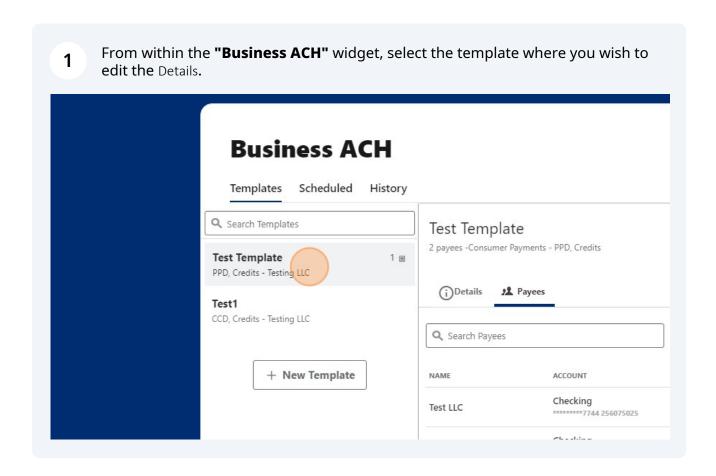# Guide to Edit Template Details

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

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

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



**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.

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

## Test Template
2 payees -Consumer Payments - PPD, Credits

Offset Account

▮ **Business Basic Checking**   *\*\*33003*

1 ▤

ⓘ **Details**    👥 **Payees**

🗋 Make a copy

| | | |
|---|---|---|
| **TEMPLATE NAME** | Test Template    ✏️ | |
| | Save Changes    Cancel | |
| **COMPANY NAME** | Testing LLC | |
| **TRANSACTION TYPE** | Consumer Payments - PPD, Credits - Single | |
| **COMPANY ENTRY DESCRIPTION** ⓘ | Payroll | ✏️ |