User Roles



User Role Overview

NOTE: The User Role controls feature entitlements and dollar limits for one or more company users who have the need for identical Online access.

Creating New User Role

- 1. Select the 'User Roles' option in the 'Commercial' menu.
- 2. Click on 'Create Role'.



- 3. Enter a 'Role Name'.
- 4. Enter a 'Description' describing the rights and functions of the 'User Role'
- 5. Click on 'Continue'.

- 6. Click on the 'Accounts' tab.
- Check the 'View', 'Deposit', or 'Withdraw' column accordingly for each account that the this 'User Role' will need access to.

NOTE: The 'View' box will allow 'User Role' to see the account on the home screen and access transaction history.

NOTE: The 'Deposit' and 'Withdraw' box will need to be checked for the 'User Role' to be able to complete 'Transfers', 'Wires', and all 'ACH' transactions even if the 'User Role' will only 'Draft' payments.

ser Roles > New User Role		
Role Name		
Master User		
Description (optional) User will have access to all accounts, all payment types, approval rights, and can manage and create new users.		
		11
	Cancel	Continue

er will have	access to all accounts, all	payment types, appr	🖉 oval rights, and can mar	nag		Delete Save
Overvie	w Features	Accounts				
OUNTS	3					
Search I	by name, number or label					2 of 24 accounts show
						Show unassigned accour
Number	Display Name	View 🗆	Deposit 🗆	Withdraw 🗆	Labels	A
xxx0823	Payroll Account	\checkmark	\checkmark	\checkmark		
xxx0831	Operating Account	\checkmark	\checkmark	\checkmark		



NOTE: Click on 'Show unassigned accounts' to display additional accounts to assign to 'User Role'.

8. Click on the 'Overview' tab, select an online transaction type by clicking on the corresponding maroon link. (ex. Payroll)

Jser Roles	s Mas	Ster User Il payment types, ap	Ø proval rights, and can r	manag			S	ave
Overview	Features	Accounts						
Fransaction Type	Approval Limit	Per Day Approval Limits	Per Month Approval Limits	Per Account Approval Limits	Draft Actions Max	Approve Actions Max	Cancel Actions Max	Vi
CH Collection	\$50,000.00	99 / \$50,000.00	999 / \$500,000.00	99 / \$50,000.00	1 Any	1 Any	1 Any	A
CH Payment - ingle	\$50,000.00	99 / \$50,000.00	999 / \$500,000.00	99 / \$50,000.00	1 Any	1 Any	1 Any	4
CH Payments	\$50,000.00	99 / \$50,000.00	999 / \$500,000.00	99 / \$50,000.00	1 Any	1 Any	1 Any	A
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hange Address		2	10	2	1 Any	1 Any	1 Any	,
heck Reorder		5	5	1	1 Any	1 Any	1 Any	,
ayroll	\$50,000.00	99 / \$50,000.00	999 / \$500,000.00	99 / \$50,000.00	1 Any	1 Any	1 Any	,
top Payment		10	100	10	1 Any	1 Any	1 Any	,
ransfer - nternal	\$30,000,000.00	99 / \$30,000,000.00	999 / \$100,000,000.00	99 / \$30,000,000.00	1 Any	1 Any	1 Any	,

Allowed Actions

NOTE: One or multiple levels may be setup to establish general or granular user limitations.

- 1. 'Disable' or 'Enable' online transaction type on the right.
- 2. Click on the 'Operations' box.

Jser Roles ser will have access	to all accourt	laste Its, all pay	r User (ment types,	approva	l rights, and ca	ın manag	<u></u>					Save
Overview	Features	Ac	counts									
AYROLL Change											Ena	bled
Allowed Act	tions l	Rights	Approv	val Limi	ts							
							Oper	n Policy T	ester	Add New /	Allowed Ac	tion
			Allows Pa	ayroll tra	ansaction for a	iny amo	ount				Ø	Ŵ
	operations Any	e fo	amount Any		subsidiaries Any	쓗ን	accounts Any	¢	draft hour Any	15 31		



3. Specify the allowed actions for the transaction type.

NOTE: 'Draft' will allow 'User Role' to enter payment information and save for 'Approver' to 'Approve' transaction type.

NOTE: 'Draft Restricted' will not allow 'User Role' to enter payment information.

NOTE: 'Approve' will allow 'User Role' to 'Approve' transaction type using 'Token'

NOTE: 'Cancel' will allow 'User Role' to 'Cancel' transaction type.

- 4. Click on the 'Amount' box.
- 5. Select 'Any Allowable Amount' or 'Specific Amount'.

NOTE: If 'Specific Amount' is selected, specify the dollar amount for the allowed action.

 MASTER USER POLICY = PAYROLL > RULE #
 Cancel
 <t



6. Click the 'Subsidiaries' box. Select the subsidiarie(s) allowed for this transaction type.

NOTE: The subsidiary will turn orange when selected.





