

Redacted Financial Corporation

Barrel of Monkeys – ABC Administrative Procedures

Procedure

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Applicable To:	Barrel of Monkeys
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Key Responsibilities

Approval Authority:	Senior Director, Motley Crue [Mary Smith]
Document Owner:	Barrel of Monkeys Manager [John Brown]
Document Manager:	Barrel of Monkeys Manager [John Brown]
Approval of Non-Material Changes:	Barrel of Monkeys Manager [John Brown]
Approval of Exceptions to Procedure:	Senior Director, Motley Crue [Mary Smith]

Procedure Overview

This is a manual process where Barrel of Monkeys manages credit authorizations granting permission for approved certain accounts to clear ABC moneygrams. Relationship managers submit an appropriately approved Ok To Lend document that defines a specific dollar amount of allowed daylight overdraft for a specific account or accounts. The expiration date will be no more than one year from the date of the approval of the overdraft.

Scenarios

An Ok To Lend document is sent to the Moneygram Affirmative mailbox

Inputs

OK To Lend document

Process Steps

NEW SETUP

1. Receive Credit Authorization document in the “Moneygram Process” mailbox at MoneyGramApprovals@redacted.com. If the document is received by any other means, call and request that the document be emailed. (See sample OK To Lend document below)



2. Verify OK To Lend authority
 - a. Review the **Risk Rating** field on the Ok To Lend document (circled above)
 - b. Access **Onsight**. (**Onsight** can be located by searching “Onsight” on Onederful)
 - c. From the Onsight Homepage, select the **Credit Authority Database** link (see below)



- d. A screen opens, which allows you to search credit authority
- e. Search using the name of a signer on the credit authority document (see search results below)
- f. Under **Applicable Grids**, click the link that corresponds to the region indicated on the **OK To Lend** document. In this case the **Region/Unit** listed on the Ok To Lend document is **MMA-South**.
- g. Click the link **C&I South**.

- h. The **C&I South** grid opens. (see below)



- i. Under **Maximum Potential Exposure (M&M)** on the **Ok To Lend** document, find the **Total M&M** amount. In this case the **Total M&M** is listed as \$750, which indicates \$750,000. (see below)



- j. Search in the **M&M** column on the risk rating grid you opened above for the closest dollar amount to the M&M. Amount should be equal to or greater than the amount specified. In this case the amount will be \$1MM. (see above – step 2h)
- k. The CFR is assigned to the loan to measure the Risk Rating (RR) on the loan. (see above, step 2h). As mentioned in the **Ok To Lend** document, the rating on this loan is 5. Find the column on the grid that contains RR5. (see **C&I South** grid above)
- l. Find the cell at the intersection of **M&M** and **Risk Rating** indicated. (see above) In this case, the intersection cell contains Alpha + Beta. This indicates that authorization for the \$1MM MBE requires two signers – one with at least a Alpha authority and one with at least a Beta authority.
- m. In step e, the current signer has an authority of **Zeta**. **Zeta** is a higher authority than Beta, so that fulfils one requirement.
- n. On the **Onsight** screen, click the **Back** arrow on your browser.
- o. Search another signer. (See results below)
- p. In this case, the second signer has an authority of Beta. This **OK To Lend Document (OTL)** can be accepted because two of the listed signers on **the OK To Lend document (OTL)** can be accepted because two of the listed signers on the Ok To Lend form have the appropriate authority. (Note: If you search for a signer and find a blank field under **Authority Category**, search for another signer.
- q. If you don't find enough signers on the document with appropriate authority level, return the **OK To Lend Document** to the sender by emailing the text in Appendix 1.
3. Open the ABC Authorization spreadsheet in edit mode from the INTRANET link below:
4. Input the following information (Customer Name, Debit Account #, Overdraft limit, expiration date, officer on account and Instructions) into the spreadsheet. (See example below)

5. Upload the Ok To Lend document to INTRANET at the link below:
www.linkredacted.com/creditauthorizationdocument 9876543fakelink
6. Link the uploaded document to the **Customer Name** field using the following steps:
 - a. Ensure that the **Standing Auth** folder is saved to your favorites
 - b. On the spreadsheet, right click in the cell that contains the customer name. Click **Hyperlink. Insert Hyperlink** window opens (see below)



