

# 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' menu.
2. Select an online transaction type by clicking on the corresponding blue link. (ex. ACH Collection)

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

**User Roles** ▶ **Payroll Specialist**

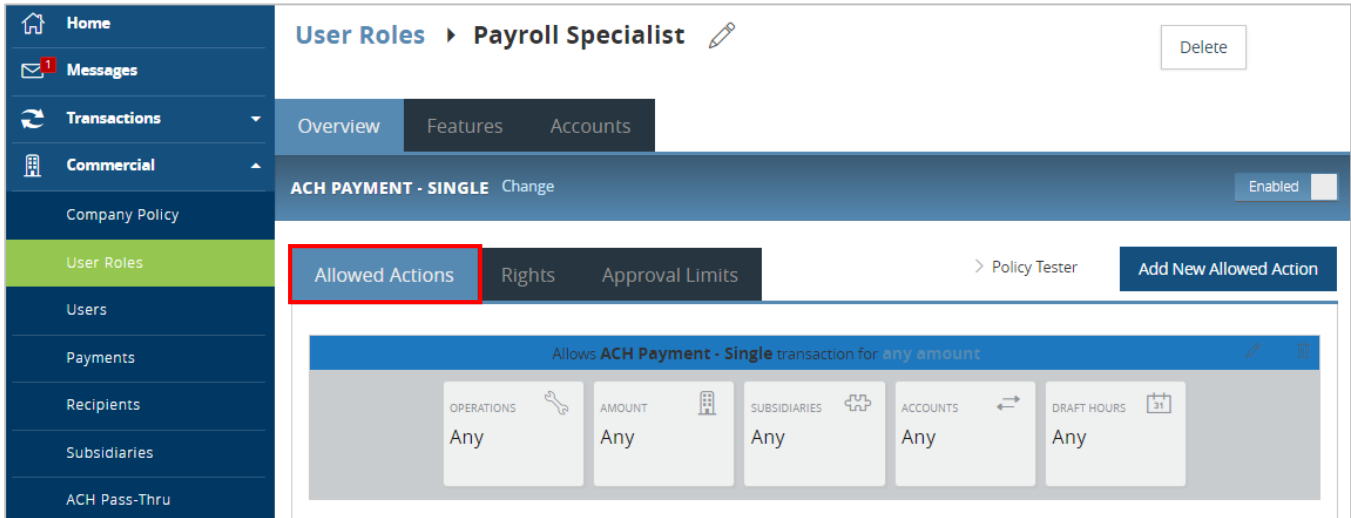
Buttons:

Tabs: 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
<a href="#">ACH Payment - Single</a>	\$10,000	10,000 / \$10,000	100,000 / \$100,000	10,000 / \$10,000	1 Any	1 Any	1 Any	
<a href="#">ACH Payments</a>	\$500,000	10,000 / \$500,000	10,000 / \$500,000	10,000 / \$500,000	1 Any	1 Any	1 Any	
<a href="#">ACH Receipt - Single</a>	\$10,000	1,000 / \$10,000	10,000 / \$100,000	1,000 / \$10,000	1 Any	1 Any	1 Any	
<a href="#">Change Address</a>		10	10	10	1 Any	1 Any	1 Any	
<a href="#">Check Reorder</a>		10	10	10	1 Any	1 Any	1 Any	
<a href="#">Payroll</a>	\$6,500	1,000 / \$6,500	1,000 / \$100,000	1,000 / \$6,500	1 \$65,000.00	0 \$	0 \$	
<a href="#">Stop Payment</a>		50	50	50	1 Any	1 Any	1 Any	
<a href="#">Transfer - Internal</a>	\$10,000	1,000 / \$10,000	10,000 / \$100,000	1,000 / \$10,000	1 Any	1 Any	1 Any	
<a href="#">Wire - Domestic</a>	\$10,000	1,000 / \$10,000	10,000 / \$100,000	1,000 / \$10,000	1 Any	1 Any	1 Any	

