

Guide to Delete ACH Template

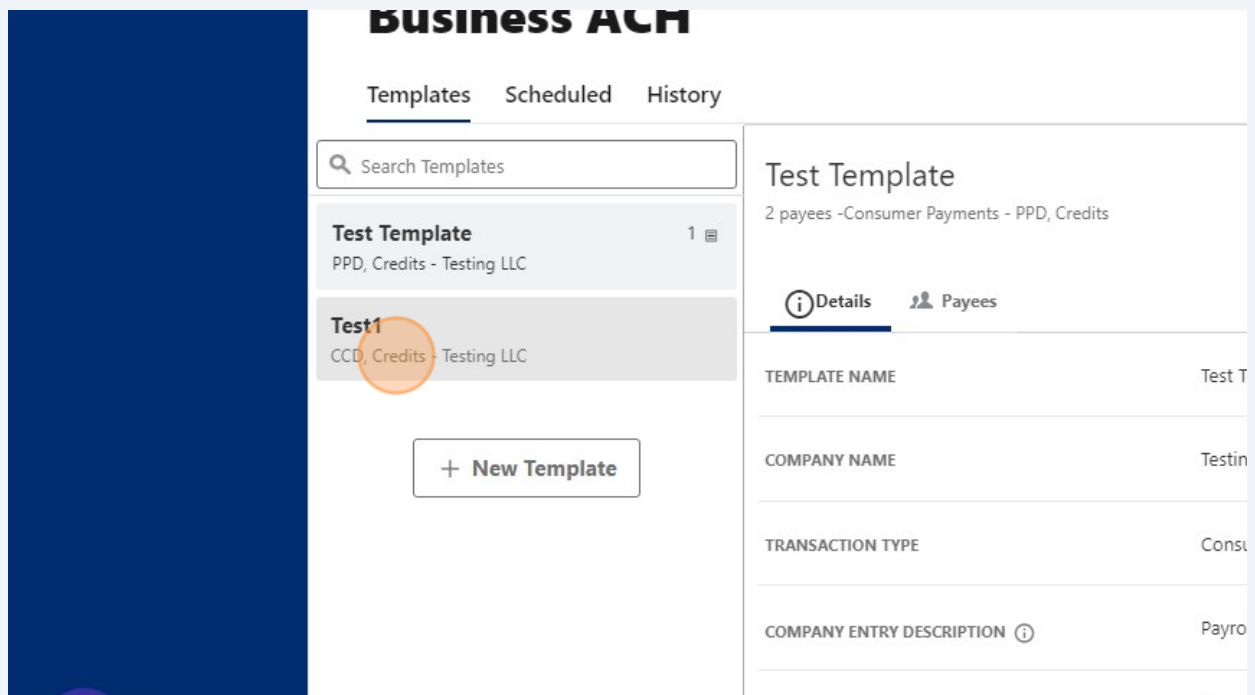
The delete service allows users to delete ACH templates.

Required Permissions

Before you can delete ACH templates, you must have a role with delete template permissions.

Important: Deletion is not applied to templates pending authorization, authorized templates, or future-dated templates. If you wish to delete a future-dated template, click the scheduled ACH tab and cancel the request.

- 1 Within the **"Business ACH"** widget, select the template you wish to delete.



The screenshot displays the "Business ACH" interface. At the top, there are three tabs: "Templates", "Scheduled", and "History". Below the tabs is a search bar labeled "Search Templates". A list of templates is shown below the search bar, with two entries: "Test Template" (PPD, Credits - Testing LLC) and "Test1" (CCD, Credits - Testing LLC). The "Test1" entry is highlighted with an orange circle. Below the list is a "+ New Template" button. To the right of the list is a details view for the selected "Test Template". The details view shows "2 payees - Consumer Payments - PPD, Credits" and two tabs: "Details" (selected) and "Payees". Below the tabs is a table with the following fields and values:

