

How to edit a Recurring ACH Transfer when already showing Pending Origination.

1. Go to the ACH primary page by clicking Payments & transfer from Menu header, then ACH box, change radio button selected to Delete ACH Transfer, then click Submit.

The screenshot shows the top navigation bar of The First National Bank in Carlyle. The 'Payments & transfers' menu item is highlighted with a green box. Below the navigation bar, the 'Payments & Transfers' section is displayed, with the 'ACH' sub-menu item highlighted. The 'Delete ACH Transfer' radio button is selected and highlighted with a green box. A 'Submit' button is also highlighted with a green box.

2. From the search results, find the ACH Transfer with the Status of "Pending Origination". Click the hyperlink under the Transfer Description column to select, this will pull up the details of that ACH Transfer, then click Delete.

The screenshot shows a warning message: "The following warning(s) occurred: This transfer was created from a Recurring Entry." Below the warning, the details of an ACH transfer are displayed. The transfer is identified as "PPD-DR-MyersMonthly" with a status of "Pending Origination". The "Delete" button is highlighted with a green box.

Hold	Name	Identification	Account Number	Account Type	R/T Number	Amount	Reversal
<input type="checkbox"/>				Checking		\$1,080.00	<input type="checkbox"/>

Hold	Account	Amount
<input type="checkbox"/>		\$1,080.00

3. Next from the primary ACH Window, select the radio button for "Inquire ACH Transfer". From the search results click the hyperlink for the ACH Transfer showing "Recurring Entry", this will pull up the details of the ACH Transfer

- Next click the “Change” icon button to make edits to the ACH Transfer, you’ll want to make sure the Effective Date is correct, then you can add, modify or delete individual payees/payors. You can exclude an individual by placing a checkmark in the first column labeled ‘Hold’. Lastly, make sure the total credit and debit amounts equal. Click “Process” to save and schedule the ACH Transfer for processing.

**ACH**

Help

ACH - PPD-DR Monthly

Description: [Redacted] Recurring Frequency: Monthly

Effective Date: 3/1/2019 Recurring End Date: [Redacted]

Total Credit Amount: \$1,080.00 Non-Processing Date Option: Dates edited with following business day

Total Debit Amount: \$1,080.00 Tax Identification Number: Ms Stacy Daycare[xxxxx5138]

Transfer Type: Prearranged Payment

[Display Details](#)

**Batch**

Batch: 1-PPD-Month pay Company Name: MS STACY DAYCARE

Batch Effective Date: 3/1/2019 Company Identification: xxxxx5138

Total Batch Credit Amount: \$1,080.00 Company Entry Description: Month pay

Total Batch Debit Amount: \$1,080.00

**Transfer From**

Hold	Name	Identification	Account Number	Account Type	R/T Number	Amount	Prenote
<input type="checkbox"/>	[Redacted]					1,080.00	<input type="checkbox"/>

[Add Row](#)

**Transfer To**

Hold	Account	Amount
<input type="checkbox"/>	[Redacted]	1,080.00

[Add Row](#)

- A successfully saved and processed Recurring ACH Transfer will show twice in the Inquire ACH Transfer search results; once with a description of “Pending Origination” and once with a description of “Recurring Entry”. Future edits would be made to the “Recurring Entry” ACH Transfer.

[Redacted]	03/01/2019	\$1,080.00	\$1,080.00	Recurring Entry
[Redacted]	02/01/2019	\$1,080.00	\$1,080.00	Pending Origination