

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, then click the edit button, then click Submit.



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ACH

ACH

+ New payment + New collection + Import file Help

Activity	Templates	File import templates					Report	Search activity	
Date	Description	Status	Withdrawal	Deposit	Type				
May 01, 2024	[REDACTED]	Recurring Entry	1,650.00	1,650.00	Collection	Copy Edit Delete	Date	All activity	
May 01, 2024	[REDACTED]	Recurring Entry	1,750.00	1,750.00	Collection	Copy Edit Delete	Type	All types	
May 01, 2024	[REDACTED]	Recurring Entry	500.00	500.00	Collection	Copy Edit Delete	Amount		
Apr 12, 2024	[REDACTED]	Recurring Entry	1,011.37	1,011.37	Payment	Copy Edit Delete	Example: 40 or 10.00-50.00		
Apr 08, 2024	[REDACTED]	Recurring Entry	1,305.00	1,305.00	Collection	Copy Edit Delete	Tax identification number		
Apr 01, 2024	[REDACTED]	Processed	1,305.00	1,305.00	Collection	Copy			

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 following warning(s) occurred:
This transfer was created from a Recurring Entry.

ACH - PPD-DR-MyersMonthly

Description: PPD-DR- Monthly Recurring Frequency: None

Effective Date: 2/1/2019

Total Credit Amount: \$1,080.00

Total Debit Amount: \$1,080.00 Tax Identification Number:

Transfer Type: Prearranged Payment Transfer Status: Pending Origination

[Display Details](#)

Batch: 1-PPD-Month pay Company Name:

Batch Effective Date: 2/1/2019 Company Identification:

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	Reversal
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	Checking	[REDACTED]	\$1,080.00	<input type="checkbox"/>

Transfer To

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

Delete Cancel

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

Change

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

Add Row

Transfer To

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

Add Row

Save Process Cancel

- 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