

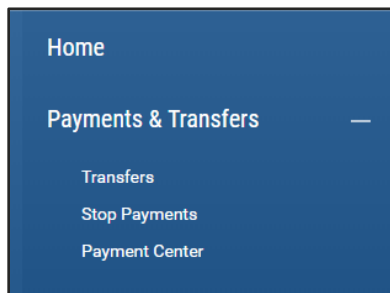
## Quick Reference Guide – ACH Pass-Thru

The ACH Pass-Thru widget provides you the ability to upload National Automated Clearing House Association (NACHA) compliant files for processing by your financial institution. This capability is useful if you have third-party software that generates NACHA files – you can use the files directly, rather than manually replicating the information in Digital Banking IQ™ Premier (DBIQ-P). You must have the appropriate permissions to access ACH Pass-Thru.

The ACH Pass-Thru workflow comprises of two (2) stages:

1. Upload the NACHA file – Uploading the file from your computer into DBIQ-P. Certain file format validations are performed in this step.
2. Submit the NACHA file – Once passed the file format validation, you then are able to view, manage and submit the file for processing or approval. During this stage data level validations are performed, such as accounts and transaction type permissions and limits.

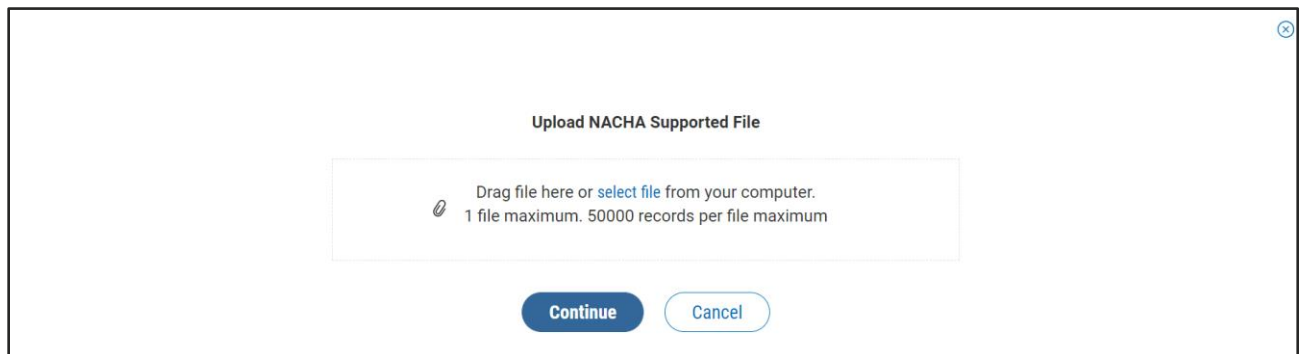
To access the ACH Pass-Thru widget, open the left navigation menu, click to expand the Payments & Transfers menu, then select the Payment Center link. The ACH Pass-Thru widget resides on the Payment Center workspace.



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.



### Upload the NACHA file stage –




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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 ⚙️

 Week 50 payroll.txt\_008399 File Cannot Be Uploaded ⊗

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

[+ SEND ACH FILE](#)

DEFAULT 🕒 As of 02/20/2021 12:58 PM 🔍 🗑️ 🖨️ ⬇️

ACTIONS	INCOMING FILE NAME	TOTAL BATCHES	TOTAL DEBITS	TOTAL CREDITS	STATUS
...	RACLLC_Nachag.txt	1	0.00	900.09	Processed
...	RACLLC_Nacha.txt	1	0.00	900.09	Processed
...	nachaexport (1).txt	1	0.00	900.09	Processed

VIEW 1-3 OF 3 DISPLAY  1

[+ FAILED UPLOADS](#)

### Upload Messages

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

VIEW 1 OF 1 DISPLAY  1

[CANCEL](#)

# Quick Reference Guide – ACH Pass-Thru

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 🔍 🗑 📄 📥

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 🔍 🗑 📄 📥

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	<div style="border: 1px solid #ccc; border-radius: 10px; padding: 5px; display: inline-block;">             STATUS FailedView Details           </div>
1	\$0.00	\$31,100.00	

**Select Batch Number**

BATCH NUMBER

---

**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	

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**Transaction Details**

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

## Quick Reference Guide – ACH Pass-Thru

When the file upload is successful, without any “error”, you 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

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 you may choose to correct the file and reload.

On this view, DBIQ-P displays one batch details at a time. You can view other batches in the file by selecting them in the Batch Number dropdown menu:

**File Summary**

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

BATCH NUMBER  
1 ▾

**BATCH INFORMATION**

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

Transaction Details	TOTAL DEBITS	TOTAL CREDITS	TOTAL AMOUNT
	\$8.64	\$8.64	\$17.28

🔄 As of 02/04/2020 07:21 PM

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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

## Quick Reference Guide – ACH Pass-Thru

If you are satisfied with the detail, the next step will depend on your permission settings. If you are able to send the file to processing without another review, clicking the “Submit” button accepts the file for processing.

### < racllc\_a19300005.txt\_001886

File Summary

TOTAL BATCHES	TOTAL DEBITS	TOTAL CREDITS	STATUS
1	\$0.00	\$0.55	Uploaded with Warnings <a href="#">View Details</a>

Select Batch Number

BATCH NUMBER

1

BATCH INFORMATION

ACH SENDER ID	ACH SENDER	EFFECTIVE ENTRY DATE	DESCRIPTION
987654321	CTXwADDnoOffSet	07/12/2019	CTXADDOFF

SERVICE TYPE	TOTAL DEBITS	TOTAL CREDITS
Corporate Trade Payments	\$0.00	\$0.55

Transaction Details

	TOTAL DEBITS	TOTAL CREDITS	TOTAL AMOUNT
	\$0.00	\$0.55	\$0.55

VIEW 1-3 OF 3

DISPLAY 3 1

**SUBMIT** DELETE CANCEL

If an approval is required, clicking the “Submit for Approval” button sends the file for approver’s action.

