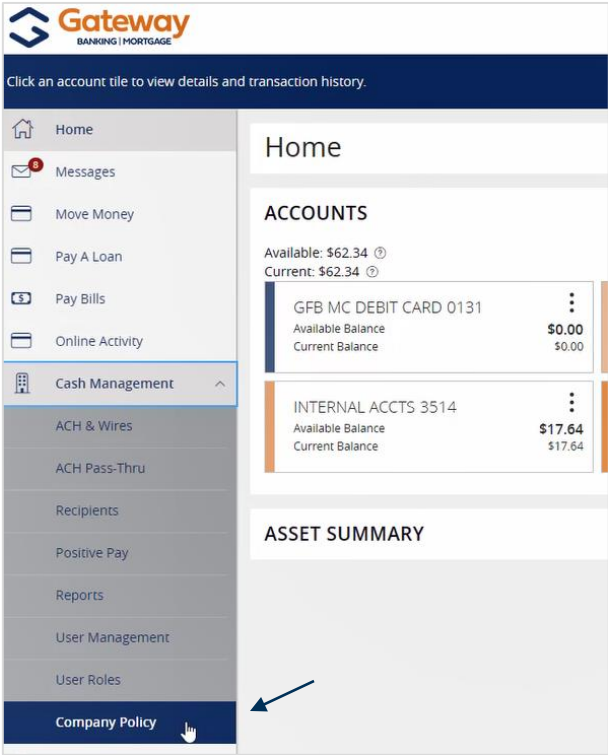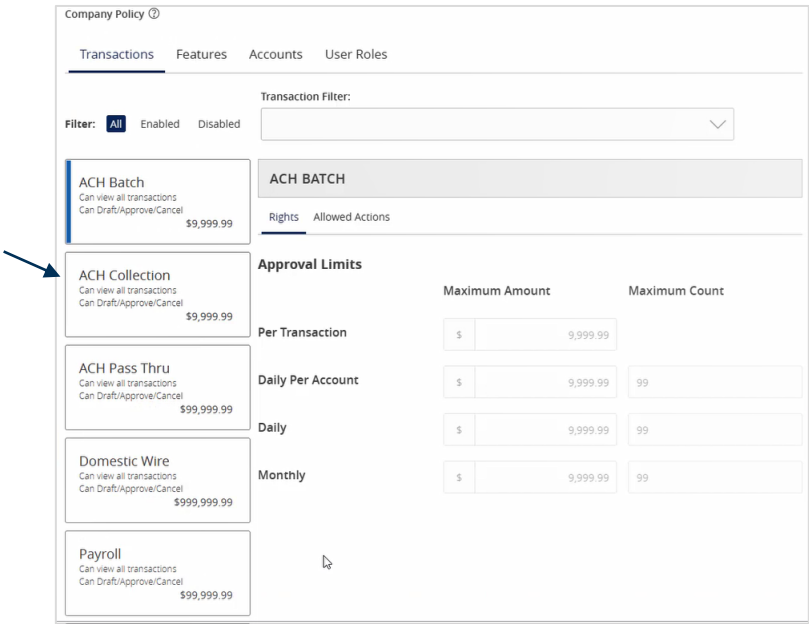**NOTE:** The Company Policy controls the company-level feature entitlements and dollar limits.

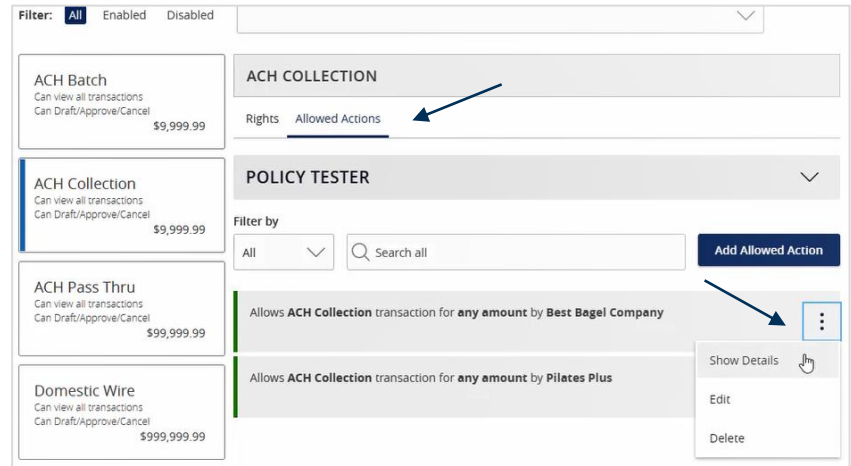1. Select the ''Cash Management' menu and then 'Company Policy.'

2. Select a transaction type that you'd like to set parameters around by clicking on the name of the transaction type.

3. Select Allowed Actions. Click the vertical dots and select the 'Show Details' option to view the configurations for the Allowed Action. Select the 'Edit' option to edit the Allowed Action.

