



## Rights for User Roles

The Rights tab determines what transactions each User Role can see.

For example, each User Role can be set to view the following sets of transactions:

- All transactions for the company
- The user's own transactions
- Transactions to or from entitled accounts
- Transactions of everyone with the same role
- No transactions

View rights for each Transaction Type can be set separately in the Rights tab, by selecting view and then the scope of the permissions, as described in the table below.

### *Rights descriptions*

Right	Permission
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All	Can view all transactions
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Role	Can view all transactions of others with the same role (for Corporate users only)
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Account	Can view transactions to or from entitled accounts
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Own	Can view your own transactions, but cannot view transactions by any other users
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None	Cannot view any transaction
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Note: Your experience may be different from the user interface described, based Security National Bank's custom configuration.

## Editing rights for User Roles

You can edit the rights for each User Role to manage what activity each User Role can view and interact with.

To edit rights:

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

Home Transfers & Payments **Treasury Connect** Services Settings Messages Log Off

## Treasury Connect

**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 the edit icon in the desired User Role's row.

User Roles <sup>?</sup>

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			



3. The selected User Role page appears.

Home Transfers & Payments Treasury Connect Services Settings Messages Log Off

## User Roles > Company Admin ✎

User Role Policy 🗨 Delete Save

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 **All**

**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

4. Select the desired Transaction Type. Select a view right on the Rights tab.

**ACH COLLECTION** Enabled

**Rights** Allowed Actions

View **All**

- ✓ All
- Role
- Account
- Own
- None

**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

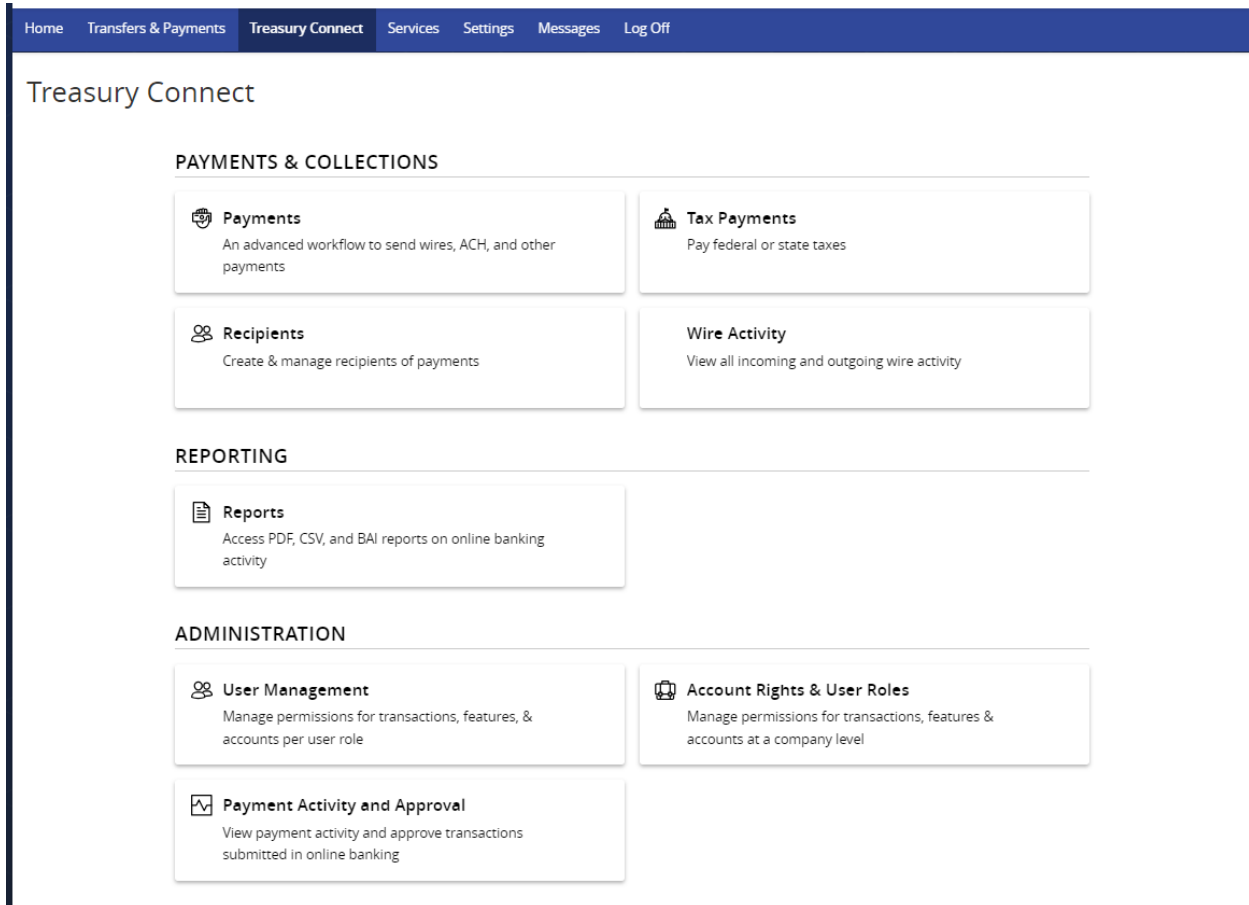
5. Select Save.

