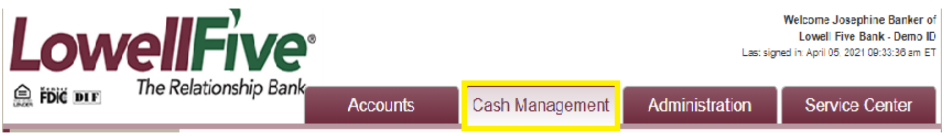
Editing Existing ACH Template Information (CCD)

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

Edit an ACH Template:

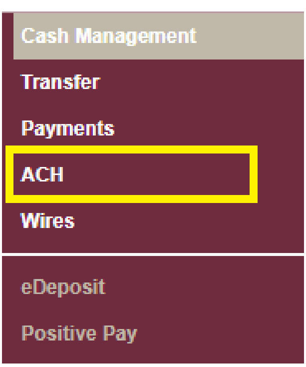
You can edit any ACH template previously created.

- <u>Click</u> ‘Cash Management’ on the top menu bar



This will bring up the ‘Cash Management’ screen.

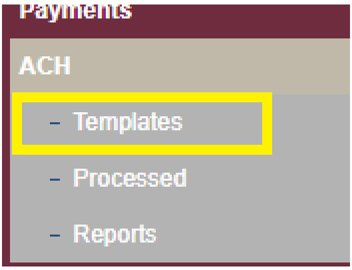
- <u>Click</u> ‘ACH’ on the left menu bar



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

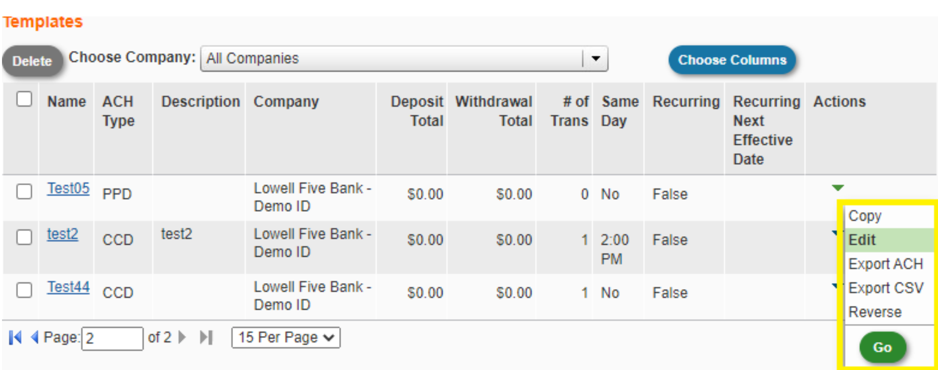


This will bring up the ‘ACH Templates’ screen.

- Click arrow under Actions column (far right)

