Guide to Submit Pass-Thru File

ACH Pass-Thru allows users to securely deliver NACHA and .csv formatted files to your financial institution for processing.

Required Permissions

Users must be assigned the Import ACH Templates role permission and be permitted one or more ACH transaction types before they can access ACH Pass-Thru.
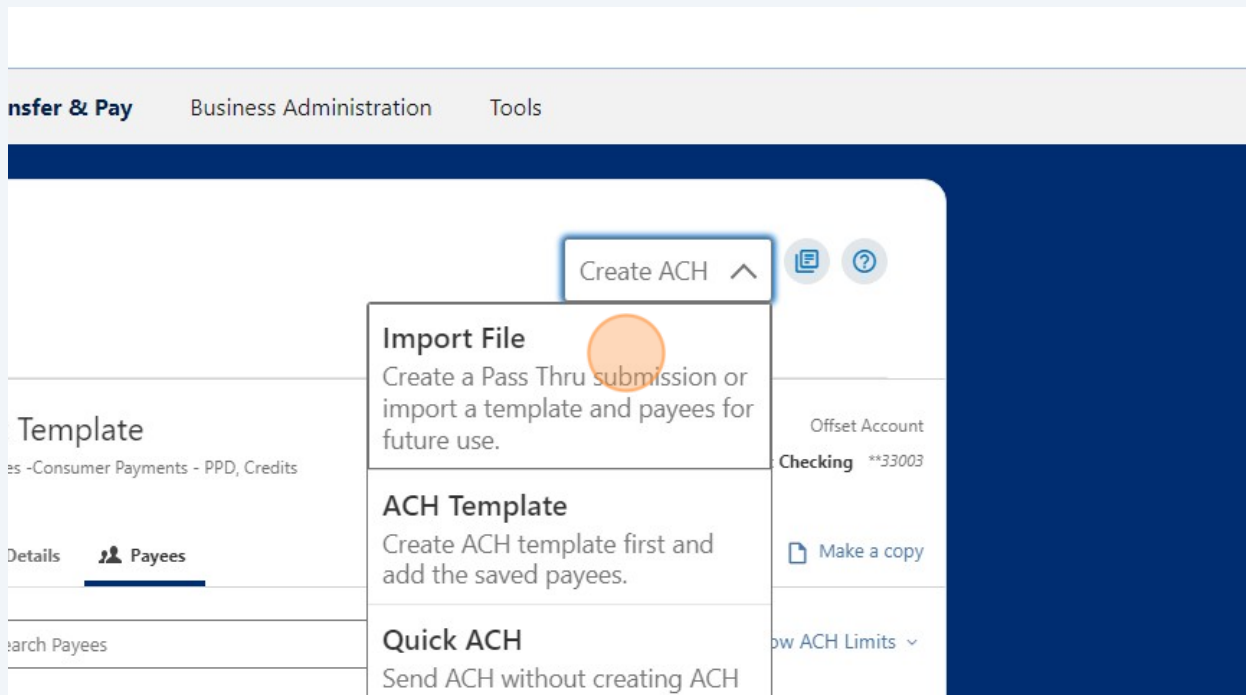
Account Permissions: Users must have access to one or more accounts with ACH permission.

