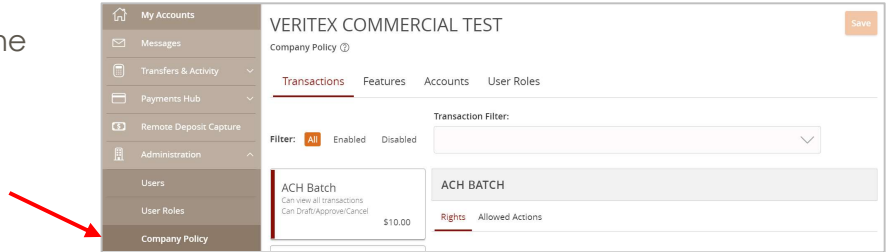# Company Policy Overview

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 'Administration' menu.

2. Select an online transaction type by clicking on the corresponding tile. (ex. ACH Batch)
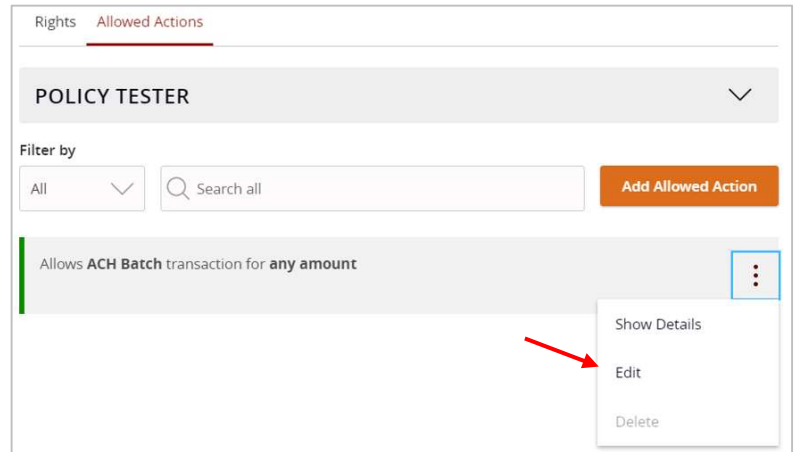
NOTE: All transaction types in the 'Transactions' section contain a consistent workflow for ease of use.

Allowed Actions

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

1. Click the 'Edit' option to edit the Allowed Action.

2. Specify the dollar amount option for the allowed action.

NOTE: 'Any allowable amount' allows for up to the Approval limit set on the Transactions tab.

Questions? Call our customer support.
Phone: 833-VERITEX (833-837-4839) or 469-443-9912 (Treasury Support: 972-349-6195)

3. Click the drop-down menu below 'Approvals' to set the number of approvals required.

4. Between one and five required approvals can be designated.
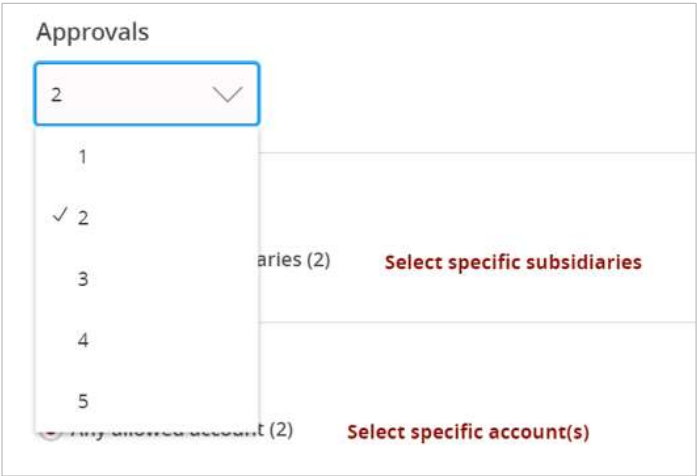
5. Click the link below 'Subsidiaries' to restrict the subsidiary or subsidiaries allowed for this transaction type.

NOTE: 'Any allowable subsidiaries' allows for any listed subsidiary to be selected for the transaction type.
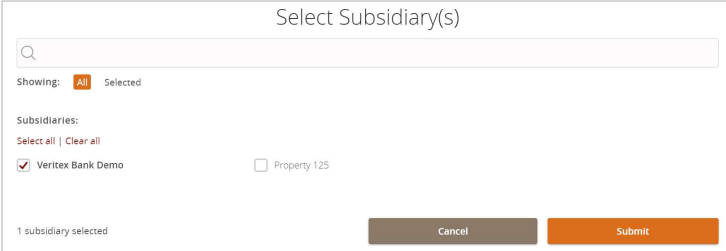
6. Click the link below 'Accounts' to restrict the account or accounts allowed for this transaction type.

NOTE: 'Any allowable account' allows for any listed account to be selected for the transaction type.

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7. Click the 'Add Draft Hours' link.

8. Select the days and hours allowed for this transaction type.

9. 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.

10. Click the 'IP Addresses' link.

11. 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.

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12. Select which SEC codes are allowed for this transaction type.

NOTE: If no SEC code is designated (Any), there will be no restriction placed on SEC code selection for this transaction type.

SEC Codes
☑ PPD   ☐ CCD

Cancel   Submit

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

POLICY TESTER ^

Operation	Amount	Account
Approve ∨	$ 1,000	Commercial Checking xxxxxx ∨

Subsidiary	SEC Code	IP Addresses
Property 125 ∨	PPD ∨	192.168.20.*

Location	Day	Hour	Minutes	AM / PM
United States ∨	Any ∨	12 ∨	00 ∨	PM ∨

☐ Auth code provided   ☐ Template used   **Test**

Rights

14. Click the 'Approval Limits' tab to view the dollar and count limits allotted to the company by the FI.

NOTE: This screen is read only.

ACH BATCH

Rights   Allowed Actions

Approval Limits

	Maximum Amount	Maximum Count
Per Transaction	$ 100,000.00	
Daily Per Account	$ 100,000.00	5
Daily	$ 300,000.00	5
Monthly	$ 1,000,000.00	10

Features

15. 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.

Transactions   Features   Accounts   User Roles

FEATURES ⓘ

🔍 Search

TRANSACTIONS

✓ Allow ACH Company Entry Description Entry

RIGHTS

✓ Allow one-time recipients	✓ Can Add Users
✓ Recipient upload from batch	✓ Wire upload from batch (requires Multi-Wire)

Questions? Call our customer support.
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Accounts

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

NOTE: This screen is read only.

Transactions	Features	**Accounts**	User Roles				

ACCOUNTS ⑦

Number	Name	View	Deposit	Withdraw	Labels	☐
xxxxxx2608	Commercial Checking	✓	✓	✓		☐
xxxxxx2607	Commercial Checking	✓	✓	✓		☐
xxxxxx3600	Personal Checking	✓	✓	✓		☐

17. Click 'Save' to save the changes to the Company Policy upon completion.

VERITEX COMMERCIAL TEST   `Save`
Company Policy ⑦

Transactions	Features	Accounts	User Roles

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