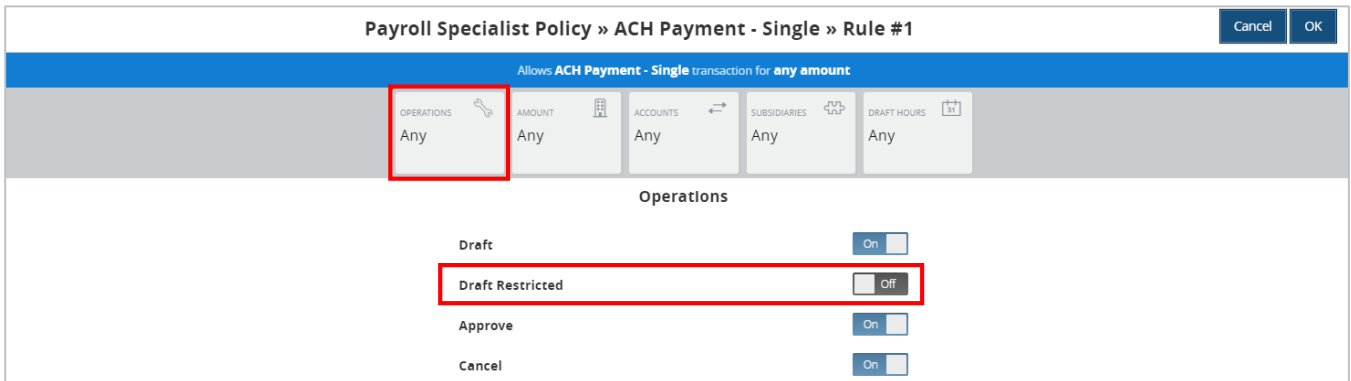
## Allowed Actions

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



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

NOTE: 'Draft Restricted' access allows the user(s) in the role to only access payment templates assigned by the Company Administrator. The user(s) will not be able to edit, delete or add any new recipients. The user(s) will not be able to add any new templates or payments. The only changes allowed include the dollar amount, effective date and to insert a comment.



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

**Payroll Specialist Policy » ACH Payment - Single » Rule #1** Cancel OK

Allows **ACH Payment - Single** transaction for **any amount**

OPERATIONS: Any | **AMOUNT: Any** | ACCOUNTS: Any | SUBSIDIARIES: Any | DRAFT HOURS: Any

Enter Maximum Operation Amount

\$

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

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

**NOTE: The selected account will turn green when selected.**

**Payroll Specialist Policy » ACH Payment - Single » Rule #1** Cancel OK

Allows **ACH Payment - Single** transaction for **any amount** from **Analyzed Business Checking or I-Plan Checking**

OPERATIONS: Any | AMOUNT: Any | **ACCOUNTS: Analyzed Business... X7190, I-Plan Checking X7205** | SUBSIDIARIES: Any | DRAFT HOURS: Any

Select Accounts

Accounts

- Analyzed Business Checking X7190 (Green)
- I-Plan Savings X9845 (Blue)
- I-Plan Checking X4706 (Green)
- Mortgage Loan X3618 (Blue)
- Promo 36 Month CD X9541 (Blue)

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

**NOTE: The selected subsidiary will turn green when selected.**

**Payroll Specialist Policy » ACH Payment - Single » Rule #1** Cancel OK

Allows **ACH Payment - Single** transaction for **any amount** by **ABC Sub Company**

OPERATIONS: Any | AMOUNT: Any | ACCOUNTS: Any | **SUBSIDIARIES: ABC Sub Company** | DRAFT HOURS: Any

Select Subsidiaries

Subsidiaries

- Q2 Treasury (Blue)
- ABC Sub Company (Green)

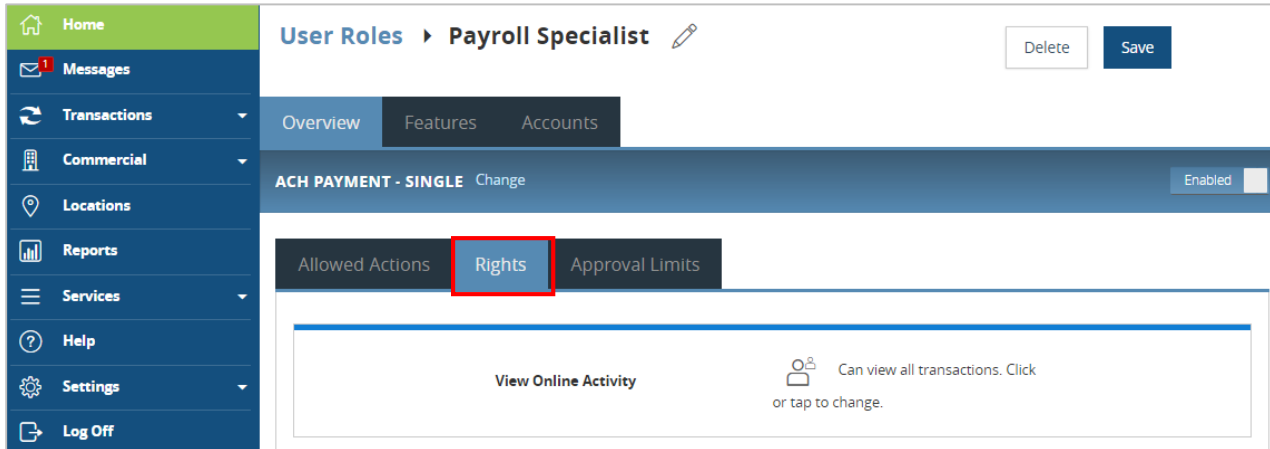
7. Click the 'Draft Hours' box. Select the days and hours allowed for this transaction type.

