

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

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From within the **"Business ACH"** widget, select the template where you wish to edit the Details.

The screenshot displays the 'Business ACH' widget 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, with 'Test Template' (PPD, Credits - Testing LLC) highlighted in grey and marked with an orange circle. Below it is 'Test1' (CCD, Credits - Testing LLC). A '+ New Template' button is at the bottom of the list. To the right, the 'Test Template' details are shown, including '2 payees - Consumer Payments - PPD, Credits'. There are two sub-tabs: 'Details' and 'Payees', with 'Payees' selected. Below this is a search bar for 'Search Payees' and a table with columns 'NAME' and 'ACCOUNT'. The table contains one entry: 'Test LLC' with account number '*****7744 256075025'.

NAME	ACCOUNT
Test LLC	*****7744 256075025

2 Click on the **“Details”** tab to show the template details.

Business ACH

Templates Scheduled History

Search Templates

Test Template 1

PPD, Credits - Testing LLC

Test1

CCD, Credits - Testing LLC

+ New Template

Test Template

2 payees - Consumer Payments - PPD, Credits

Details Payees

Search Payees

NAME	ACCOUNT	STATUS
Test LLC	Checking *****7744 256075025	ACTIVE
Test Tester	Checking *****1111 256075025	PRENOTE

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.

Test Template

Consumer Payments - PPD, Credits

Offset Account

Business Basic Checking **33003

Details Payees Make a copy

NAME	Test Template	
NAME	Testing LLC	
ENTRY TYPE	Consumer Payments - PPD, Credits - Single	
ENTRY DESCRIPTION	Payroll	
ACCOUNT	Business Basic Checking **33003	

4 Click **"Save Changes"** or **"Cancel"** to close.

The screenshot shows a web interface for editing a 'Test Template'. The page title is 'Test Template' and it includes a sub-header '2 payees - Consumer Payments - PPD, Credits'. On the right, it shows 'Offset Account' and 'Business Basic Checking **33003'. There are tabs for 'Details' (selected) and 'Payees', and a 'Make a copy' button. The form fields are as follows:

TEMPLATE NAME	<input type="text" value="Test Template"/>	
COMPANY NAME	Testing LLC	
TRANSACTION TYPE	Consumer Payments - PPD, Credits - Single	
COMPANY ENTRY DESCRIPTION	Payroll	

Below the 'TEMPLATE NAME' field, there are two buttons: 'Save Changes' (highlighted with an orange circle) and 'Cancel'.