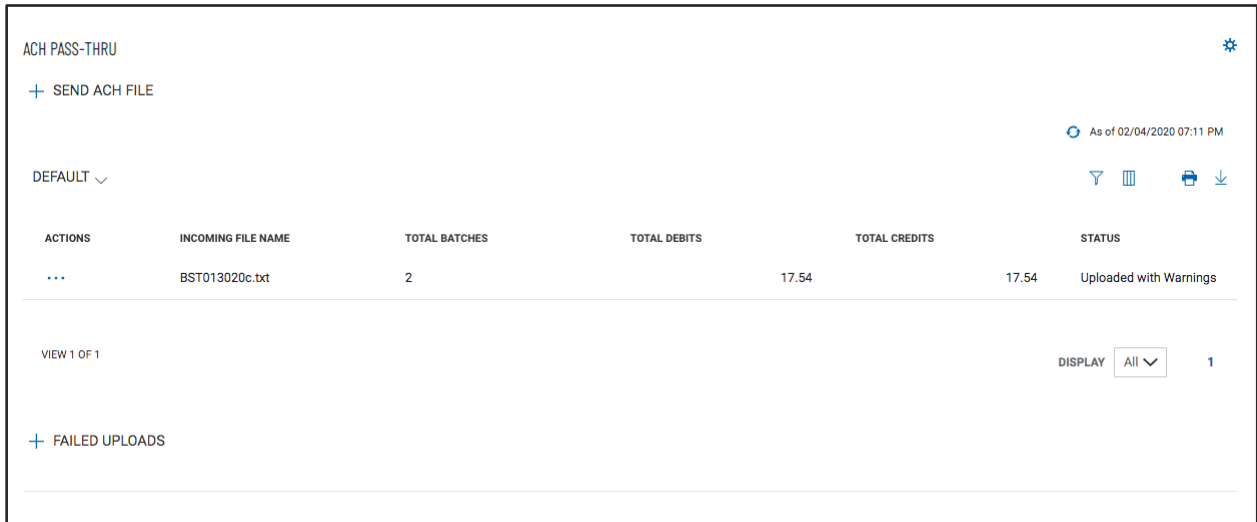
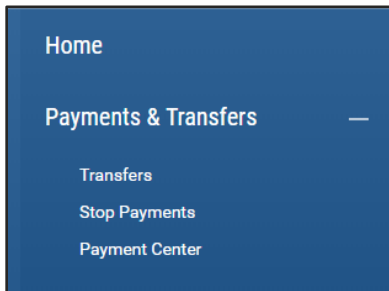


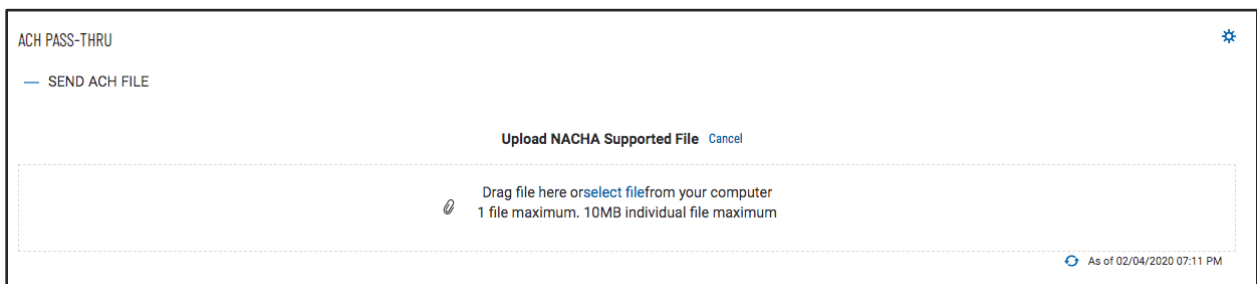
# Quick Reference Guide – ACH Pass-Thru Widget

The ACH Pass-Thru widget provides user the capability to send via upload, a National Automated Clearing House Association (NACHA) format compliant file to be “passed through” for processing at the financial institution. This is a user permission based capability.

To access the ACH Pass-Thru widget, open the left navigation menu, click to expand the Payments & Transfers menu, then select the Payment Center link. The ACH Pass-Thru widget resides on the Payment Center workspace.



Click on the “+” to expand the SEND ACH FILE section. You can upload an ACH file by clicking “select file”, or dragging and dropping the file into the file upload area.




# Quick Reference Guide – ACH Pass-Thru Widget

As the file is being uploaded, validation is taking place to detect duplicates, excessive size and format issues.

If there is a problem with the file being uploaded, a failure message displays with View Details link.


