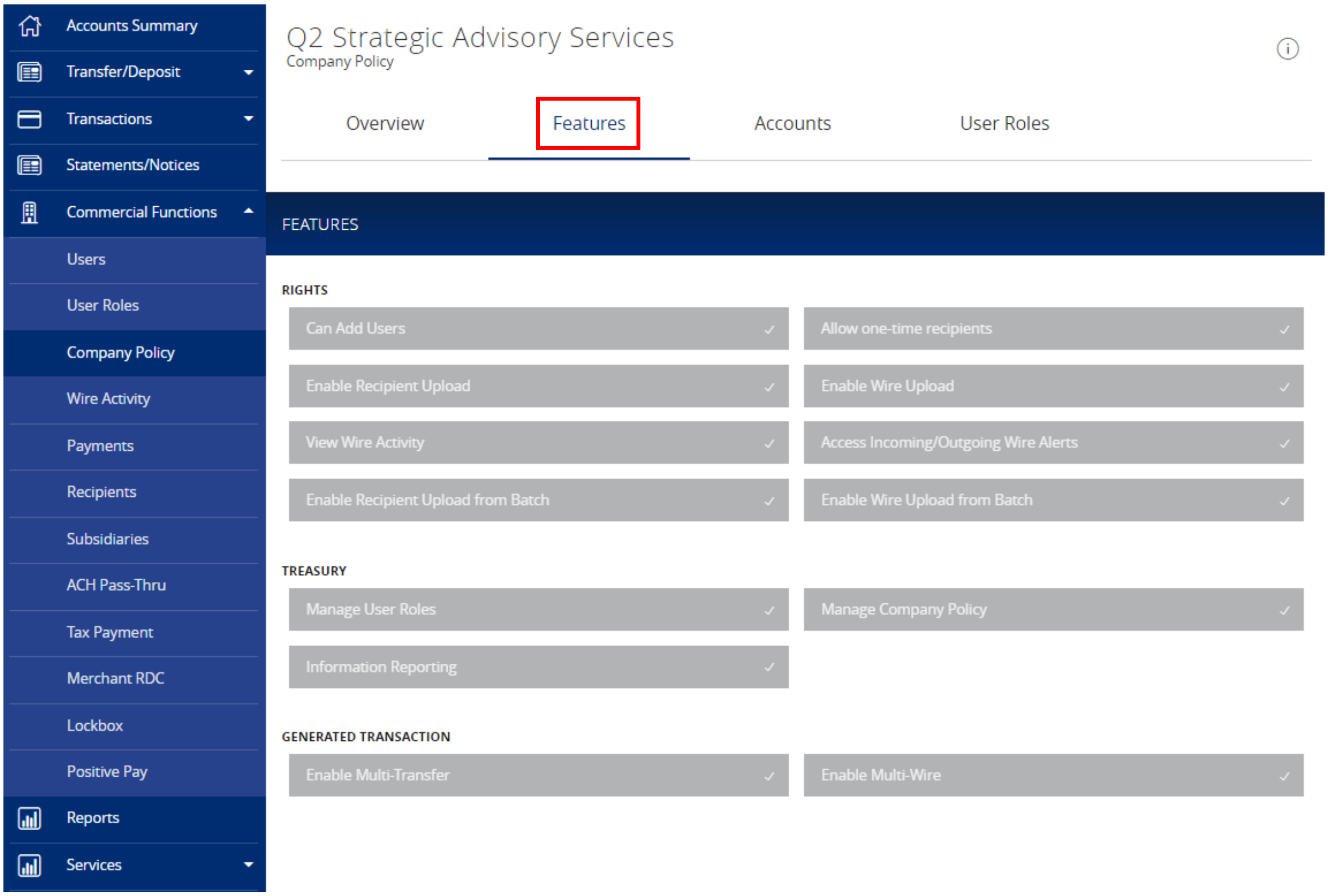
NOTE: This screen is read only.



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.



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.