

Company Policy Overview

NOTE: The Company Policy controls company-level feature entitlements and dollar limits where additional restrictions can be placed on all users regardless of the user level.

- 1. Select the 'Company Policy' option in the 'Commercial' menu.
- 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.

] Home	Oak Tree	Managem	nent LLC					
Messages	Company Policy ③	0						
	Overview	Features	Accounts U:	ser Roles				
	Transaction Type	Approval Limit	Per Day Approval	Per Month Approval	Per Account Approval	Draft Actions	Approve Actions	Cancel Actions
			umo	Umits	- units	Max	Max	Max.
	ACH Collection	\$50,000.00	997\$\$0,000.00	9997\$500,000.00	997\$50,000.00	1 Any	1 Any	1 Алу
Company Policy	ACH Payment -	\$50.000.00	997350.000.00	999 / \$500 000 00	99 / \$50 000 00	1	1	1
	Single					Any	Any	Any
	ACH Payments	\$50,000.00	99/\$50,000.00	99975500,000.00	99/\$50,000.00	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 'Draft Amount' box.



- 4. Select 'Any Allowable Amount' or Specific Amount'.
- 5. If 'Specific Amount' is selected, specify the dollar amount for the allowed action.



6. Click on the 'Approvals' box. Between one and five required approvals can be set.



- 7. Click the 'Subsidiaries' box. Select the subsidiary or subsidiaries allowed for this transaction type.
- 8. Click on the 'Accounts' box. Select the account(s) allowed for this transaction type.

NOTE: The selected account will turn orange when selected.

9. 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.

 OAK TREE MANAGEMENT LLC POLICY > ACH COLLECTION = RULE #

 Adva ACH Collection currations lead that is equal to \$20,000 by Ork Tree Management LLC

 aurrations:

 aurrations:

 aurrations:

 aurration:

 aurratio:

 <td colspan="







10. Click the 'Locations' box. Select the country or countries in North America allowed for this transaction type.

NOTE: If no countries are designated (Any), there will be no restriction placed on location.

11. Click the 'IP Addresses' box. Select the IP address and/or IP address range(s) to be allowed for this transaction type.

NOTE: If no IP address or IP address range is designated (Any), there will be no restriction placed on IP address origination.

12. Click the 'SEC Codes' box. Select which SEC codes are allowed for this transaction type.

13. Click on 'OK' to save rule.







									_		_	
es ACH Collection tr	ansaction less th	in or equal to	o \$20,000 from	Internel Accou performed du	nts or Comm ring specifie	nercial Check d times	ing by Oak Tree	Management LLC	eriginating in U	Inited States		
жыл ансьог. 🗍 120.000	AMM(INC) Å	1	nueves (CD) The Manag	vrtevnal Account Commercial Che.	* DiaP(-r); Cuttom	n 🖬 u	nantions 💮	Any	UC COME PPD CCD	Ø		
Allowed A	ctions	Appr	oval Lim	its								
/ moned / m	laons	, pp	ovar Eini									
								Open Policy	/ Tester	Add	New Allo	owed Action
llows ACH Col	lection tra	nsaction	less than	or equal to	\$20,000	from Inte	ernal Accc	Open Policy	y Tester	Add	New Allo	owed Action
llows ACH Coll	lection tra Tree Ma	nsaction nagem	n less than ent LLC o	or equal to originating ir	\$20,000 n United	from Inte States p	ernal Accc erformed d	Open Policy ounts or Com luring specif	y Tester Imercial ied time	Add Checkin; s	New Allo g by Oak	owed Action
llows ACH Col l	lection tra Tree Ma	nsaction nagem	n less than ent LLC o	or equal to originating ir	\$20,000 n United	from Inte States p	ernal Accc	Open Policy ounts or Com luring specif	/ Tester Imercial ied time	Add Checkin; s	New Allo g by Oak	owed Action
llows ACH Coll	lection tra Tree Ma	nsaction nagem	ent LLC of	or equal to originating ir SUBSIDIARIES	\$20,000 United	from Inte States p ACCOUNTS	ernal Accc erformed d	Open Policy ounts or Com luring specif	y Tester Imercial ied time	Add Checking s	New Allo g by Oak	wed Action
DRAFT AMOUNT	lection tra Tree Ma	nsaction nagemo	n less than ent LLC d	or equal to originating ir SUBSIDIARIES Oak Tree Mar	\$20,000 h United	from Inte States p ACCOUNTS Internal A Commerci	ernal Accc erformed d eformed d	Open Policy bunts or Com luring specif DRAFT HOURS Custom	/ Tester	Add Checkin; s	New Allo g by Oak	IP ADDRESS
DRAFT AMOUNT	lection tra Tree Ma	nsaction nagemo	n less than ent LLC o	or equal to originating ir subsidiaries Oak Tree Mar	\$20,000 n United	from Inte States p ACCOUNTS Internal A Commerci	ernal Accc erformed d ccount ial Che	Open Policy ounts or Com luring specif DRAFT HOURS Custom	y Tester	Add Checkin, s	New Alk g by Oak	IP ADDRESS