ACH PASS-THRU ⚙️

 > Sample NACHA File no Addenda no header.txt\_000691 File Cannot Be Uploaded ⊗

(1) Warnings Found [View Details](#)

— SEND ACH FILE

Upload NACHA Supported File [Cancel](#)

 Drag file here or [select file](#) from your computer  
1 file maximum. 10MB individual file maximum

[As of 02/05/2020 12:49 AM](#)

DEFAULT 🔍 🗑️ 🖨️ ⬇️

ACTIONS	INCOMING FILE NAME	TOTAL BATCHES	TOTAL DEBITS	TOTAL CREDITS	STATUS
⋮	CTX09390204.txt	1	0.00	0.00	Uploaded
⋮	CTX09250204.txt	1	0.00	0.00	Processed

VIEW 1-2 OF 2 DISPLAY All 1

+ FAILED UPLOADS

Upload Messages 🔍 🗑️ 🖨️ ⬇️

TYPE	LINE NUMBER	MESSAGE DESCRIPTION
Error	1	ACH File Header record is missing.

VIEW 1 OF 1 DISPLAY All 1

CANCEL

# Quick Reference Guide – ACH Pass-Thru Widget

An entry is also recorded in the Failed Uploads list view section. Selecting “View” from the ellipsis (...) menu on the file record shows a list of the errors so that you can correct the problems and try the upload again.

ACH PASS-THRU

+ SEND ACH FILE

• DEFAULT Changed Save As As of 02/10/2020 12:25 PM Filter Grid Print Download

ACTIONS	INCOMING FILE NAME	TOTAL BATCHES	TOTAL DEBITS	TOTAL CREDITS	STATUS
...	ACH Pass Thru Test.txt	1	0.00	31,100.00	Uploaded
...	nachaexport war.txt	2	13,956.84	109,199.02	Uploaded with Warnings
...	nachaexport 453.txt	41	246,959.82	102,090,893.03	Uploaded

VIEW 1-5 OF 120 DISPLAY 5 1 2 3 ... 24 >

— FAILED UPLOADS

• DEFAULT Changed Save As As of 02/10/2020 12:25 PM Filter Grid Print Download

ACTIONS	INCOMING FILE NAME	TOTAL BATCHES	TOTAL DEBITS	TOTAL CREDITS	STATUS
...	ACH Pass Thru Test.txt	1	0.00	31,100.00	Failed
...	nachaexport (9).txt		0.00	0.00	Failed
...	Test this one.txt	2	0.00	1,320.09	Failed

## < ACH Pass Thru Test.txt\_001661

**File Summary**

TOTAL BATCHES	TOTAL DEBITS	TOTAL CREDITS	<b>STATUS</b> Failed <a href="#">View Details</a>
1	\$0.00	\$31,100.00	

**Select Batch Number**

BATCH NUMBER

0

**BATCH INFORMATION**

ACH SENDER ID	ACH SENDER	EFFECTIVE ENTRY DATE	DESCRIPTION
061000104	STisnomore	02/10/2020 11:37 AM	Payroll
SERVICE TYPE	TOTAL DEBITS	TOTAL CREDITS	
Consumer Payments	\$0.00	\$31,100.00	

**Transaction Details**

	TOTAL DEBITS	TOTAL CREDITS	TOTAL AMOUNT
	\$0.00	\$31,100.00	\$31,100.00

# Quick Reference Guide – ACH Pass-Thru Widget

When the file upload is successful, user will see a success message above the file upload section, and a summary of the file will appear in a list below.

ACH PASS-THRU ⚙️

✓ > BST013020c.txt\_000685 File Upload Successful ✕  
(2) Warnings Found [View Details](#)

[+ SEND ACH FILE](#)

[As of 02/04/2020 07:11 PM](#)

DEFAULT ∨ [🔍](#) [🗑️](#) [🖨️](#) [⬇️](#)

ACTIONS	INCOMING FILE NAME	TOTAL BATCHES	TOTAL DEBITS	TOTAL CREDITS	STATUS
⋮	BST013020c.txt	2	17.54	17.54	Uploaded with Warnings

VIEW 1 OF 1 DISPLAY All ∨ 1

## Quick Reference Guide – ACH Pass-Thru Widget

Selecting “View” from the ellipsis (...) menu on the list of successfully uploaded files, takes you to a workflow page showing the details of each batch in the uploaded file. If there were warnings associated with the uploaded file, the status will show “Uploaded with Warnings”. Clicking “View Details” will show a list of the warning messages and the associated line number in the file. The file can still be processed with warnings, but user may choose to correct the file and reload.