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.

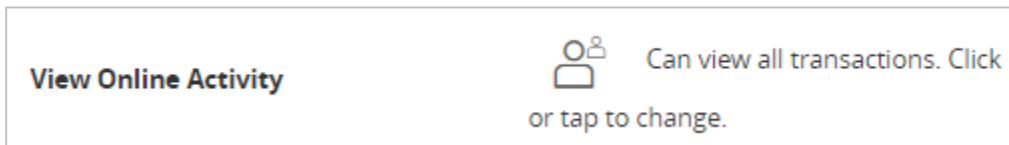
8. Click the 'Policy Tester' to validate the Company Policy functionality to assure the setup is as needed.

## Rights

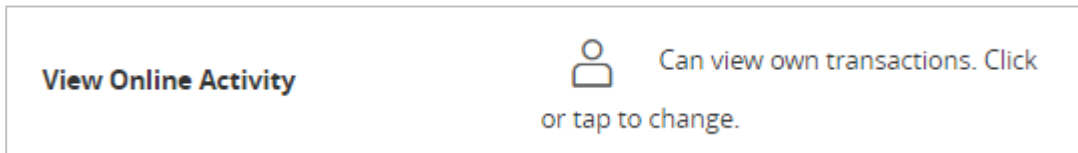
➤ The user role's ability to view transactions in the 'Activity Center'.



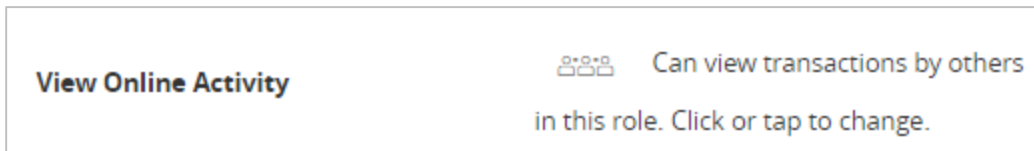
a. Can view transactions initiated by any online banking user within the company.



b. Can only view the user's own transactions.



c. Can view transactions initiated by users who are assigned to the same user role.



d. Cannot view any transactions.



## Approval Limits

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

The screenshot shows the 'Approval Limits' configuration page for a 'Payroll Specialist' user role. The 'Approval Limits' tab is highlighted with a red box. The page displays the following information:

- MAXIMUM AMOUNT:**
  - PER TRANSACTION: \$10,000
  - PER ACCOUNT PER DAY: \$10,000
  - PER DAY: \$10,000
  - PER MONTH: \$100,000
- MAXIMUM COUNT:**
  - PER ACCOUNT PER DAY: 10,000
  - PER DAY: 10,000
  - PER MONTH: 100,000
- Maximum transaction amount:** \$ 10,000
- Transaction Count Grid:**

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

## Features

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

The screenshot shows the 'Features' configuration page for a 'Payroll Specialist' user role. The 'Features' tab is highlighted with a red box. The page is divided into several sections:

- RIGHTS:**
  - Manage Templates (checked)
  - Manage Recipients (checked)
  - Can view all recipients (checked)
  - Enable Person to Person Transfer
  - Manage Users
  - Allow one-time recipients (checked)
  - Enable Add External Account
  - Enable Verify External Account Form
- TREASURY:**
  - Manage User Roles
  - Information Reporting (checked)
  - Manage Company Policy
- GENERATED TRANSACTION:**
  - Commercial Payments
- CUSTOM FEATURES:**
  - Enable link for mobile capture enrollment
  - Online: Statements Link (checked)
  - Online: Overdraft Solutions Link (checked)
  - Online: Enable link for eStatement Preferences (checked)

## Accounts

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

The screenshot shows the 'Accounts' tab selected for the 'Payroll Specialist' user role. The table below lists the accounts and their entitlements:

Internal Number	Name	View	Deposit	Withdraw
X7190	Analyzed Business Checking	✓	✓	✓
X9845	I-Plan Savings	✓	✓	✗
X4706	I-Plan Checking	✗	✓	✗
X3618	Mortgage Loan	✓	🔒	🔒
X9541	Promo 36 Month CD	✗	🔒	🔒