### < racllc\_a19300005.txt\_001886

File Summary

TOTAL BATCHES	TOTAL DEBITS	TOTAL CREDITS	STATUS
1	\$0.00	\$0.55	Uploaded with Warnings <a href="#">View Details</a>

Select Batch Number

BATCH NUMBER

1

BATCH INFORMATION

ACH SENDER ID	ACH SENDER	EFFECTIVE ENTRY DATE	DESCRIPTION
987654321	CTXwADDnoOffSet	07/12/2019	CTXADDOFF

SERVICE TYPE	TOTAL DEBITS	TOTAL CREDITS
Corporate Trade Payments	\$0.00	\$0.55

Transaction Details

	TOTAL DEBITS	TOTAL CREDITS	TOTAL AMOUNT
	\$0.00	\$0.55	\$0.55

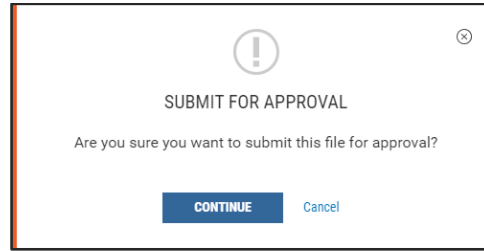
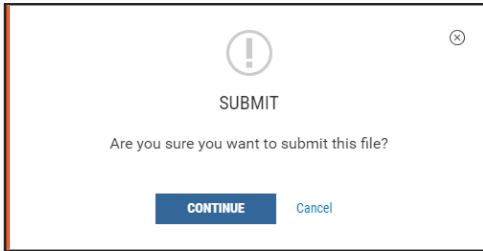
VIEW 1-3 OF 3

DISPLAY 3 1

**SUBMIT FOR APPROVAL** DELETE CANCEL

## Quick Reference Guide – ACH Pass-Thru

The confirmation pop-up will appropriately remind you if the file requires approval –



After submitting the file, you are returned to the ACH Pass-thru widget list view and success message is shown above the file upload section. The file status is updated to "Processed" when approval is not required.

ACH PASS-THRU ⚙️

✓ > racllc\_a19300029.txt\_001893 File has been submitted ✕

File Name	Total Debits	Total Credits	Total Batches
racllc_a19300029.txt_001893	\$0.00	\$0.55	1

[+ SEND ACH FILE](#)

• DEFAULT ▾ [Changed](#) [Save As](#) 🔄 As of 09/12/2020 11:06 PM 🔍 🗑️ 🖨️ ⬇️

ACTIONS	INCOMING FILE NAME	TOTAL BATCHES	TOTAL DEBITS	TOTAL CREDITS	STATUS
⋮	racllc_a19300029.txt	1	0.00	0.55	Processed
⋮	racllc_a19300006	1	1.21	0.00	Uploaded

If approval is required, the confirmation shown on top of the list view will remind you the file has been submitted for approval.

ACH PASS-THRU ⚙️

✓ > racllc\_a19300044.txt\_001894 File has been submitted for approval ✕

[+ SEND ACH FILE](#)

• DEFAULT ▾ [Changed](#) [Save As](#) 🔄 As of 09/12/2020 11:17 PM 🔍 🗑️ 🖨️ ⬇️

ACTIONS	INCOMING FILE NAME	TOTAL BATCHES	TOTAL DEBITS	TOTAL CREDITS	STATUS
⋮	racllc_a19300044.txt	1	0.00	0.55	Requires others approval
⋮	racllc_a19300029.txt	1	0.00	0.55	Processed

## Quick Reference Guide – ACH Pass-Thru



ACH PASS-THRU

+ SEND ACH FILE

• DEFAULT ▾ Changed Save As

As of 09/13/2020 12:01 AM

ACTIONS	INCOMING FILE NAME	TOTAL BATCHES	TOTAL DEBITS	TOTAL CREDITS	STATUS
...	raclle_a19300034.txt	1	0.00	0.55	Requires my approval
...	raclle_a19300044.txt	1	0.00	0.55	Processed
...	raclle_a19300029.txt	1	0.00	0.55	Processed
...	raclle_a19300006	1	1.21	0.00	Uploaded
...	PT Test.txt	4	0.00	76,056.09	Uploaded

As with other list views, you can control and personalize the ACH Pass-Thru list view. You can:

- Sort data in a column
- Display desired columns
- Arrange order of columns and filter data
- Save multiple personalized views for later use
- Print and export data

Click on the ellipsis (...) in the Action column to get a list of available actions for any entry on the list. The available actions are different depending on the status of the file you select:

- **View**  
Displays the file's contents (batches and transaction) as read-only text.  
The View screen will have buttons for Delete, Approve and/or Process, as appropriate for the viewed file's status.
- **Delete**  
Deletes the file.  
This option is available only for files that have not yet been processed (status Uploaded or Requires My Approval).
- **Approve**  
Approves the file and submits it for processing.  
This option is available only for files with status Requires My Approval.
- **Submit / Submit for Approval**  
Submits the file for processing by the FI if no approval is required, or for my approval or approval by another user.  
This option is available only for files with status Uploaded.