**File Summary**

<b>TOTAL BATCHES</b>	<b>TOTAL DEBITS</b>	<b>TOTAL CREDITS</b>	<b>STATUS</b>
2	\$17.54	\$17.54	Uploaded with Warnings <a href="#">View Details</a>

**Select Batch Number**

BATCH NUMBER

1

**BATCH INFORMATION**

<b>ACH SENDER ID</b>	<b>ACH SENDER</b>	<b>EFFECTIVE ENTRY DATE</b>	<b>DESCRIPTION</b>
1123456004	Company 1	02/04/2020 07:11 PM	Entry Desc
<b>SERVICE TYPE</b>	<b>TOTAL DEBITS</b>	<b>TOTAL CREDITS</b>	
Corporate Payments & Collections	\$8.64	\$8.64	

**Transaction Details**

	<b>TOTAL DEBITS</b>	<b>TOTAL CREDITS</b>	<b>TOTAL AMOUNT</b>
	\$8.64	\$8.64	\$17.28

As of 02/04/2020 07:21 PM

\*DEFAULT Changed Save Save As

NAME	ID NUMBER	ROUTING NUMBER	ACCOUNT NUMBER	AMOUNT	DEBIT/CREDIT	TYPE OF ITEM	TRACE NUMBER	ADDENDA
> credit1	23234234	123123123	2676565676	3.21	Credit	Live	122200490000001	No
> credit2	423098	061000104	34534598345	5.43	Credit	Live	122200490000002	No
> Company 1	001	111111118	123456789	8.64	Debit	Live	111111110000003	No

VIEW 1-3 OF 3 DISPLAY All 1

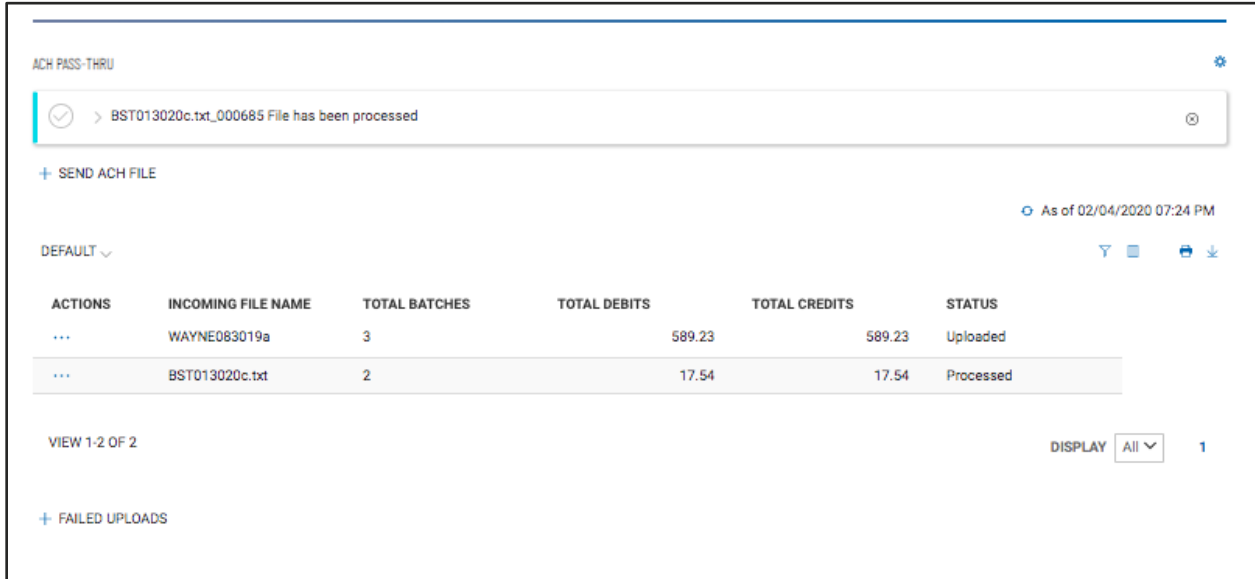
PROCESS
DELETE
cancel

Selecting a batch number from the dropdown changes the detail view to the selected batch.

If you are satisfied with the detail, clicking the “Process” button accepts the file for processing.

## Quick Reference Guide – ACH Pass-Thru Widget

You are returned to the Payment Center. The ACH Pass-thru widget and success message is shown above the file upload section. If approval is required, the status will update to either “Requires my approval” or “Requires others approval”. The file can be approved by selecting “Approve” from the ellipsis (...) menu for the file.



The screenshot displays the ACH Pass-Thru widget interface. At the top, there is a success message: "BST013020c.txt\_000685 File has been processed". Below this, there is a "+ SEND ACH FILE" button and a date filter set to "As of 02/04/2020 07:24 PM". A table lists the processed files with columns for ACTIONS, INCOMING FILE NAME, TOTAL BATCHES, TOTAL DEBITS, TOTAL CREDITS, and STATUS. The table shows two rows: one for "WAYNE083019a" with 3 batches and a total of 589.23, and one for "BST013020c.txt" with 2 batches and a total of 17.54. The status for the second row is "Processed". At the bottom, there is a "VIEW 1-2 OF 2" indicator, a "DISPLAY All" dropdown menu, and a "1" page indicator. A "+ FAILED UPLOADS" button is also visible.

ACTIONS	INCOMING FILE NAME	TOTAL BATCHES	TOTAL DEBITS	TOTAL CREDITS	STATUS
...	WAYNE083019a	3	589.23	589.23	Uploaded
...	BST013020c.txt	2	17.54	17.54	Processed

Once approved or if no approval is required, the status of the file updates to “Processed”, indicating the file has been sent to the financial institution for processing.