

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.

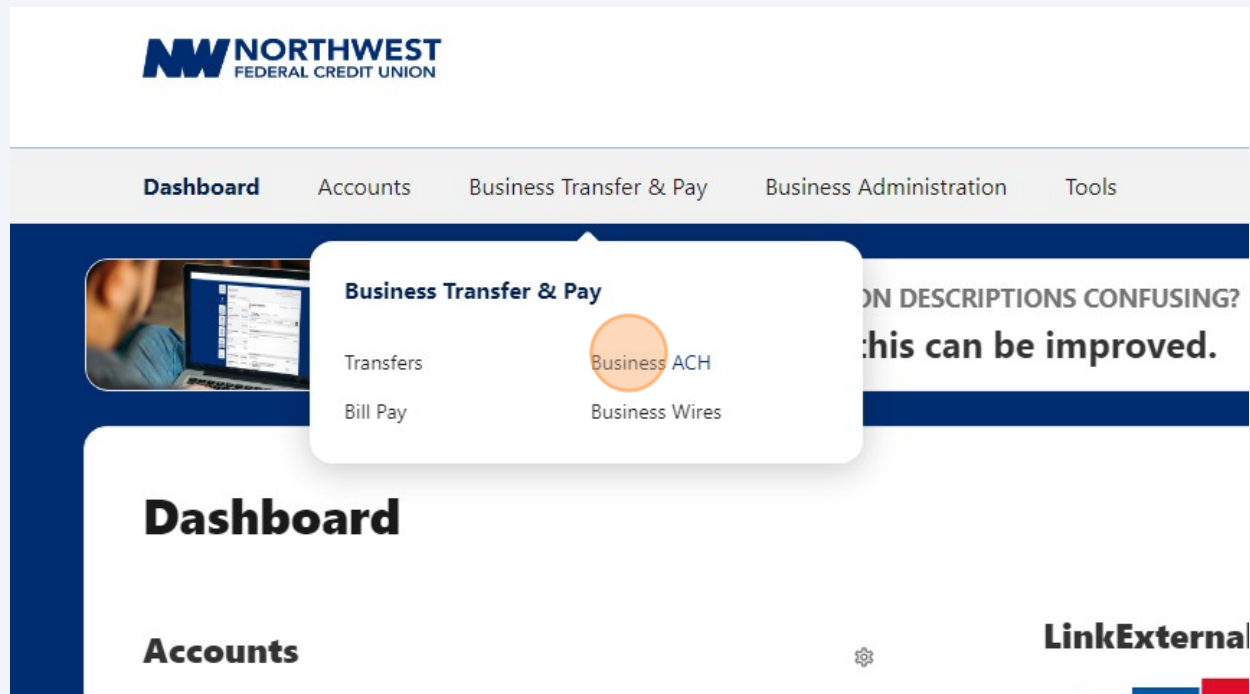
Required Permissions

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.

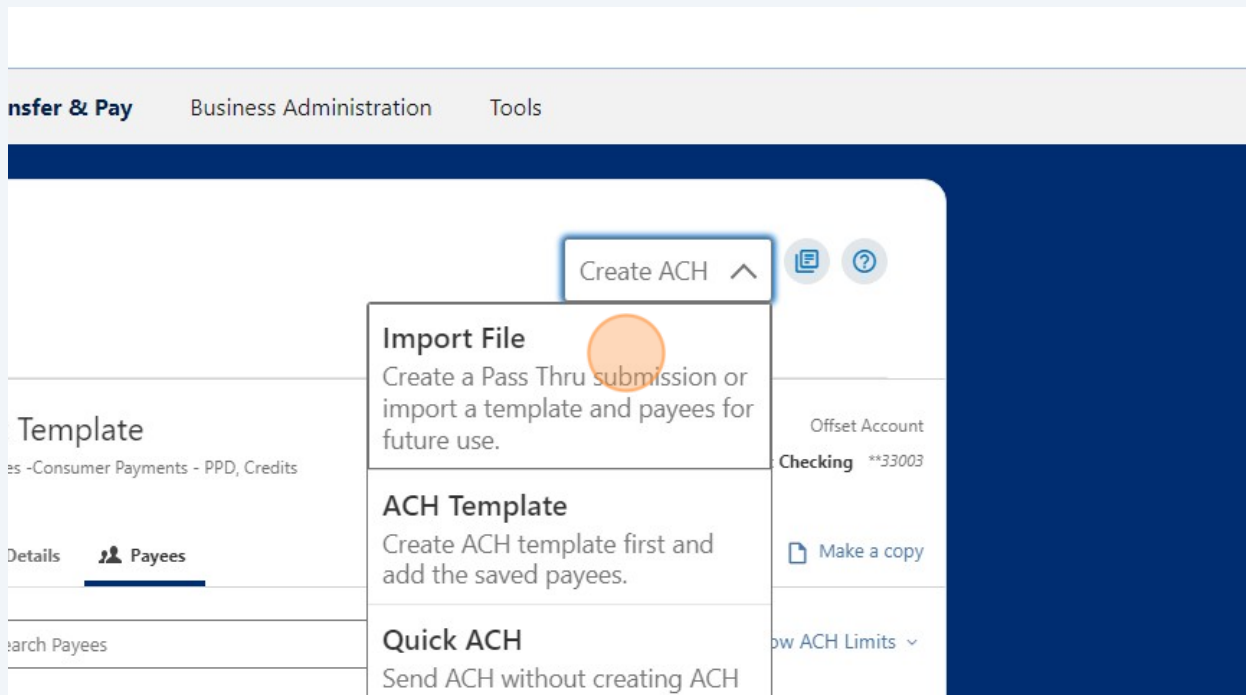
Account Permissions: Users must have access to one or more accounts with ACH permission.