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

15. Enter information for transaction example and click on 'Test'.

						Close Poli	cy Tester	Add N	ew Allowed	d A
Example Tra	nsactio	on 💿				_		_		
Operations		Amount		Account		Subsidiary		_		
Draft	\sim	\$1	,000.00	Internal Accounts	✓ 0xxxxxxx ×	Oak Tree Ma	nagement L	u ~	Test	:
SEC Code		IP Addresses	5	Location	Day	Tin	ne			
PPD	\sim	192.168.1.	*	United States 🗸	Any	\sim				
Auth code Template	provide used (i.e	ed e. draft restrict n will be allow	ted) red							
Auth code Template This tran Bank Policy Veriex Bank Allowed Allowed Actions	provide used (i.e	ed e. draft restrict n will be allow	ted) Company Oak Tree N Allowed	y Policy danagement LLC						
Auth code Template This tran This tran Allowed Allowed	s ACH (ed e. draft restrict n will be allow	ed Company Oak Tree M Allowed	y Policy danagement LLC j n less than or equal to Tree Managemen	\$20,000 from II	nternal Accou g in United Sta	nts or Con tes	nmercial C	hecking b	by C
Auth code Template This tran This tran Bank Policy Verites: Bank Allowed Allowed Allowed	s ACH (ed e. draft restrict a will be allow	ted) Company Oak Tree M Allowed	y Policy Management LLC J less than or equal to Tree Managemen	\$20,000 from I t LLC originatin	nternal Accou g in United Sta	nts or Con tes	nmercial C	hecking b	by C

Approval Limits

16. Click the 'Approval Limits' tab to view the dollar and count limits allotted to the company by the Veritex Community Bank.

NOTE: This screen is read only.

COLLECTION	Change	
Allowed Act	tions Approval Limits	
		These limits are read-only
Maximum Am	nount 🧿	Maximum Count ③
Per transaction		Per Account Per Day
\$	50,000.00	99
Per Account Per	Day	Per Day
\$	50,000.00	99
Per Day		Per Month
\$	50,000.00	999
Per Month		
5	500.000.00	



Features

17. Click on the 'Features' tab to view the non-transactional features allotted to the company by Veritex Community Bank.

NOTE: This screen is read only.

Overview Features	Accounts User Role	5	
ATURES 💿			
9, Search			
GHTS			
Allow one-time recipients		✓ Can Add Users	
Recipient upload from batch		✓ Wire upload from batch (requires Multi-Wire)	
ENERATED TRANSACTION			
Enable Multi-Transfer		✓ Enable Multi-Wire	
DRPORATE			
ORPORATE Enhanced Home Page		✓ Information Reporting (13 of 13 selected)	
ORPORATE Enhanced Home Page Manage Company Policy		 Information Reporting (13 of 13 selected) Manage User Roles 	
ORPORATE Enhanced Home Page Manage Company Policy USTOM FEATURES		 ✓ Information Reporting (13 of 13 selected) ✓ Manage User Roles 	

Accounts

18. Click on the 'Accounts' tab to view the account rights allotted to the company by Veritex Community Bank.

NOTE: This screen is read only.

19. Click on 'Save' to save Policy.

npany Polic	y ®					Sa
Overview	w Features	Accounts Us	er Roles			
COUNTS	D					
Search b	Display Name	View	Deposit	Withdraw	labele	
Number xxx0191	oy name, number or labe Display Name Internal Accounts	el View	Deposit	Withdraw	Labels	0
Number xxx0191 xxx5959	py name, number or labe Display Name Internal Accounts Commercial Checking	View	Deposit ✓	Withdraw E	Labels	



20. Click on 'Close'.



NOTE: Changes made to specific transaction will update and display under the 'Overview' tab.

Oak Tree	Managem	nent LLC					
Overview	Features	Accounts Us	ser Roles				
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
ACH Collection	\$50,000.00	99 / \$50,000.00	999 / \$500,000.00	99 / \$50,000.00	1 \$50,000.00	1 \$50,000.00	1 \$50,000.00