



# Setup User ACH Limits

This topic provides instructions for setting up or modifying a user's daily maximum limit and account limits associated with ACH services. The amount of each successful ACH transaction is attributed to the user who provided the transaction's final approval. If a limit is modified between the time that a transaction is submitted and approved/transmitted, the limit amount that exists at the time of transmission will be used.

ACH limit checking proceeds in the following order: User Daily Limit, Company Daily Limit, User Daily Account Limit, Company Daily Account Limit, Company Transaction Detail Limit. For every company user whose user limit is higher than the modified company limit or is No limit, the User Daily ACH Limit is set to the modified company limit.

1. Click **Administration > Company Administration > Manage users**.
2. Click the link in the **User ID** column that is associated with the user.
3. Click the **Edit** link next to the service you want to change.
4. Modify the following limits as needed:

| Limit                    | Description                                                                                                         |
|--------------------------|---------------------------------------------------------------------------------------------------------------------|
| User daily limit         | The maximum allowable cumulative amount of all successful transactions in a given day, for a group of services.     |
| User Daily Service Limit | The maximum allowable cumulative amount of all successful transactions in a given day for a particular ACH service. |
| User Daily Account Limit | The maximum allowable cumulative amount of all successful transactions on a per account basis in a given day.       |

5. Click **Save changes**.

# Setup User Bill Pay Limits

1. Click **Administration > Company Administration > Manage users**.
2. Click the link in the **User ID** column that is associated with the user.
3. Click the **Edit** link next to the service you want to change.
4. Modify the following limits as needed:

|                                        |                                                                                                                 |
|----------------------------------------|-----------------------------------------------------------------------------------------------------------------|
| <b>User transaction limit</b>          | The maximum allowable amount a company user can enter for a bill payment transaction.                           |
| <b>User transaction approval limit</b> | The maximum allowable amount a company user can approve for a bill payment transaction entered by another user. |

5. **Note:** Users given the Administration role automatically inherit the company's transaction limits. In this instance the limits cannot be changed.
6. Click **Save changes**.



# Setup User Wire Limits

This topic provides instructions for setting up/modifying a user's daily maximum limit and account limits associated with Wire services. The amount of each successful wire transaction is attributed to the user who provided the transaction's final approval. If a limit is modified between the time that a transaction is submitted and approved/transmitted, the limit amount that exists at the time of transmission will be used.

Wire limit checking proceeds in the following order: User Daily Limit, Company Daily Limit, User Daily Account Limit, Company Daily Account Limit, User Transaction Limit, Company Transaction Limit.

1. Click **Administration > Company Administration > Manage users**.
2. Click the link in the **User ID** column that is associated with the user.
3. Click the **Edit** link next to the service you want to change.
4. Modify the following limits as needed:

| Limit                                    | Description                                                                                                     |
|------------------------------------------|-----------------------------------------------------------------------------------------------------------------|
| User daily limit                         | The maximum allowable cumulative amount of all successful transactions in a given day, for a group of services. |
| User Daily Service Limit                 | The maximum allowable cumulative amount of all successful transactions in a given day for a particular service. |
| User Daily Account Limit                 | The maximum allowable cumulative amount of all successful transactions on a per account basis in a given day.   |
| <b>User Individual Transaction Limit</b> | The maximum allowable amount for each transaction for a particular account.                                     |

5. Click **Save changes**.