



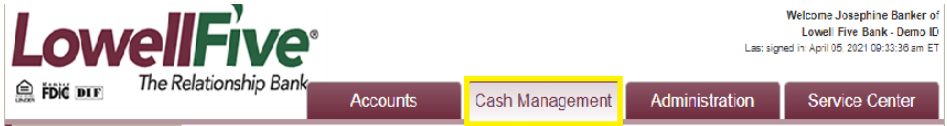
## Editing Existing ACH Template Information (CCD)

You will need to sign on to Online Banking with your Sign-On ID & Password.

### Edit an ACH Template:

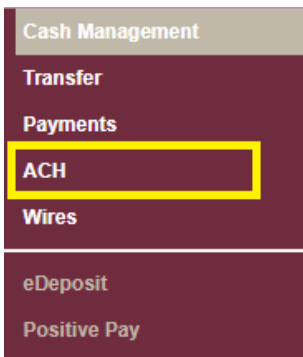
You can edit any ACH template previously created.

- ▶ Click 'Cash Management' on the top menu bar



This will bring up the 'Cash Management' screen.

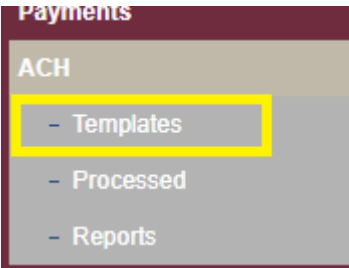
- ▶ Click 'ACH' on the left menu bar



This will bring up the 'Manage Active ACH' screen.

The ‘**Manage Active ACH**’ screen is your portal to ACH information and processing.

- ▶ Click ‘**Templates**’ on the left menu bar



This will bring up the ‘ACH Templates’ screen.

- ▶ Click arrow under Actions column (far right)

From the menu select **Edit**

- ▶ Click **Go**

**Templates**

Delete Choose Company: All Companies Choose Columns

<input type="checkbox"/>	Name	ACH Type	Description	Company	Deposit Total	Withdrawal Total	# of Trans	Same Day	Recurring	Recurring Next Effective Date	Actions
<input type="checkbox"/>	<a href="#">Test05</a>	PPD		Lowell Five Bank - Demo ID	\$0.00	\$0.00	0	No	False		▼
<input type="checkbox"/>	<a href="#">test2</a>	CCD	test2	Lowell Five Bank - Demo ID	\$0.00	\$0.00	1	2:00 PM	False		▼
<input type="checkbox"/>	<a href="#">Test44</a>	CCD		Lowell Five Bank - Demo ID	\$0.00	\$0.00	1	No	False		▼

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Copy  
Edit  
Export ACH  
Export CSV  
Reverse  
Go

## Step One: **Description**

Information is pre-filled (entered when template was created).

- Edits to the Description can be made

ACH Type: To/From corporate accounts (CCD)

\* Name:

Description:

\* Company:

\* Offset Account:

Same Day: ☐ Not Same Day [What is Same Day?](#)  
☐ Same Day - 9:30 AM ET Cutoff  
☒ Same Day - 2:00 PM ET Cutoff

Security: ☐ Set security to sensitive

Zero Dollar Amount: ☐ Send zero dollar

Addenda for All:

Recurring: ☒ Not Recurring  
☐ Recurring

- Click Continue

Step Two: **Transaction Details**

Information can be edited from this screen (if necessary).

**Name** – Enter name as it appears on account

**ID** – (Optional)

**Credit Deposit** – Enter an amount under ‘Deposit’ column if you are setting up a Credit (i.e. Payroll) File – leave withdrawal column blank. (\*Enter \$0.00 for prenote file)

**Debit Withdrawal** – Enter an amount under ‘Withdrawal’ column if you are setting up a Debit (i.e. Membership Dues) File – leave deposit column blank (\*Enter \$0.00 for prenote file)

**Account Number:** Enter Account Number

**Routing Number:** Enter Routing Number

**Type** – Choose Type of Account (i.e. Chk = Checking or Svg = Savings)

**Pre (See Note Above):** Check box to send a prenote file



















► Click Save

Import Transactions

Import Amounts

Name

Find

Name	ID	Deposit	Withdrawal	Account	Routing #	Type	Pre	Actions
						Chk	<input type="checkbox"/>	 
						Chk	<input type="checkbox"/>	 
						Chk	<input type="checkbox"/>	 
						Chk	<input type="checkbox"/>	 
						Chk	<input type="checkbox"/>	 
						Chk	<input type="checkbox"/>	 
						Chk	<input type="checkbox"/>	 
						Chk	<input type="checkbox"/>	 
						Chk	<input type="checkbox"/>	 

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10 Per Page

Add More Rows

Cancel

Back

Save


**\*NOTE:** When adding a new transaction (i.e. new employee (payroll) or new member (dues), a ‘prenote’ file must be processed before a regular file.

### Step Three: **Confirmation**

Verify the template information

► Click Done

1 Transaction

 Your ACH Template has been saved.

Additional Actions

☐ Save as an ACH

Done

**Once this step is completed you will use this template to create an ACH Batch.**

Adding a Batch can be done from this ‘**Confirmation**’ screen or from the ‘**ACH**’ screen. Please follow the instructions “Initiate, Approve and Release ACH Batches”.

Not Same Day ACH Batch requests will be accepted until 2:00 P.M.

Same Day ACH Batch Requests will be accepted until 9:30 A.M. for the morning file and 2:00 P.M. for the afternoon file

**Please contact the Cash Management Department at BusinessBankingServices@lowellfive.com or 978-452-1300, if you need additional assistance.**