COMPANY POLICY

Company administrators with Manage Company Policy rights can edit the Company Policy to configure transaction types and transaction limits at a company level.

Tab	Description
Transactions	Displays a list of general transaction types, and the Rights and Allowed Actions for each transaction. Transactions that are disabled for the current user are marked as Disabled in the list of transactions.
Features	Displays a list of entitlements and third-party services enabled for the company. Examples include: • Rights: Enable ACH Reversal • Corporate: Information Reporting • Generated Transaction: Enable Multi-Wire
Accounts	Displays a list of accounts and access rights. Access rights include: • View: View balance and history for the account on the Home page, on the Account Details page, and in reports. • Deposit: Deposit funds into the account. • Withdraw: Withdraw funds from the account.
User Roles	Displays a list of User Roles, descriptions, and number of users.

➢ Company Policy Allowed Actions

Allowed Actions set at the Company Policy level determine how each Transaction Type is enabled and what criteria is required for each transaction to be drafted and approved.
For each Transaction Type, you can change the following features by selecting options **(⁝) > Edit** in the Allowed Actions tab.

Feature	Description
Allowed Actions	• Amount—Maximum draft amount. • Approvals—Number of approvals are needed to complete a transaction. • Subsidiaries—List of subsidiaries available for the Transaction Type per the Allowed Action criteria. • Accounts—Accounts available for the Transaction Type per the Allowed Action criteria. • Draft Hours—The start and stop times set for creating a draft transaction, available for the Transaction Type per the Allowed Action criteria. • Location—Regions available for the Transaction Type per the Allowed Action criteria. • IP Addresses—IP addresses from which a transaction can be performed.

Feature	Description
	• SEC Codes—Standard Entry Class Codes for the Transaction Type per the Allowed Action criteria.
Rights - Approval Limits	View limits on the maximum transaction amounts and on the maximum number of transactions, also known as the maximum count. They include the following details: • Per Transaction • Daily Per Account • Daily • Monthly These limits will be read-only in the Company Policy.

➢ Creating Company Policy Transaction Type Allowed Actions

Edit the Company Policies by creating and assigning Transaction Type Allowed Actions. To save and enact the Allowed Action, you must have the Manage Company Policy option enabled in the **Features** tab for your User Role.

Note: Company Policy settings cannot be overridden, but you can create Allowed Actions that comply with or are more restrictive than the Company Policy settings.

To create a Transaction Type Allowed Action

1. In the navigation menu, select **Treasury Management** > **Company Policy**.
2. In the **Transactions** tab, select the name of the transaction type for which you are creating an action.
3. Open the **Allowed Actions** tab for the selected transaction type.
4. Select **Add Allowed Action** to create additional actions.
5. Add the action by editing the following:
    - **Amount—**Enter a maximum draft amount. You can select **Any** to allow any amount.
    - **Approvals—**Select the (-) or (+) icons to decrease or increase the number of required approvals.
    - **Subsidiaries—**Select the Subsidiaries for the rule.
    - **Accounts—**Select the Group(s) or account(s) for the rule.
    - **Draft Hours—**Select the dates and times the allowed action can be performed.
    - **Location—**Select the geographic location from which the allowed action can be performed.
    - **IP Addresses—**IP addresses from which a transaction can be performed.
    - **SEC Codes—**Select the Standard Entry Class Code(s) (for ACH Transactions only).

6. Select **Submit** to save the changes and return to the Company Policy page.

➢ Editing Company Policy Transaction Type Allowed Actions

Edit the Transaction Type Allowed Actions for a Company Policy by changing the individual parts of the Allowed Action.

To edit a Transaction Type Allowed Action

1. In the navigation menu, select **Commercial** > **Company Policy**.
2. Select the name of the **Transaction Type**, then select the **Allowed Actions** tab.
3. Locate the Allowed Action to edit, and select edit ( ). Select the following action items you wish to change:
    - **Amount—**Enter a maximum draft amount. You can select **Any** to allow any amount.
    - **Approvals—**Select the (-) or (+) icons to decrease or increase the number of required approvals.
    - **Subsidiaries—**Select the Subsidiaries for the rule.
    - **Accounts—**Select the Group(s) and/or account(s) for the rule.
    - **Draft Hours—**The start and stop times set for creating a draft transaction, available for the Transaction Type per the Allowed Action criteria.
    - **Location—**Regions available for the Transaction Type per the Allowed Action criteria.
    - **IP Addresses—**IP addresses from which a transaction can be performed.
    - **SEC Codes—**Select the Standard Entry Class Code(s) (for ACH Transactions only).
4. Select **Submit**, and return to the Company Policy page.
5. (Optional) If Dual Action Required for Non-financial transactions is enabled, Company Policy changes require approval from a different User with Manage Company Policy rights enabled. Select **Approve** or **Reject** to approve or reject the changes.

➢ Deleting Company Policy Transaction Type Allowed Actions

You can delete an Allowed Action from a Transaction Type.

Caution: Deleting an Allowed Action is permanent, and there is no confirmation dialog.

To delete a Transaction Type Allowed Action

1. In the navigation menu, select **Treasury Management** > **Company Policy**.
2. Select the name of the **Transaction Type** for which you are deleting an Allowed Action.
3. Select the **Allowed Actions** tab for the selected Transaction Type.
4. Locate the Allowed Action you wish to delete, select the options menu ( ) , then select **Delete**

➢ Viewing approval limits for a Company Policy

You can view approval limits for each Transaction Type at a company level. These limits are read-only at the Company Policy level, but can be tailored to be more restrictive within the individual User Roles.

To view Transaction Type approval limits

1. In the navigation menu, select **Treasury Management** > **Company Policy**.
2. Select the desired **Transaction Type**, then select the **Allowed Actions** tab.
3. Select the **Rights** tab to see a list of **Approval Limits**. The limits will vary depending on your configuration.