

Creating a User Role

The User Roles page contains a list of User Roles. You can create a new role or copy an existing role.

1. To create a User Role In the navigation menu, select Treasury Connect > Account Rights and User Roles.

The screenshot shows the Treasury Connect dashboard. At the top is a navigation bar with links: Home, Transfers & Payments, Treasury Connect (active), Services, Settings, Messages, and Log Off. Below the navigation bar is the 'Treasury Connect' header. The main content area is divided into three sections: 'PAYMENTS & COLLECTIONS', 'REPORTING', and 'ADMINISTRATION'. Each section contains several tiles with icons and descriptions of their functions.

Section	Tile Name	Description
PAYMENTS & COLLECTIONS	Payments	An advanced workflow to send wires, ACH, and other payments
	Tax Payments	Pay federal or state taxes
	Recipients	Create & manage recipients of payments
	Wire Activity	View all incoming and outgoing wire activity
REPORTING	Reports	Access PDF, CSV, and BAI reports on online banking activity
ADMINISTRATION	User Management	Manage permissions for transactions, features, & accounts per user role
	Account Rights & User Roles	Manage permissions for transactions, features & accounts at a company level
	Payment Activity and Approval	View payment activity and approve transactions submitted in online banking

2. Select User Roles.

The screenshot shows the 'Execubanc Test Company' user roles management page. At the top left is the company name 'Execubanc Test Company' and a 'Company Policy' link. A 'Save' button is in the top right. Below the company name is a navigation menu with 'Transactions', 'Features', 'Accounts', and 'User Roles' (active). A 'Transaction Filter' dropdown menu is present, currently set to 'All'. Below the filter are buttons for 'Enabled' and 'Disabled'.

3. Select Create Role.

User Roles ?

Search

USER ROLE TEMPLATES

USER ROLES

Create Role

Name ^	Description	Users ^			
Company Admin	Has access to all features, accounts, and enabled trx types with full amount (per Bank policy) for draft, approve, cancel trx rights. The Admin Role also has the maximum Role Approval Limits per Company Policy and the ability to View all User Roles trx activity.	9			
Copy of Payables Admin	Has access to non-User or Company Policy related features, all accounts, and enabled payables GT trx types (ACH Single Payment, ACH Payments, ACH Payroll, Pass Thru, Domestic Wire Transfer, & Intl Wire Transfer) with full allowed amount (per Bank policy) for draft, approve, cancel trx rights. The Payables Admin Role also has the maximum Role Approval Limits per Company Policy and the ability to View all User Roles trx activity.	1			
Full Company Non Admin	Has access to all features, accounts, and enabled trx types with full amount (per Bank policy) for draft, approve, cancel trx rights.	None			
View Only	View Accounts, Stop Payments, Documents	2			
View Only	View Only	None			
Wire Only	View Accounts, Wire Only, Documents	1			

4. Enter a Role Name. (Optional) Enter a Description.

New User Role

Role Name

Test Role

Description (optional)

Cancel Ok



5. Click on Ok.

6. Set the entitlements for the User Role created and save the changes made.

User Roles > Test Role

Save

User Role Policy

Transactions Features Accounts

Transaction Filter:

Filter: **All** Enabled Disabled

ACH Collection
Can view all transactions
Can Draft/Approve/Cancel
\$10,000.00

ACH Payment
Can view all transactions
Can Draft/Approve/Cancel
\$10,000.00

Check Reorder
Can view all transactions
Can Draft/Approve/Cancel

Domestic Wire
Can view all transactions
Can Draft/Approve/Cancel
\$10.00

Funds Transfer
Can view all transactions
Can Draft/Approve/Cancel
\$99,999,999.99


ACH COLLECTION Enabled

[Rights](#) [Allowed Actions](#)

View

Approval Limits

	Maximum Amount	Maximum Count
Per Transaction	\$ <input type="text" value="10,000.00"/>	
Daily Per Account	\$ <input type="text" value="10,000.00"/>	<input type="text" value="10000"/>
Daily	\$ <input type="text" value="10,000.00"/>	<input type="text" value="10000"/>
Monthly	\$ <input type="text" value="30,000.00"/>	<input type="text" value="10000"/>



Policy Saved


Policy changes have been accepted.

[Close](#)

- You can also copy a default User Role Template if you want to create a role with the same traits as an existing template.

Note: User Role Templates must be created by a CSR before a user can view, edit, or copy them. If a CSR does not create a template, users with rights to create roles must copy existing roles or free form the desired role.



















To create a User Role based on an existing or default role

- In the navigation menu, select Treasury Connect > Account Rights and User Roles.
- Select the copy icon () to copy the role and enter a new name and description.

User Roles [?]