NOTE: One or multiple levels may be set up to establish general or specific user limitations.
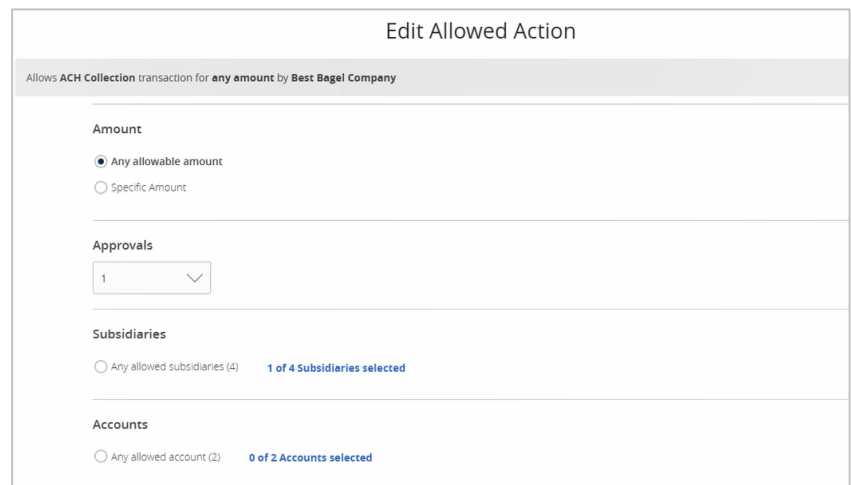

4. Select 'Specific Amount' and enter the Draft Amount.

NOTE: A designation of 'Any Allowable Amount' means means the user may draft a dollar amount up to the set Approval Limit

5. Select 'Approvals'. Choose between one and five required approvals.

NOTE: The number of approvals designates how many users must approve the transaction before it is fully authorized to process

6. Select 'Subsidiaries'. Choose the subsidiary or subsidiaries allowed for this transaction type.

7. Select 'Accounts'. Choose the account(s) that can be accessed for this transaction type.
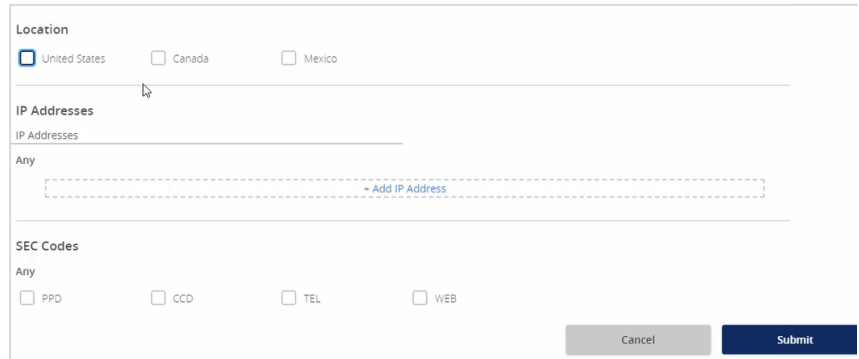
8. Select 'Location' to choose the country or countries from where this transaction type may be drafted.

NOTE: Until a country is selected, there will be no restriction placed on draft source location. Once a location is selected, IP addresses sourced from all other countries worldwide, will be denied.

9. Enter 'IP Address' or IP address range to be allowed from where this transaction type may be drafted. All other source IP addresses will be denied
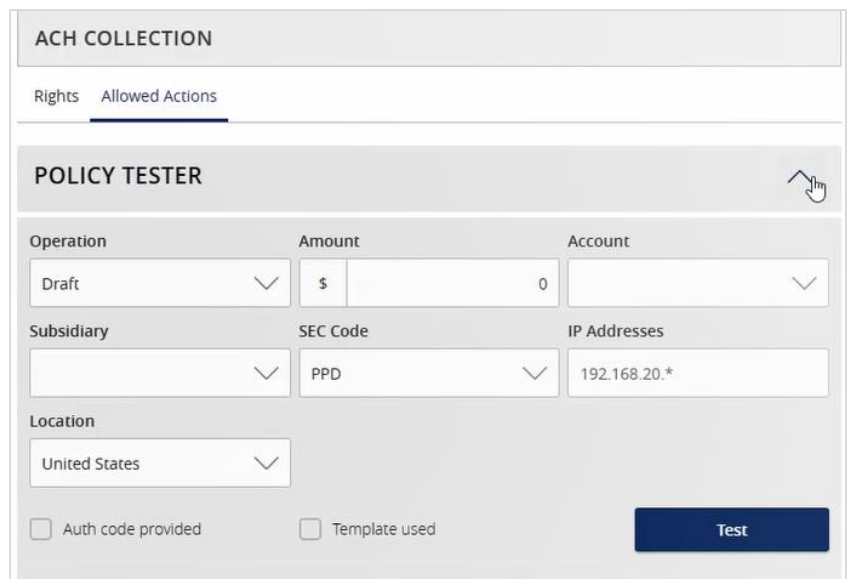
10. Select the 'SEC Codes' that will be allowed for the transaction type.

11. Click Submit when done

12. **Optional:** Select the 'Policy Tester' to validate the Company Policy functionality to assure the setup is correct.

NOTE: If the policy test is unsuccessful, the reason for the failure will be designated on the screen.

13. Select the 'Rights' tab to view the dollar and count limits assigned by Gateway First Bank.

NOTE: Gateway First Bank sets the approval dollar limits for the Company Policy. This screen is for viewing purposes only and cannot be edited.

14. Repeat the previous steps for each transaction type.

15. Select the 'Features' tab to view the non-transactional features assigned by Gateway First Bank.

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16. Select the 'Accounts' tab to view the account rights assigned by Gateway First Bank.

NOTE: Gateway First Bank sets the account access for the Company Policy. These settings are for viewing purposes only and cannot be edited.

17. Select 'Save' to save information where applicable.

Q2 Test Corp
Company Policy ⑦

Transactions   Features   Accounts   User Roles

ACCOUNTS ⑦

Number	Name	View	Deposit	Withdraw	Labels	☐
******0131	GFB MC DEBIT CARD	✓	⊘	⊘		☐
******1051	GFB MC DEBIT CARD	✓	⊘	⊘		☐
******8171	GFB MC DEBIT CARD	✓	⊘	⊘		☐
******4683	INTERNAL ACCTS	✓	✓	✓		☐
******3514	INTERNAL ACCTS	✓	✓	✓		☐