Payees: Users are not required to have a role with "Manage Payees" permission to pass-thru files.

1 Click "**Business ACH.**"

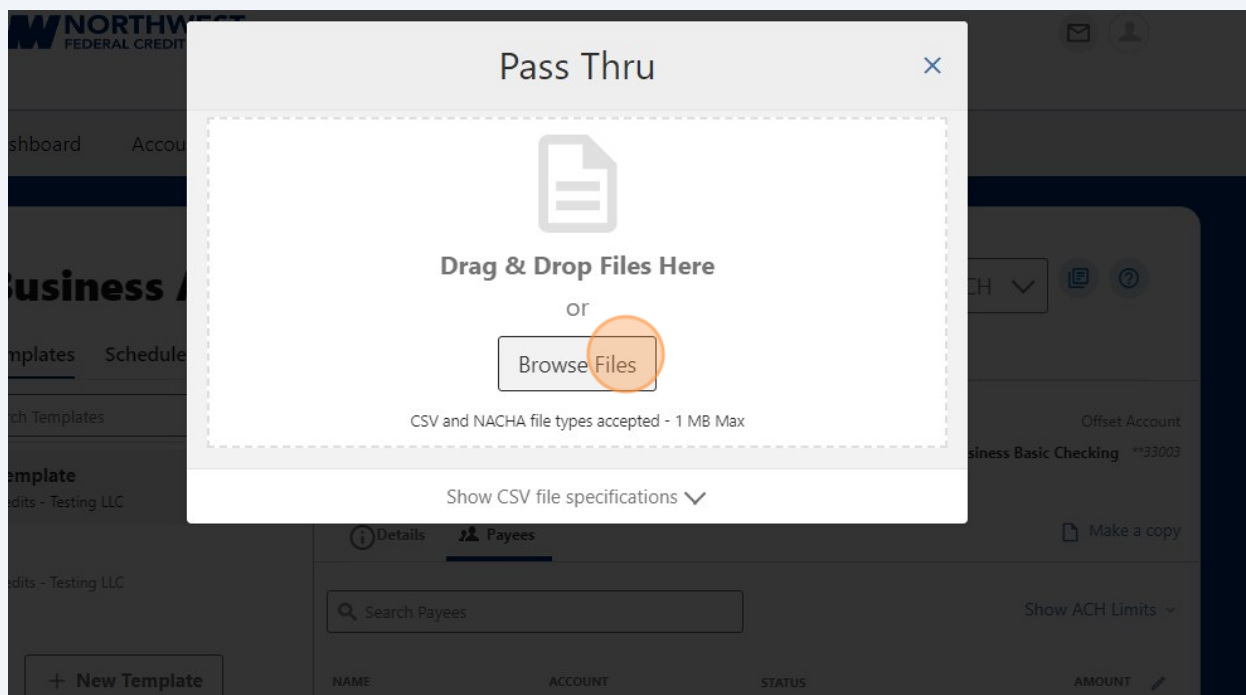


- 2 Select **"Import File"** from the drop-down menu.



- 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.