## Editing User Role Transaction Type Allowed Actions

Editing a User Role's Allowed Actions for a transaction type allows you to control the degree to which a specific user role can interact with a specific transaction type. Editing each Transaction Type's actions is especially useful if a role needs varying degrees of control for different Transaction Types.

To edit a User Role's Allowed Actions for a Transaction Type

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



The screenshot shows the Treasury Connect navigation menu. The top navigation bar includes: Home, Transfers & Payments, Treasury Connect (selected), Services, Settings, Messages, and Log Off. The main content area is titled "Treasury Connect" and is divided into three sections: PAYMENTS & COLLECTIONS, REPORTING, and ADMINISTRATION. Each section contains several menu items with icons and descriptions.

Section	Item	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 the edit icon for the desired User Role. The selected User Role page appears.

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	

Home Transfers & Payments Treasury Connect Services Settings Messages Log Off

User Roles > Company Admin Delete Save

User Role Policy ?

Transactions Features Accounts

Filter: All Enabled Disabled

Transaction Filter:

**ACH Collection** Enabled

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

Rights Allowed Actions

View All ▼

**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

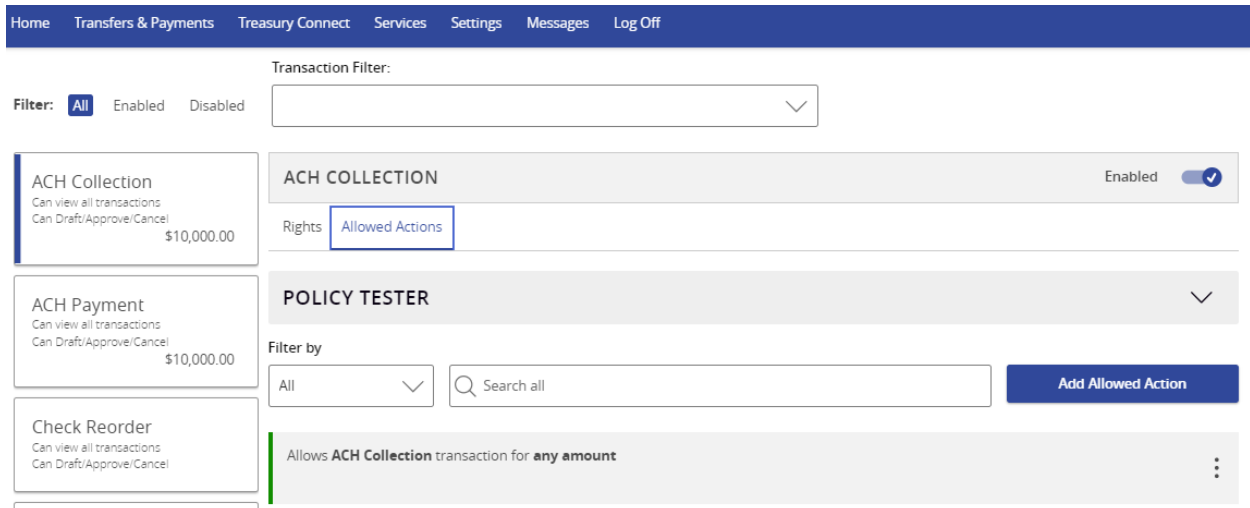
**ACH Payment**  
Can view all transactions  
Can Draft/Approve/Cancel  
\$10,000.00