- c. Click the Globe icon to "Browse the Web." Home screen opens
 - d. From your favorites, select the **Standing Authorizations** link. **Standing Authorizations** folder opens.
 - e. Click the letter you wish to link. (Letter opens. Close the window with the letter.)
 - f. The letter's address will now appear in the **Address** field of the **Insert Hyperlink** window.
 - g. Click OK. Letter is now linked to the spreadsheet, and the customer name appears as a hyperlink.
7. From the main screen in MoneyMinus, enter the Ok To Lend information into MoneyMinus using the following steps:
 - a. Select Profiles from the dropdown menus at the top of your screen.
 - b. Select Accounts.
 - c. Enter Account number into **Account Number** field of **Search Accounts** window (see below)



- d. Click the finger icon.

- e. Double click the account you wish to work with. **Edit Account Profile** window opens. (see below)



- f. Enter the credit limit in the **Credit Limit** field.
- g. Click **OK**. Credit limit is now added into MoneyMinus

MONTHLY REVIEW

1. Sort the spreadsheet by expiration date to place the next account set to expire at the top of the sheet.
2. For any authorization that will expire within the next month,
 - a. Verify the current Relationship Manager (RM) using the template (Appendix 2) to notify them of the impending expiration
3. Print a copy of the request and retain it in the **Overdraft Authorization** binder in the Moneygram Area. (Copies of Overdraft Authorization are to be retained up to 7 years)

DAILY REVIEW

1. Check Moneygram Inquiry mailbox for any Renewals or Deletions of OK to Lend Authority
 - a. Process any Renewals using Renewals steps below on page 10.
 - b. Process any Deletions using Deletions steps below on page 10
2. Check the **ABC Authorization** Spreadsheet for any current day or prior day expirations.
 - a. Delete any expired authorizations using Deletion steps below. (This should be performed at end of day on the date of expiration)

RENEWALS

If an RM extends overdraft authority,

1. Verify the RM's credit authority using steps 2 & 3 under New Setup above.
2. Open the **ABC Authorization** spreadsheet in edit mode at the link below www.linkredacted.com/creditauthorizationdocument 9876543fakelink
3. Review the overdraft amount in the spreadsheet. Update if necessary.
4. Enter the new expiration date on the appropriate line of the spreadsheet.
5. Review the overdraft amount in MoneyMinus for accuracy. (For accuracy, a 2nd associate should be designated to review the information in MoneyMinus and the spreadsheet in INTRANET)
 - a. Select **Profiles**

- b. Select **Accounts**. **Search Accounts** window appears
- c. Enter account number
- d. Click the finger icon
- e. Click on the account you wish to review
- f. Compare the amount in the **Credit Limit** field with that on the current letter.
- g. Update the amount if necessary
 - i. Enter the new credit limit in the **Credit Limit** field.
 - ii. Click **OK**. Credit limit is updated in MoneyMinus.

DELETIONS

Expired authorizations must be deleted from MoneyMinus and from the ABC Authorization Spreadsheet on the date of expiration. In addition, an RM may request that the authorization be deleted.

1. To delete the authorization from MoneyMinus:
 - a. Select **Profiles**
 - b. Select **Accounts**. **Search Accounts** window appears
 - c. Enter account number
 - d. Click the finger icon
 - e. Click on the account you wish to modify
 - f. Delete the credit limit from the **Credit Limit** field
 - g. Click **OK**. Credit limit is removed from **MoneyMinus**
2. To archive the authorization form from the ABC Authorization Spreadsheet
 - a. Open the ABC Authorization Spreadsheet in edit mode at the link below
www.linkredacted.com/creditauthorizationdocument9876543fakelink
 - b. Search for the authorization you wish to archive
 - c. Delete the line and save the edit
3. Remove the authorization memo from the binder. Expired memo, retained on INTRANET, should be moved to the Archive on Barrel of Monkeys's ABC Authorization Archive on INTRANET and stored for one year (link below)
www.linkredacted.com/creditauthorizationdocument9876543fakelink
4. Immediately after archiving the authority from **MoneyMinus** and from the **ABC Authorization Spreadsheet**, send a followup email to the RM, notifying them of the archived authorization.
5. Destroy the expired memo (paper version)