Payees: Users are not required to have a role with "Manage Payees" permission to pass-thru files.
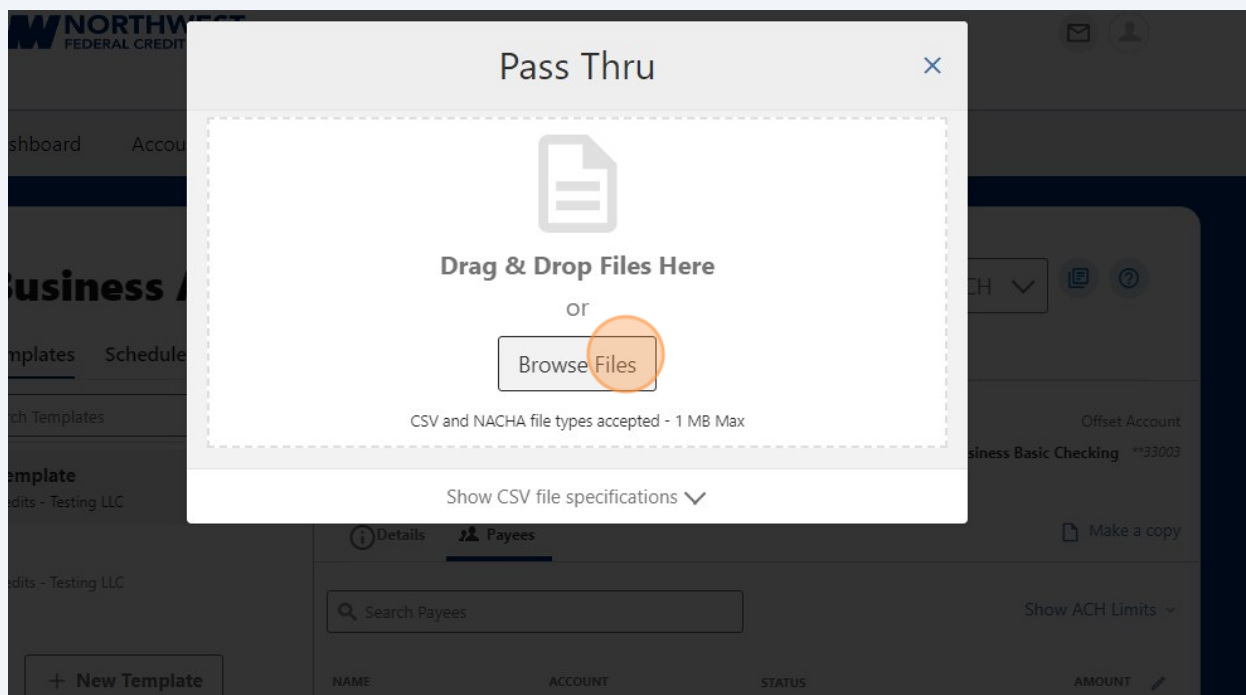
1 Click **"Business ACH."**
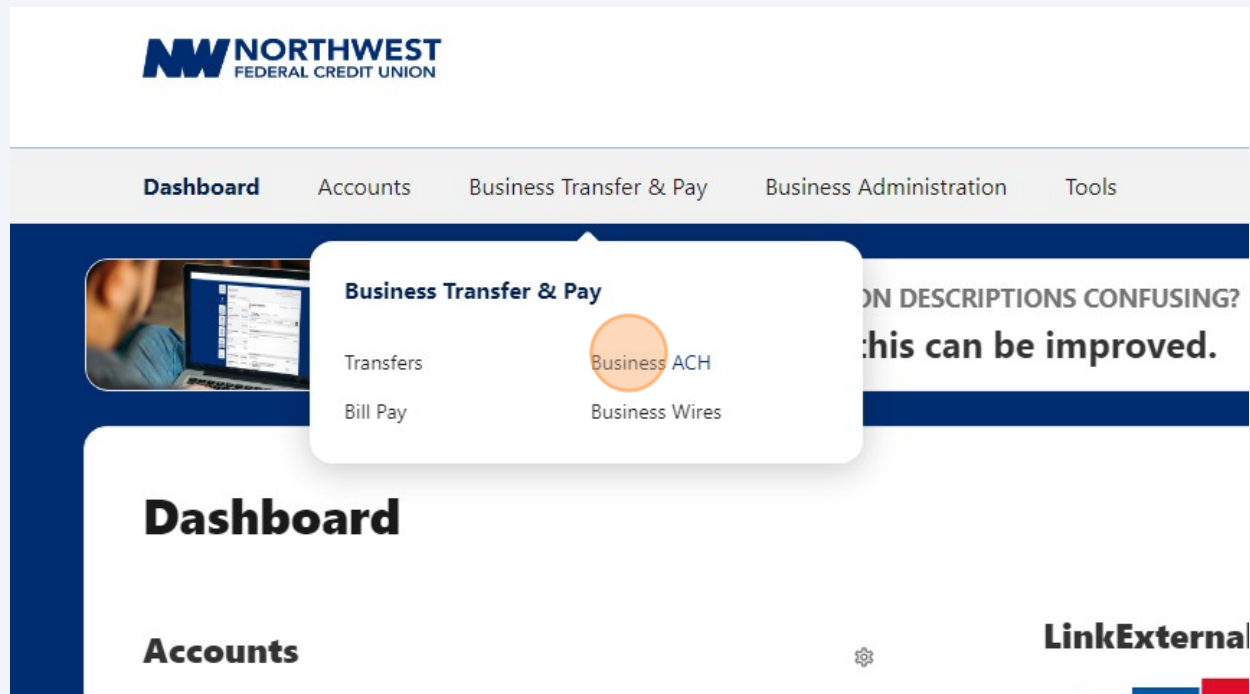
2 Select **"Import File"** from the drop-down menu.

