



A Full Service Bank

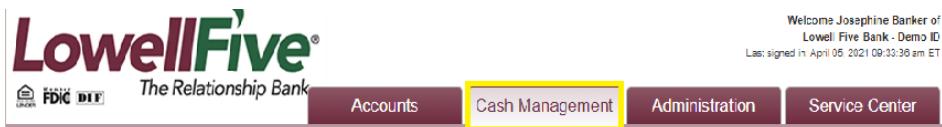
Editing Existing ACH Template Information (CCD)

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

The 'Templates' screen displays a list of ACH records. The columns are: Delete, Choose Company (All Companies), Choose Columns, Name, ACH Type, Description, Company, Deposit Total, Withdrawal Total, # of Trans, Same Day, Recurring, Recurring Next Effective Date, and Actions. The 'Actions' column for the first record has a context menu open with options: Copy, Edit (which is highlighted with a green box), Export ACH, Export CSV, and Reverse. A 'Go' button is also in the menu. At the bottom, there are navigation buttons (Back, Forward, Page 2 of 2, 15 Per Page).

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

◀◀ Page: 2 of 2 ▶▶ 15 Per Page ▼

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

Cancel Continue

- ▶ 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

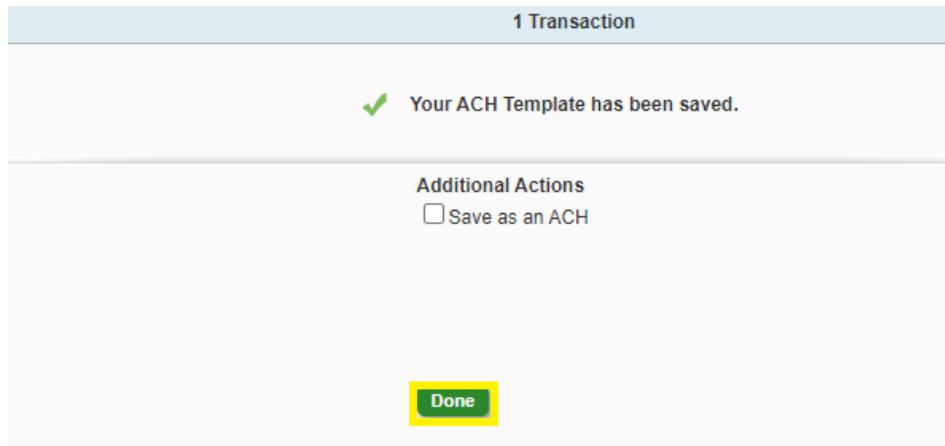
► Click Save

***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.**