USER ROLE TEMPLATES ▼

USER ROLES Create Role

Name ^	Description	Users ^			
Company Admin	Has access to all features, accounts, and enabled trx types with full amount (per Bank policy) for draft, approve, cancel trx rights. The Admin Role also has the maximum Role Approval Limits per Company Policy and the ability to View all User Roles trx activity.	9			
Copy of Payables Admin	Has access to non-User or Company Policy related features, all accounts, and enabled payables GT trx types (ACH Single Payment, ACH Payments, ACH Payroll, Pass Thru, Domestic Wire Transfer, & Intl Wire Transfer) with full allowed amount (per Bank policy) for draft, approve, cancel trx rights. The Payables Admin Role also has the maximum Role Approval Limits per Company Policy and the ability to View all User Roles trx activity.	1			
Full Company Non Admin	Has access to all features, accounts, and enabled trx types with full amount (per Bank policy) for draft, approve, cancel trx rights.	None			
View Only	View Accounts, Stop Payments, Documents	2			
View Only	View Only	None			
Wire Only	View Accounts, Wire Only, Documents	1			

- Enter a Role Name. (Optional) Enter a Description.



New User Role

Role Name

Description (optional)

Cancel

Ok

11. Select Save.

User Roles > Test Role

Save

User Role Policy 

Transactions Features Accounts

Transaction Filter:

Filter: **All** Enabled Disabled

ACH Collection
 Can view all transactions
 Can Draft/Approve/Cancel
 \$10,000.00

ACH COLLECTION Enabled

[Rights](#) Allowed Actions

ACH Payment
 Can view all transactions
 Can Draft/Approve/Cancel
 \$10,000.00

View All

Check Reorder
 Can view all transactions
 Can Draft/Approve/Cancel

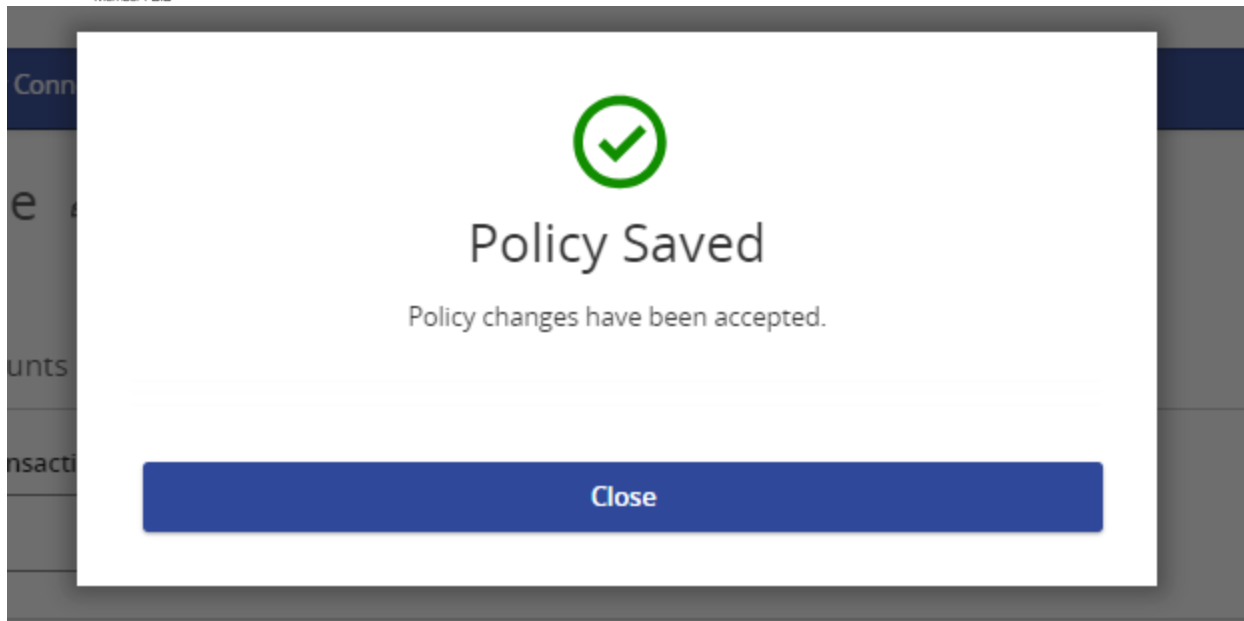
Domestic Wire
 Can view all transactions
 Can Draft/Approve/Cancel
 \$10.00

Funds Transfer
 Can view all transactions
 Can Draft/Approve/Cancel
 \$99,999,999.99

Approval Limits

	Maximum Amount	Maximum Count
Per Transaction	\$ 10,000.00	
Daily Per Account	\$ 10,000.00	10000
Daily	\$ 10,000.00	10000
Monthly	\$ 30,000.00	10000

12. The Policy Saved page confirms the policy changes.



13. Select Close.



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