TEMPLATE NAME	Test T
COMPANY NAME	Testin
TRANSACTION TYPE	Consu
COMPANY ENTRY DESCRIPTION ⓘ	Payro

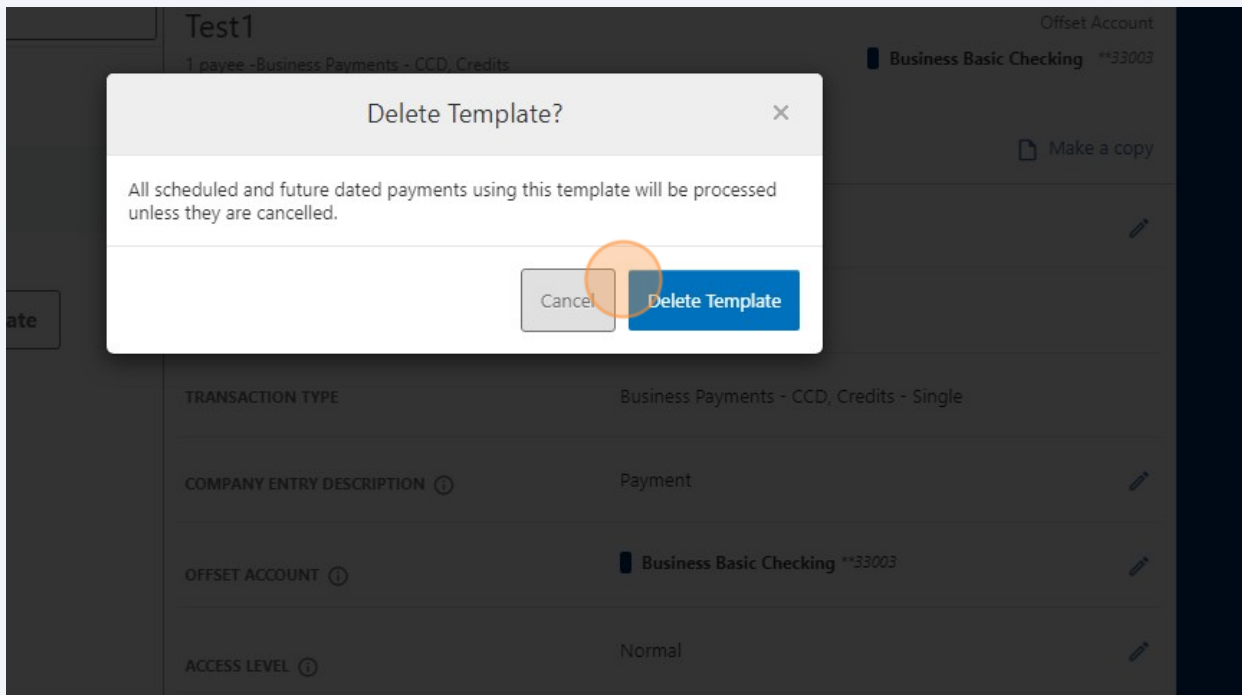
2 Click the "Details" tab.

The screenshot shows the 'Business ACH' interface. At the top, there are tabs for 'Templates', 'Scheduled', and 'History'. Below the tabs is a search bar labeled 'Search Templates'. A list of templates is shown, with 'Test1' (CCD, Credits - Testing LLC) selected. A '+ New Template' button is at the bottom left. On the right, the 'Test1' details are shown, including '1 payee - Business Payments - CCD, Credits'. The 'Details' tab is highlighted with an orange circle. Below the tabs are fields for 'TEMPLATE NAME' (Test1), 'COMPANY NAME' (Testing LLC), 'TRANSACTION TYPE' (Business Payments - CCD, C), and 'COMPANY ENTRY DESCRIPTION' (Payment).

3 Click the "Delete template" icon.

The screenshot shows the 'Test1' details page. The 'COMPANY ENTRY DESCRIPTION' field is highlighted with an orange circle. Below the fields is a 'Delete template' button with a trash icon, also highlighted with an orange circle. A note below the button states: 'Changing template details will not affect templates pending authorization or templates that have already been approved for processing.'

4 Click **"Delete Template"** or click **"Cancel"** to close the window.



5 A confirmation message is displayed indicating the template has been successfully deleted.

Important: Deletion is not applied to templates pending authorization, authorized templates, or future-dated templates. If you wish to delete a future-dated template, click the scheduled ACH tab and cancel the request.