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

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

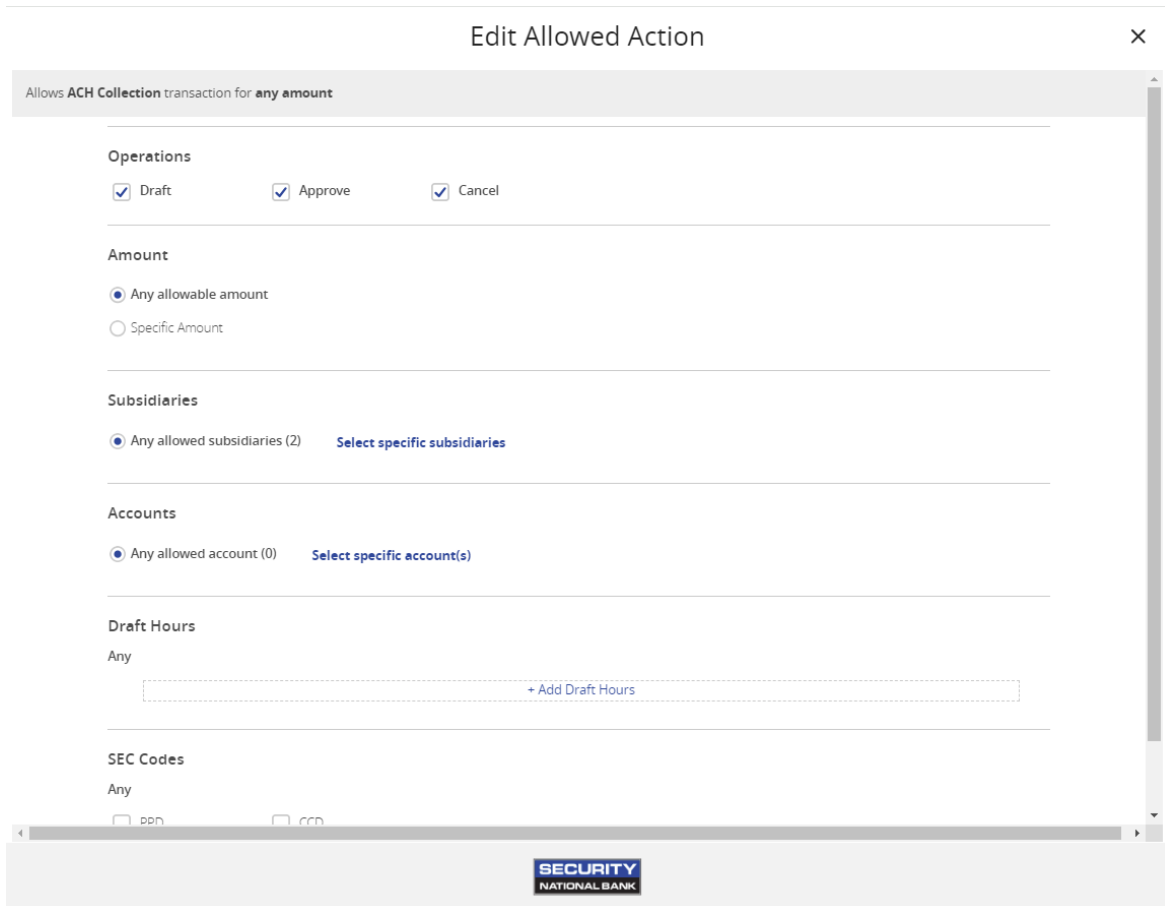
**Funds Transfer**  
Can view all transactions  
Can Draft/Approve/Cancel

- Select the name of the Transaction Type for which you are creating an action, then select the Allowed Actions tab for the selected Transaction Type.



The screenshot shows a web interface with a navigation bar at the top containing: Home, Transfers & Payments, Treasury Connect, Services, Settings, Messages, and Log Off. Below the navigation bar, there is a 'Transaction Filter:' section with a dropdown menu. To the left, there are three transaction type cards: '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), and 'Check Reorder' (Can view all transactions, Can Draft/Approve/Cancel). The main area displays 'ACH COLLECTION' with an 'Enabled' toggle and a 'Rights' tab selected, showing 'Allowed Actions'. Below this is a 'POLICY TESTER' section with a 'Filter by' dropdown set to 'All' and a search box containing 'Search all'. An 'Add Allowed Action' button is visible. A list item shows 'Allows ACH Collection transaction for any amount' with a three-dot menu icon.

- Create additional actions by selecting Add Allowed Action. The Edit Allowed Action page for the selected Transaction Type appears.



The screenshot shows a dialog box titled 'Edit Allowed Action' with a close button (X) in the top right corner. The dialog content includes a header 'Allows ACH Collection transaction for any amount'. Below the header are several sections with checkboxes and radio buttons:
 

- Operations:** Draft (checked), Approve (checked), Cancel (checked).
- Amount:** Any allowable amount (selected), Specific Amount.
- Subsidiaries:** Any allowed subsidiaries (2) (selected), Select specific subsidiaries.
- Accounts:** Any allowed account (0) (selected), Select specific account(s).
- Draft Hours:** Any, + Add Draft Hours.
- SEC Codes:** Any, with checkboxes for ppn and ccd.