3 The Pass-Thru window is displayed. Click **"Browse Files"** to upload the file from your local drive.

Note: The system supports NACHA-formatted .txt files and .csv files formatted according to the financial institution's specifications.
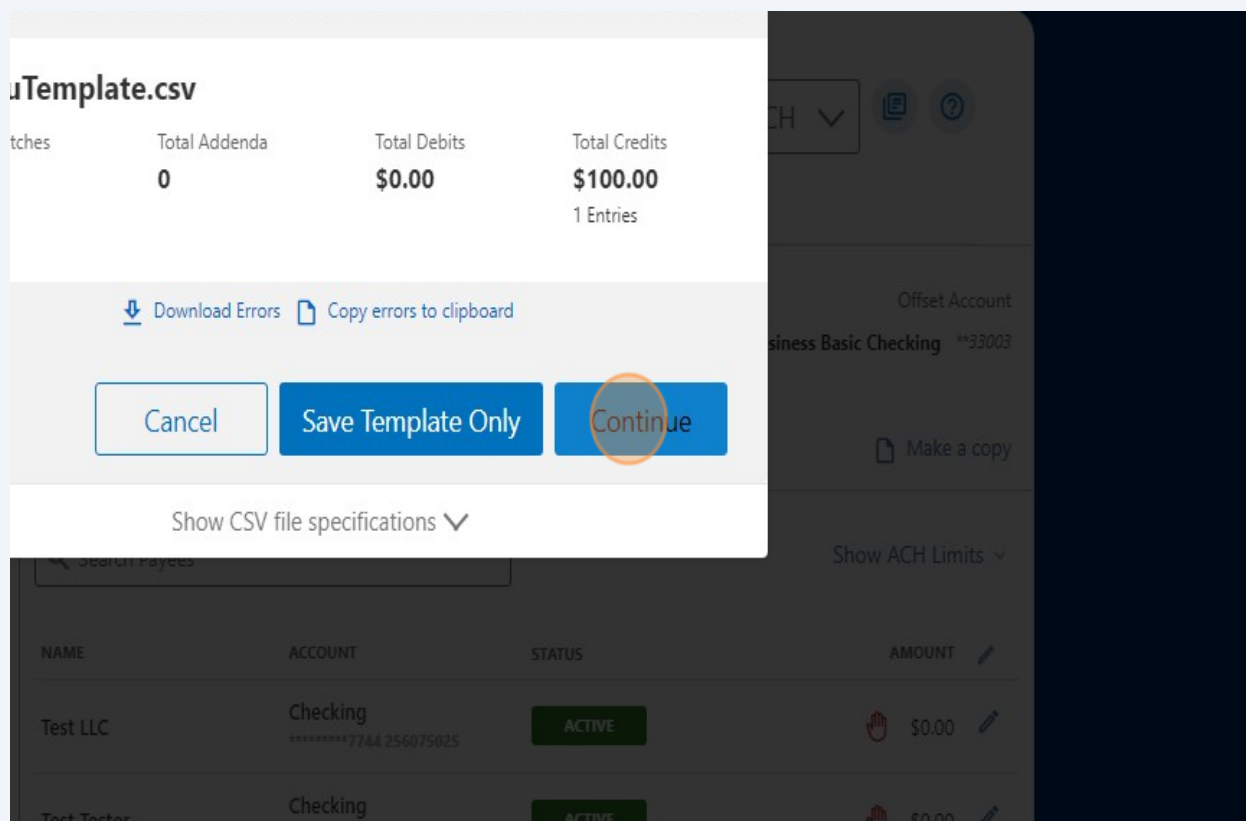
4 The system performs file validation checks and if the file contains errors, an error message will display. Make the required changes and click **"Replace File"** to upload a new file.

If the file passes file validation, the file is delivered to your financial institution for processing.

Click **"Continue."**

5 To edit the name of the Pass-Thru file, select the edit icon (pencil).

Business ACH

Templates   Scheduled   History

Pass Thru Submission

PassThruTemplate ✎

Number Of Batches	Total Entries	Total Addenda	Total Debits
1	1	0	$0.00

Offset Account

Select an account ⌄

Company Name

Select company name

6 Select an **Offset Account** from the drop-down.

Select a **Company Name.**

Note: If there is only one company name this field will auto-populate.

Pass Thru Submission

PassThruTemplate ✎

Number Of Batches	Total Entries	Total Addenda	Total Debits	Total
1	1	0	$0.00	$1(

Offset Account

Select an account ⌄

Company Name

Select company name

Deliv

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Deliv

Review batch details and submit.

Batch Name	Entries	Addenda	Debits	Cred
PassThruTemplate_1	1	0	$0.00	$1(

7 Select a **Deliver By** date.

Deliver By

Select Date

		August 2023				
SU	MO	TU	WE	TH	FR	SA
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

Debits

$0.00

ption ⑦

y entry description   10

☐ Save as template

☐ Restricted Batch

8 Select a **Transaction Type.**

Business Basic Checking ***55005   Testing LLC

Review batch details and submit.

Batch Name	Entries	Addenda	Debits	Cre
PassThruTemplate_1	1	0	$0.00	$1

Transaction Type

Select transaction type   ⌄

Company Entry Description ⑦

Enter company entry description   10

Cancel

5

9 Enter a **Company Entry Description.**

Note: Company entry descriptions provide a description of the template transaction and are often posted to the payee's account. Examples of descriptions include Payroll, Dir Dep, Reg Salary, Vendor Pymt, Loan Pymt and Ins Prem.

10 (Optional) Check following options:

  • **"Save as Template"** - This will save the entry as a template for future use.

  • **"Restricted Batch"** - Access Level that only allows certain users to view restricted templates

11 Click **"Save and Submit."**

12 In the Pass Thru Submission window, click **"X"** to exit or click **"View Submission Details"** to review batch.