 Click on the 'Accounts' box. Select the account(s) allowed for this transaction type.

NOTE: The account(s) will turn orange when selected.

8. 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.

- 9. Click 'OK' on the top right-hand corner.
- 10. Click the 'Policy Tester' to validate the User Role functionality to assure the setup is as needed.

Allows Payr	oli transaction loss than or equal to \$30,000 h	on Payroll Account	or Operating Accou Construction LLC	nt sy Oak Tree Mar	nagement LLC or Oak Tree Real Estate LLC	or Dak Tree
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Payroll Account	Operating As	count	1			

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Allowed Actio	ons Rights	Approval Limit	ts			
				Open Policy T	ester Add Ne	w Allowed Action
Allows Payroll	transaction less tha Management Ll	n or equal to \$50,000 .C or Oak Tree Rea	0 from Payroll Accou l Estate LLC or Oak	unt or Operating A Tree Construction	account by Oak Tre n LLC	e 🖉 🗓
	operations	AMOUNT III up to \$50,000	SUBSIDIARIES CONSTRUCTION Oak Tree Real Es Oak Tree Constr	ACCOUNTS Payroll Account Operating Accou	DRAFT HOURS	



11. Enter test transaction information and click on 'Test'.

Allowed Ad	tions	Rigi	nts	Appr	oval Limit	5	Policy Te	ester	Add Ne	ew Allowed Actio
Example Trans	action									
Operations *	Amount *		Account *			Subsidiary	,		_	
Draft 🔹		\$500.00	Checking xxx	xx0823	•	Q2 Advi	sory	•		Test
ACH Class Code	IP Addresse	25	Location		Day		Time			
PPD •	192.168.1	*	United States	•	Any	•				
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Rights

NOTE: The user role's ability to view transactions in the 'Activity Center'.

- a. **'Can view all transactions'** Can view transactions initiated by any online banking user within the company.
- b. 'Can view own transactions' Can only view the user's own transactions.
- c. 'Can view transactions by others in this role' Can view transactions initiated by users who are assigned to the same user role.
- d. 'Cannot view any transactions' Cannot view any transactions at all initiated by any user.

User Roles Master User will have access to all accounts, all payment to	SET 🖉 ypes, approval rights, and can manag	Delete
Overview Features Account	5	
PAYROLL Change		Enabled
Allowed Actions Rights Ap	proval Limits	
View Online Activity	Can view all transactions	~



Approval Limits

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

Maximum Amount

- a. 'Per Transaction' Maximum dollar amount for an individual transaction
- b. 'Per Account Per Day' Maximum dollar amount per day allotted for each entitled account
- c. 'Per Day' Maximum dollar amount per day allotted for the user (regardless of the account)
- d. 'Per Month' Maximum dollar amount per month allotted for the user (regardless of the account)

Maximum Count

- a. 'Per Account per Day' Maximum number of transactions per day allotted for each entitled account
- b. 'Per Day' Maximum number of transactions per day allotted for the user (regardless of the account)
- c. 'Per Month' Maximum number of transactions per month allotted for the user (regardless of the account)

ser Role	s Master s to all accounts, all pays	nent types, approval rights, a	ınd can manag	Delete
Overview	Features Acc	ounts		
ROLL Change				Enabled
Allowed Ac	tions Rights	Approval Limits		
Maximum Ar	mount 💿		Maximum Count 💿	
Per transaction	1		Per Account Per Day	
\$	50,000.00		99	
Per Account Pe	r Day		Per Day	
s	50,000.00		99	
Per Day			Per Month	
\$	50,000.00		999	
Per Month				



Features

1. Click on the 'Features' tab to view and modify the non-transactional features allotted to the user role by the 'Company Administrator'.

User Roles Master User	P val rights, and	Can manag
Overview Features Accounts		
FEATURES 🗇		
Q Search		
RIGHTS		
Access to all payment templates	× .	Allow one-time recipients 🗸
Can view all recipients	×.	Manage Recipients 🗸 🗸
Manage Users	~	Recipient upload from batch 🗸 🗸
Statement Image	× .	Wire upload from batch (requires Multi-Wire) 🗸 🗸
GENERATED TRANSACTION		
Enable Multi-Transfer	~	Enable Multi-Wire 🗸
АСН		
Enable Same Day ACH Credits	~	Enable Same Day ACH Debits 🗸 🗸
Enable Same Day ACH Payroli	×	

Saving User Role

- 1. Click on 'Save' in the upper right-hand corner to 'Save' all entitlements and dollar limits selected.
- 2. 'Policy Saved' message will appear on screen. Click on 'Close'.

NOTE: You can know assign 'User Role' to existing or new 'Users'.



