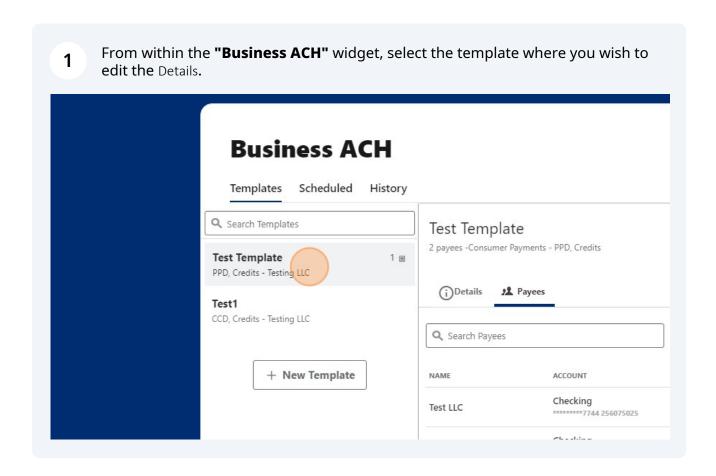
Guide to Edit Template Details

The edit template service allows users to edit the name of the template, company entry description, offset accounts and access levels (normal or restricted).

Required Permissions

Before you can edit ACH templates, you must be assigned a role with edit template permissions.

Important: Edits are not applied to templates pending authorization, authorized templates, or future-dated templates



2 Click on the "Details" tab to show the template details. **Business ACH** Cre Scheduled History **Templates** Q Search Templates Test Template 2 payees -Consumer Payments - PPD, Credits **Test Template** 1 🗏 PPD, Credits - Testing LLC Details 22 Payees Test1 CCD, Credits - Testing LLC Q Search Payees + New Template NAME ACCOUNT STATUS Checking ACTIVE Test LLC

Test Tester

********7744 256075025

*******1111 256075025

Checking

3 Under details, you will have the option to edit the following: • Template Name • Entry Description Offset Account Access Level Click the edit icon (pencil) next to the field you wish to edit. emplate Business Basic Checking **33003 Consumer Payments - PPD, Credits Make a copy 22 Payees Test Template NAME NAME Testing LLC TON TYPE Consumer Payments - PPD, Credits - Single Payroll ENTRY DESCRIPTION (i) ■ Business Basic Checking **33003 COLINT (:)

Click **"Save Changes"** or **"Cancel"** to close. 4 Test Template Offset Account Business Basic Checking **33003 2 payees -Consumer Payments - PPD, Credits 1 🗏 (i) Details Make a copy 2 Payees TEMPLATE NAME Test Template Save Changes Cancel COMPANY NAME Testing LLC TRANSACTION TYPE Consumer Payments - PPD, Credits - Single Payroll COMPANY ENTRY DESCRIPTION (i)