From the menu select **Edit**

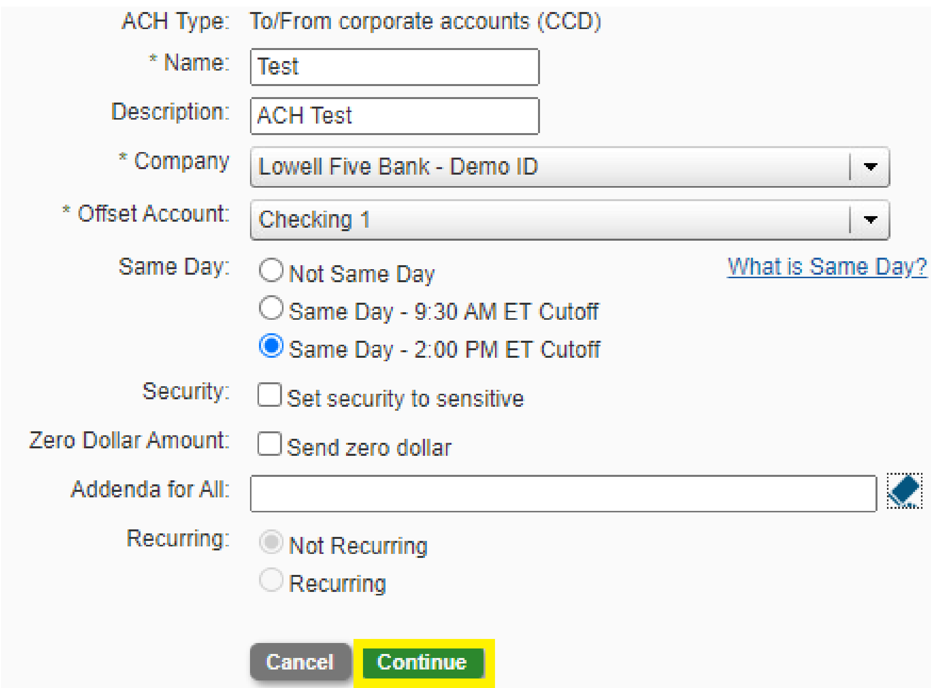
- Click **Go**



Step One: **Description**

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

- Edits to the Description can be made



- 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)

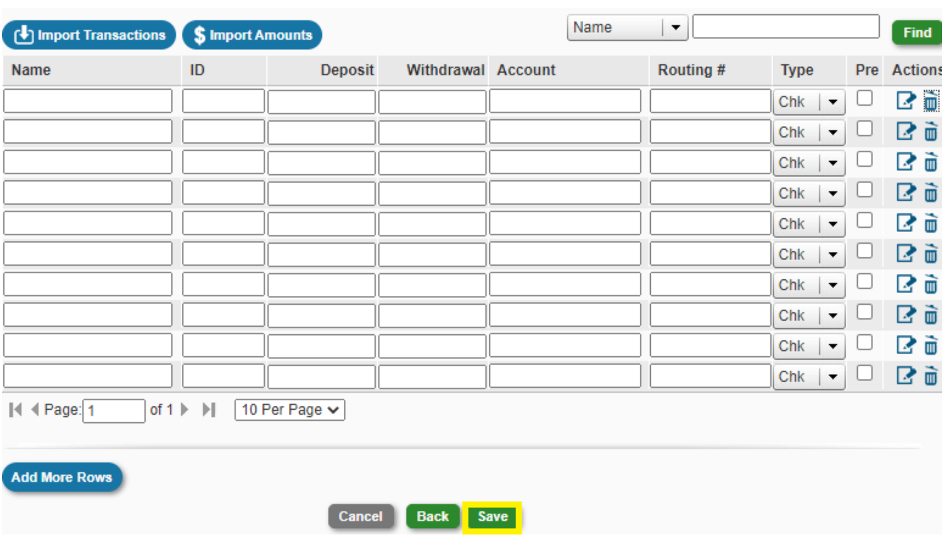
Account Number: Enter Account Number

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

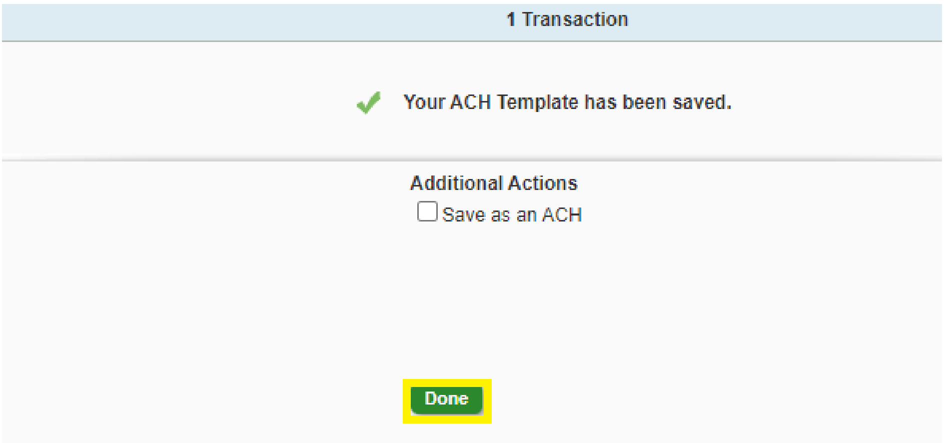


***NOTE: When adding a new transaction (i.e. new employee (payroll) or new member (dues), a 'prenote' file must be processed before a regular file.**

Step Three: **Confirmation**

Verify the template information

- Click Done



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.