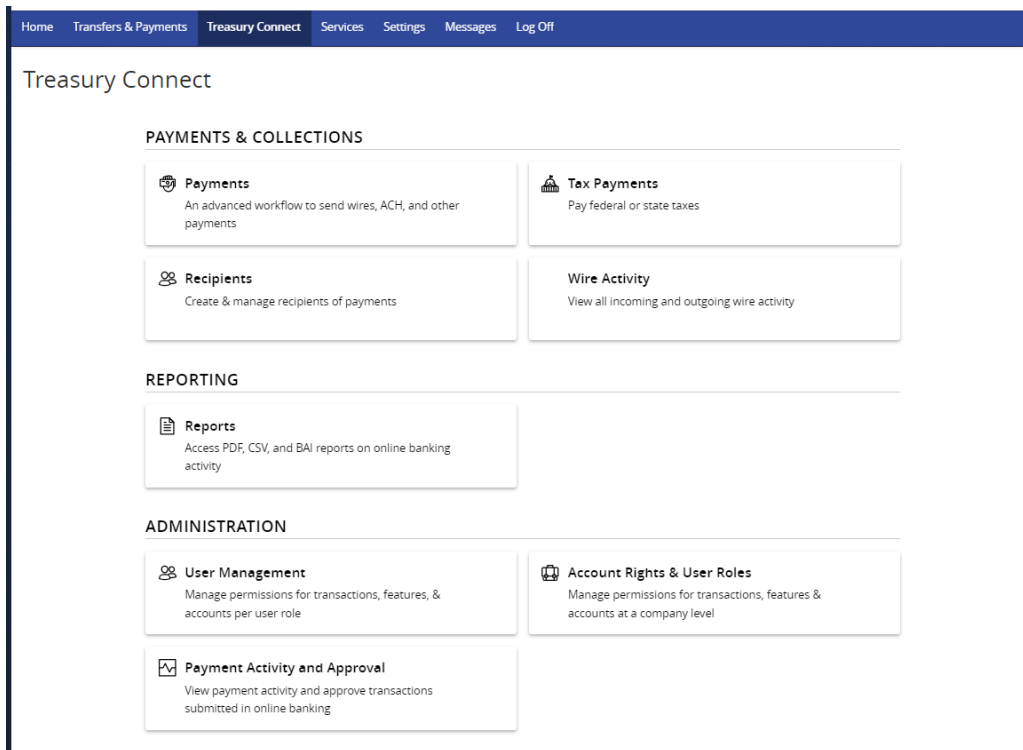


Editing approval limits for User Roles

Edit approval limits to set the maximum transaction limits by Transaction Type for the User Role.

To edit approval limits

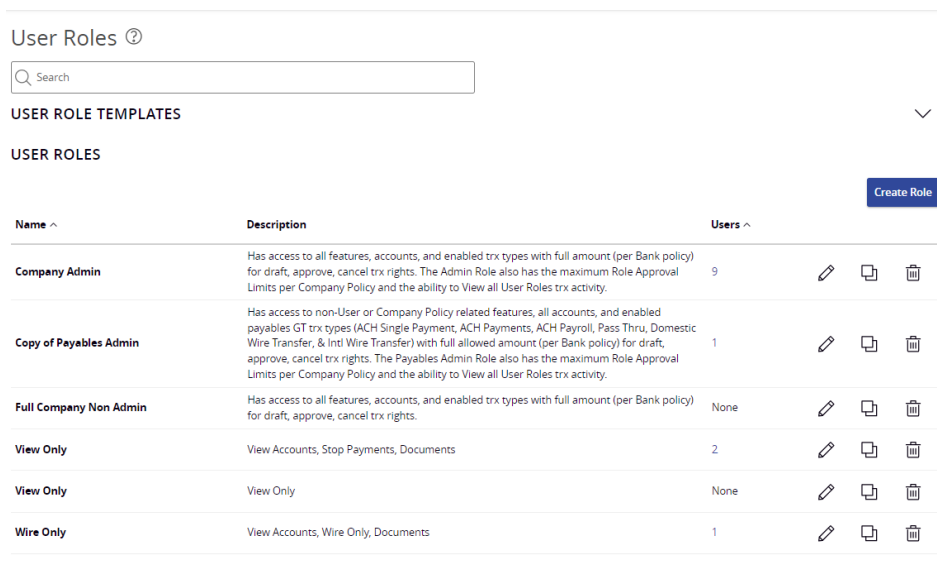
1. In the navigation menu, select Treasury Connect > Account Rights and User Roles.





















The screenshot shows the Treasury Connect navigation menu with the following categories and options:

- PAYMENTS & COLLECTIONS**
 - Payments**: An advanced workflow to send wires, ACH, and other payments
 - Recipients**: Create & manage recipients of payments
 - Tax Payments**: Pay federal or state taxes
 - 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 the edit icon in the desired User Role's row.




The screenshot shows the User Roles management page with a search bar and a table of user roles. The table has columns for Name, Description, and Users. A 'Create Role' button is visible in the top right corner.


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	  



3. Select the desired transaction type, then select the Allowed Actions tab within the transaction type.
4. In the Approval Limits section, edit amount limits using the fields in the Maximum Transaction column:
 - Per transaction
 - Daily Per Account
 - Daily
 - Monthly
5. Edit limits on the maximum number of transactions allowed by editing the fields in the Maximum Count column:
 - Daily Per Account
 - Daily
 - Monthly

Home Transfers & Payments Treasury Connect Services Settings Messages Log Off

User Roles > Company Admin  Delete 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

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"/>

6. Select Save, and then confirm your policy changes.
7. Select Close to return to the User Roles page. You must log out and log back in for changes to take effect.