

# User Roles

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# User Role Overview

The User Role controls feature entitlements and dollar limits for one or more company users who have the need for identical Online access.

1. Select the 'User Roles' option in the 'Commercial Functions' menu.

Name	Description	Users			
Chipper Jones	None	1			
Dale Murphy	None	1			
Dansby Swanson	None	1			
David Justice	None	1			
Matt Marshall	None	2			

2. Select the pencil icon to the right of the user role name.
3. Select an online transaction type by clicking on the corresponding blue link. (ex. Payroll)

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
<a href="#">ACH Collection</a>	\$1,000,000	99,999 / \$1,000,000	99,999 / \$1,000,000	9,999 / \$1,000,000	1 Any	1 Any	1 Any	
<a href="#">ACH Passthru</a>	\$0	0 / \$0	0 / \$0		1 Any	1 Any	1 Any	
<a href="#">ACH Payment - Single</a>	\$0	0 / \$0	0 / \$0	0 / \$0	0 \$	0 \$	0 \$	
<a href="#">ACH Payments</a>	\$99,999,999	9,999 / \$99,999,999	9,999 / \$99,999,999	9,999 / \$99,999,999	1 Any	1 Any	1 Any	
<a href="#">ACH Receipt - Single</a>	\$0	0 / \$0	0 / \$0	0 / \$0	0 \$	0 \$	0 \$	
<a href="#">Change Address</a>		0	0	0	1 Any	1 Any	1 Any	
<a href="#">Check Reorder</a>		0	0	0	1 Any	1 Any	1 Any	
<a href="#">EFTPS</a>	\$0	0 / \$0	0 / \$0	0 / \$0	0 \$	0 \$	0 \$	
<b>Payroll</b>	\$0	0 / \$0	0 / \$0	0 / \$0	0 \$	0 \$	0 \$	

## Allowed Actions

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

Example figure

4. Click on the 'Operations' box. Specify the allowed actions for the transaction type.

Matt Marshall Policy » Payroll » Rule #1

Operations

- Draft**  On
- Draft Restricted**  Off
- Approve**  On
- Cancel**  On

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

### Matt Marshall Policy » Payroll » Rule #1

Allows **Payroll** transaction for **any amount**

OPERATIONS Any	AMOUNT Any	ACCOUNTS Any	SUBSIDIARIES Any	DRAFT HOURS Any
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Enter Maximum Operation Amount

Any<sup>x</sup>

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

6. Click on the 'Accounts' box. Select the account(s) allowed for this transaction type.

**NOTE: The account(s) will turn red when selected.**

Matt Marshall Policy » Payroll » Rule #1 Cancel OK

Allows **Payroll** transaction for **any amount**

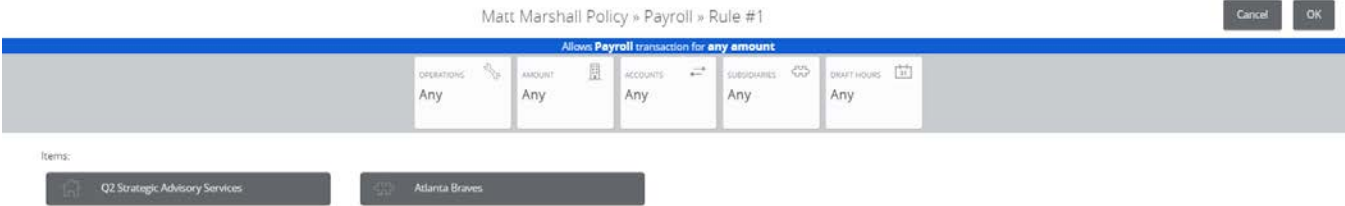
OPERATIONS Any	AMOUNT Any	ACCOUNTS Any	SUBSIDIARIES Any	DRAFT HOURS Any
-------------------	---------------	-----------------	---------------------	--------------------

Items:

<input type="checkbox"/> External Checking 300003485	<input type="checkbox"/> Business Value Checking 2001800564	<input type="checkbox"/> Business Value Checking 43887	<input type="checkbox"/> Business Value Checking 42848
<input type="checkbox"/> Commercial Non-Real Estate Loan 0202412317	<input type="checkbox"/> United Savings 12345		