 The Security National Bank logo is visible at the bottom of the dialog.



5. Add the action by editing the following:
  - a. Amount: Enter a maximum draft amount. You can select Any to allow any amount.
  - b. Approvals: Select the (-) or (+) icons to decrease or increase the number of required approvals.
  - c. Subsidiaries: Select the Subsidiaries for the rule.
  - d. Accounts: Select the Group(s) or account(s) for the rule.
  - e. Draft Hours: The start and stop times set for creating a draft transaction, available for the Transaction Type per the Allowed Action criteria.
  - f. Location: Regions available for the Transaction Type per the Allowed Action criteria.
  - g. IP Addresses: IP addresses from which a transaction can be performed.
  - h. SEC Codes: Select the Standard Entry Class Code(s) (for ACH Transactions only).

**Edit Allowed Action** ✕

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Allows ACH Collection transaction Draft or Approve less than or equal to \$5,000

**Operations**

Draft     Approve     Cancel

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**Amount**

Any allowable amount     Specific Amount

Draft Amount  
\$

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**Subsidiaries**

Any allowed subsidiaries (2)    [Select specific subsidiaries](#)

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**Accounts**

Any allowed account (0)    [Select specific account\(s\)](#)

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**Draft Hours**

Day:   All Day

Start hour:  AM

End hour:  PM

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**SEC Codes**


Any


PPD     CCD

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6. Select Submit to commit the changes. The summary appears above the new action.






User Roles > Copy of Payables Admin  Delete Save

User Role Policy 

Transactions **Features** Accounts

Transaction Filter:

Filter: **All** Enabled Disabled

<p><b>ACH Collection</b> Can view all transactions Can Draft/Approve/Cancel \$10,000.00</p>	<p><b>ACH COLLECTION</b> Enabled </p> <p>Rights <b>Allowed Actions</b></p>
<p><b>ACH Payment</b> Can view all transactions Can Draft/Approve/Cancel \$10,000.00</p>	<p><b>POLICY TESTER</b> </p> <p>Filter by</p> <p>All  <input type="text" value="Search all"/> <span>Add Allowed Action</span></p> <p>Allows <b>ACH Collection</b> transaction for <b>any amount</b> </p> <p>Allows <b>ACH Collection</b> transaction Draft or Approve less than or equal to <b>\$5,000</b> </p>
<p><b>Check Reorder</b> Can view all transactions Can Draft/Approve/Cancel</p>	
<p><b>Domestic Wire</b> Can view all transactions Can Draft/Approve/Cancel \$10,000.00</p>	

7. Select Save to save the policy changes. A message appears confirming the changes.

**Note:** If Dual Action of non-financial transactions is enabled, User Role Policy changes require approval from a different User with Manage User Role rights enabled. Select Approve or Reject to approve or reject the changes.

## Using the Policy Tester for a User Role

Use the Policy Tester to test out potential Allowed Action edits before making permanent changes.

To use the Policy Tester

1. In the navigation menu, select Treasury Connect > Account Rights and User Roles.
2. Select the edit icon for the desired User Role.
3. Select the Transaction Type, and then select the Allowed Actions tab.
4. Expand the Policy Tester section and configure the following information:
  - Operation
  - Amount
  - Account
  - Subsidiary
  - SEC Code (for ACH transactions only)
  - IP Addresses





Member FDIC

- Location
- Day
- Hour, Minutes, and AM / PM

(Optional) Select Template used to test whether the transaction can be submitted by a Draft Restricted User.

**POLICY TESTER** ^

Operation	Amount	Account		
Draft	\$ 0			
Subsidiary	SEC Code	IP Addresses		
	PPD	192.168.20.*		
Location	Day	Hour	Minutes	AM / PM
United States	Any	12	00	PM

Auth code provided
  Template used
 Test

5. Select Test. The Policy Results appear and indicate whether the User Role, company policy, and FI settings will allow or deny the transaction, depending on your Allowed Actions. If the policy tester fails, a highlighted message appears with details of why the test failed and which entitlement caused the test to fail.

Operation	Amount	Account		
Draft	\$ 50,000,000	Commerical Checking 4565		
Subsidiary	SEC Code	IP Addresses		
Execubanc Test Company	PPD	192.168.20.*		
Location	Day	Hour	Minutes	AM / PM
United States	Monday	12	00	PM

Auth code provided
  Template used
 Test

Filter by

All Q Search all Add Allowed Action

⚠ This transaction will be denied by the Bank policy.



✔ Allows **ACH Payment** transaction for **any amount**