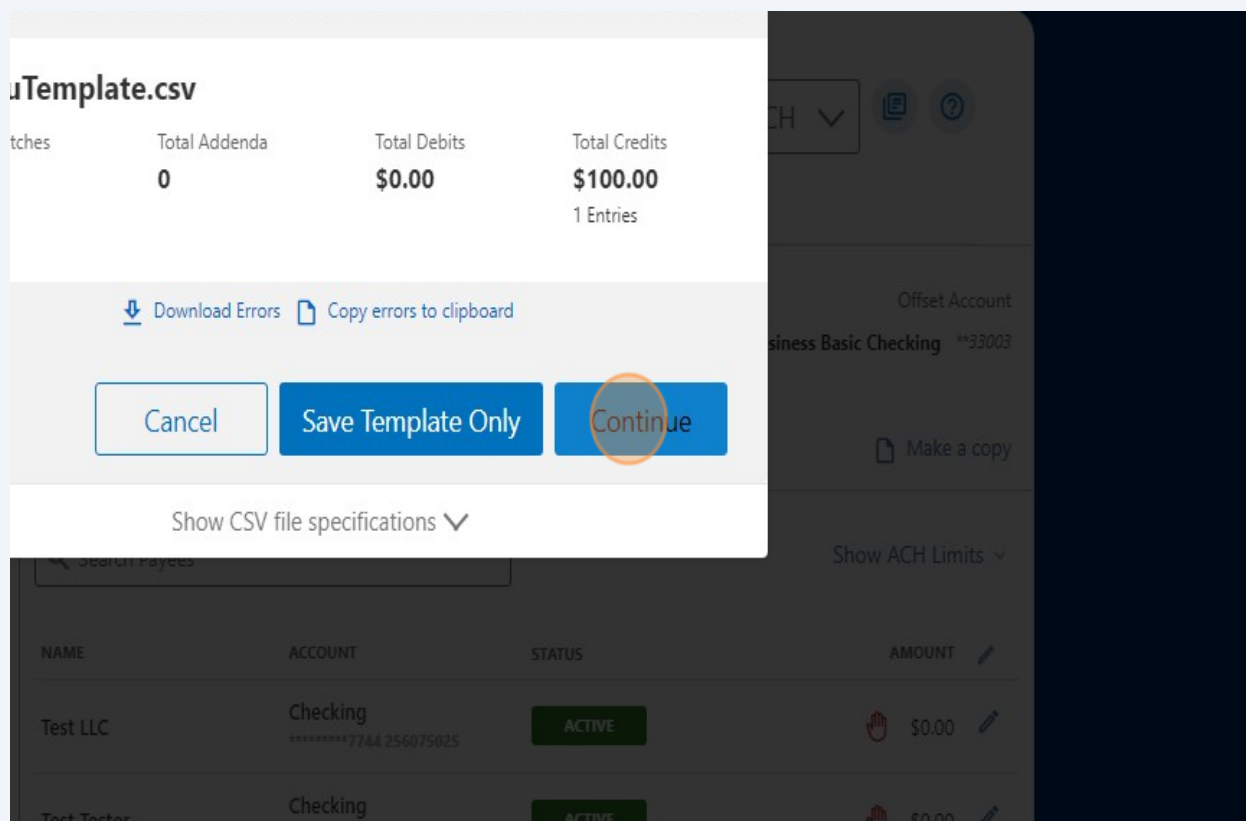


4

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	\$10

Offset Account

Select an account 

Company Name

Select company name

Deliv

Se

Review batch details and submit.

Batch Name	Entries	Addenda	Debits	Cred
PassThruTemplate_1	1	0	\$0.00	\$10

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 ?

Company entry description 10

☐ Save as template

☐ Restricted Batch

Cancel Submit

8 Select a **Transaction Type**.

Business Basic Checking 33005 Testing LLC

Review batch details and submit.

Batch Name	Entries	Addenda	Debits	Credits
PassThruTemplate_1	1	0	\$0.00	\$1.00

Transaction Type

Select transaction type

Company Entry Description ?

Enter company entry description 10

Cancel

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.

03/01/2023

Testing LLC

03/01/2023

s and submit.

Entries	Addenda	Debits	Credits
1	0	\$0.00	\$100.00

D, Credits ▼

Company Entry Description ?

Enter company entry description 10

☐ Save as template

☐ Restricted Batch

Cancel Save and Submit

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

The screenshot shows a payroll entry form. At the top, there's a dropdown menu with 'Testing LLC' selected and a date field with '09/01/2023'. Below this, the word 'Submit.' is partially visible. A table shows the following values:

Addenda	Debits	Credits
0	\$0.00	\$100.00

Below the table, there's a 'Company Entry Description' field with a question mark icon, containing the text 'Payroll' and a small '3' to its right. To the right of this field are two checkboxes: 'Save as template' and 'Restricted Batch'. Both checkboxes are highlighted with an orange circle. At the bottom, there are two buttons: 'Cancel' and 'Save and Submit'.

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

This screenshot shows the same payroll entry form as the previous one. The 'Company Entry Description' field still contains 'Payroll'. The 'Save as template' and 'Restricted Batch' checkboxes are still present. The 'Save and Submit' button at the bottom right is now highlighted with an orange circle, indicating the next step in the process.

12

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