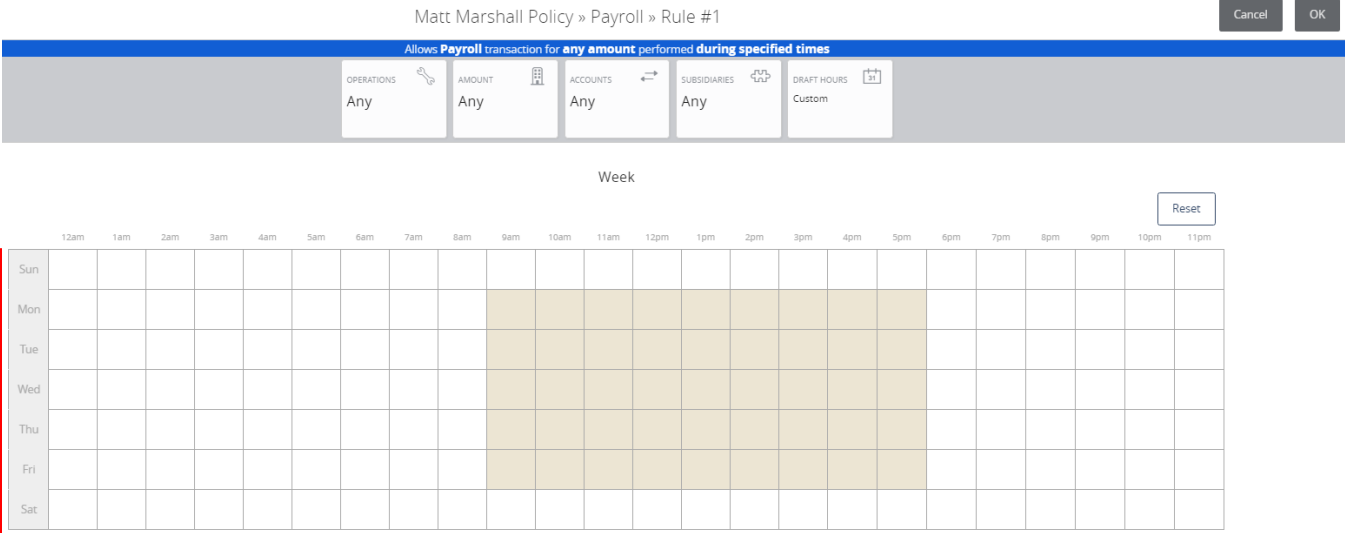
7. Click the 'Subsidiaries' box. Select the subsidiarie(s) allowed for this transaction type.

NOTE: The subsidiary(ies) will turn red when selected.



8. 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.



9. Click the 'Policy Tester' to validate the User Role functionality to assure the setup is as needed.

PAYROLL Change Enabled

Allowed Actions      Rights      Approval Limits      Policy Tester      Add New Allowed Action

**Example Transaction**

Operations *	Amount *	Account *	Subsidiary	Test
Draft	\$1,000.00	External Checking XXXXXXE	Q2 Strategic Advisory Servi	

IP Addresses	Location	Day	Time *	<input type="checkbox"/> Auth code provided
192.168.1.*	United States	Monday	12:00 pm	<input type="checkbox"/> Template used (i.e. draft restricted)

This transaction will be allowed

<b>Bank Policy</b> UNITED COMMUNITY BANK Allowed	<b>Company Policy</b> Q2 Strategic Advisory Services Allowed	<b>UserRole Policy</b> Matt Marshall Allowed
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Allowed Actions

Allows transaction performed **during specified times**

OPERATIONS Any	AMOUNT Any	ACCOUNTS Any	SUBSIDIARIES Any	DRAFT HOURS Custom
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

## Rights

- The user role's ability to view transactions in the 'Activity Center'.

User Roles ▶ Matt Marshall 

Delete

Save



Overview

Features

Accounts


PAYROLL [Change](#)

Enabled


Allowed Actions

Rights


Approval Limits

<b>View Online Activity</b>		Can view all transactions.
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- a. Can view transactions initiated by any online banking user within the company.

<b>View Online Activity</b>		Can view all transactions.
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- b. Can only view the user's own transactions.

<b>View Online Activity</b>		<a href="#">Can view own transactions.</a>
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- c. Can view transactions initiated by users who are assigned to the same user role.

<b>View Online Activity</b>		<a href="#">Can view transactions by others in this role.</a>
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- d. Cannot view any transactions.

<b>View Online Activity</b>		<a href="#">Cannot view any transactions.</a>
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## Approval Limits

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

### Maximum Amount

1. Per Transaction – Maximum dollar amount for an individual transaction
2. Per Account per Day – Maximum dollar amount per day allotted for each entitled account
3. Per Day – Maximum dollar amount per day allotted for the user (regardless of the account)
4. Per Month – Maximum dollar amount per month allotted for the user (regardless of the account)

### Maximum Count

1. Per Account per Day – Maximum number of transactions per day allotted for each entitled account
2. Per Day – Maximum number of transactions per day allotted for the user (regardless of the account)
3. Per Month – Maximum number of transactions per month allotted for the user (regardless of the account)

PAYROLL [Change](#)
Enabled

Allowed Actions
Rights
Approval Limits

**MAXIMUM AMOUNT**

Per transaction **\$0** ✎

Per Account Per Day **\$0** ✎

Per Day **\$0** ✎

Per Month **\$0** ✎

**MAXIMUM COUNT**

Per Account Per Day **0** ✎

Per Day **0** ✎

Per Month **0** ✎

Maximum transaction amount

0

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

User Roles

Modified 09/22/2016

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### Features

Click on the 'Features' tab to view and modify the non-transactional features allotted to the user role by the Company Administrator.

[User Roles](#) ▶ Matt Marshall 

Delete

Save



Overview

Features

Accounts

## FEATURES

### RIGHTS

Manage Templates ✓	Manage Users ✓
Manage Recipients ✓	Allow one-time recipients ✓
Can view all 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 ✓
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### Accounts

Click on the 'Accounts' tab to view and modify the account entitlements allotted to the user role by the Company Administrator.

User Roles ▶ Matt Marshall 

Delete

Save




Overview

Features

Accounts

## ACCOUNTS

Number	Name	View <input type="checkbox"/>	Deposit <input type="checkbox"/>	Withdraw <input type="checkbox"/>	Labels
xxx3465	External Checking		✓	✓	
2001800064	Business Value Checking	✓	✓	✓	
42867	Business Value Checking	✓	✓	✓	
42865	Business Value Checking	✓	✓	✓	
5003413557	Commercial Non-Real Estate Loan	✓	✓	✓	
12345	United Savings	✓	✓	✓	