

USER GUIDE

ACH Pass-Thru

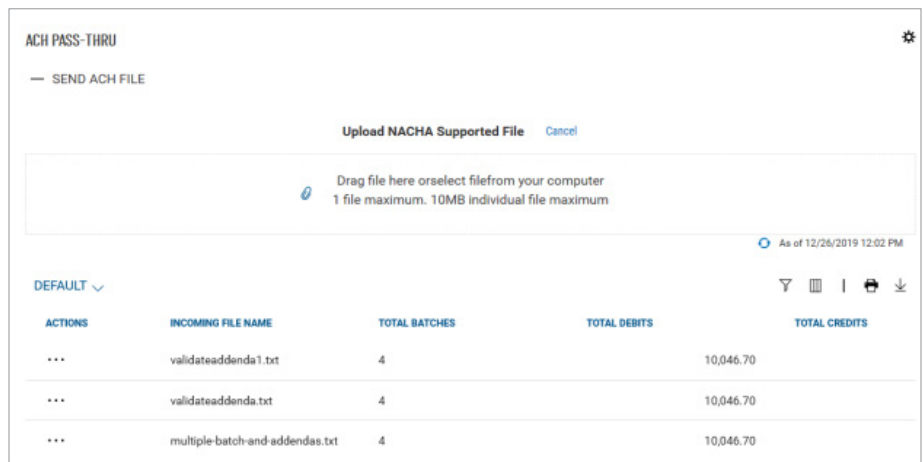
Pass-Thru files are NACHA files that are generated outside the application. After the file is imported, it is sent along to the bank with no further processing applied. The ACH Pass-Thru must contain balanced debits and credits.

Upload and import a NACHA-format File

1. Expand the **Send ACH File** section.
2. Drag and drop a maximum 10MB NACHA-supported file from your computer hard drive to the **ACH Pass-Thru** widget.

OR

Click the **Select File** link, and then browse and select the file from your hard drive.



The file appears in the list.

The **ACH Pass-Thru** list includes the following information about each imported file:

- Incoming File Name
- Total Batches
- Total Debits
- Total Credits

Viewing an ACH Pass-Thru File

In the **Actions** column, click the **ellipsis** (...), and from the dropdown menu, select **View**.

The **File Summary** screen displays information about the batch contained in the NACHA import, including information for the entire batch. Transaction detail information includes total debits and credits and the total amount of all transactions.

At the bottom, click **Submit**, **Delete** or **Done** to return.

You will be prompted for a security code. Enter the code and click **Continue**.

You will get a **Success** message.

Process/Submit an ACH Pass-Thru File

To send the file to bank for processing, in the **Actions** column, click the **ellipsis (...)**, and from the dropdown menu, select **Submit**

OR

In the NACHA import File Summary screen, click the **Process** button at the bottom of the screen.

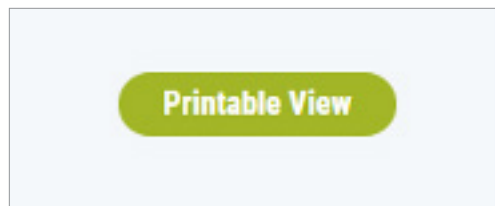
Deleting an ACH Pass-Thru File

In the **Actions** column, click the **ellipsis (...)**, and from the dropdown menu, select Delete.

Viewing Failed Uploads

If the upload (import) of a NACHA file fails, it will be listed in the **Failed Uploads** section of the **ACH Pass-Thru** widget. Expand the section to see the list of files that failed to upload to the system.

After Initiating, you can view the payment. There will be a **Printable View** button in the top right of the screen to generate a report of the payment.



Questions? Contact Us.

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Commercial Services Support (M–F: 8am–6pm ET):

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