

EASTERN TREASURY™

ACH Pass Through Files Quick Reference Guide

July 2020

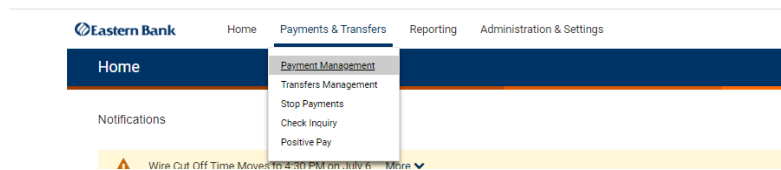


ACH PASS THROUGH FILES

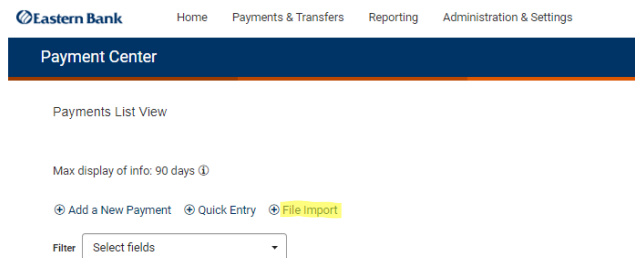
ACH transactions can be originated using the Pass Through method if a NACHA formatted file can be produced from your internal accounting system. One or multiple batches of transactions can be included in the same Pass Through File.

UPLOADING A PASS THROUGH FILE:

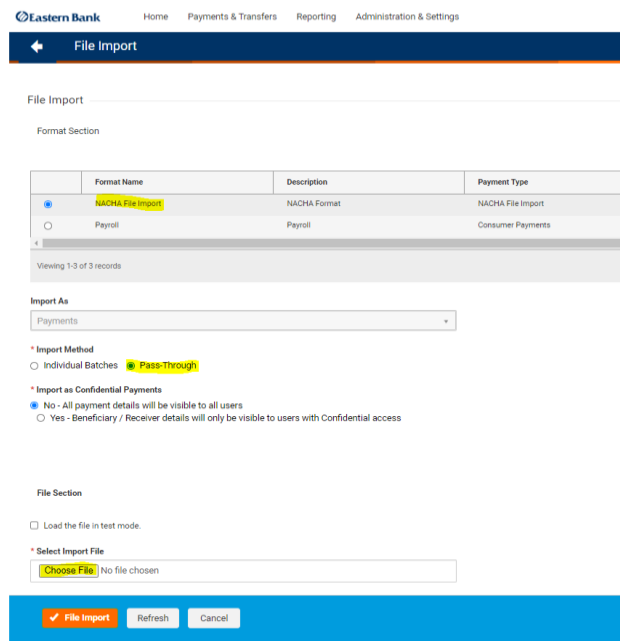
1. Navigate to Payments & Transfers > Payment Management to access the Payment Center.



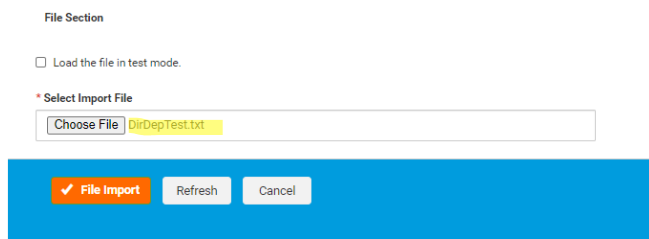
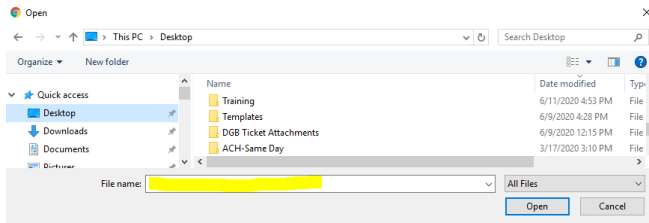
2. From the Payments List View choose **File Import**.



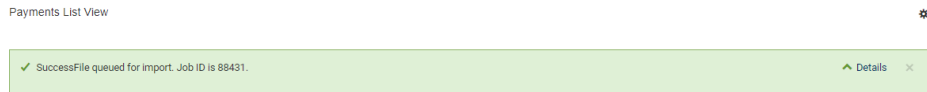
3. In the Format Section choose the radio button next to NACHA File Import.
4. Choose **Pass-Through** for Import Method.
5. Scroll down to the File section and click **Choose File**.



- 6. A file search window will open, search for the appropriate ACH File to Import.
- 7. Click Open and the chosen file will populate in the File Section, then click **Choose File**.
- 8. Click **File Import**.

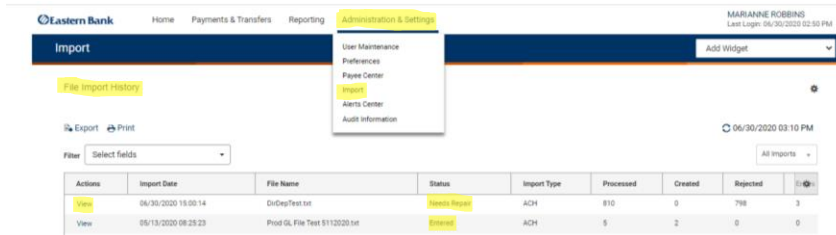


- 9. The file will upload, and a system message will display with a Job ID.

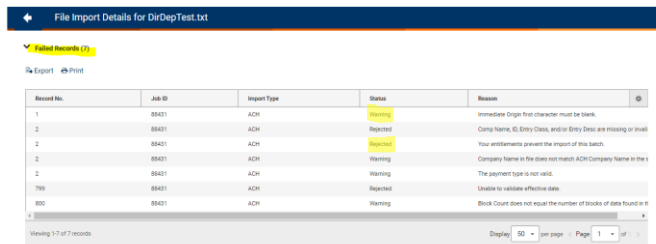


REVIEWING A PASS THROUGH FILE:

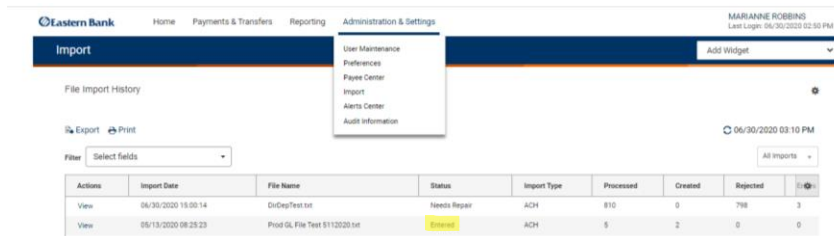
10. Navigate to Administration & Settings > Import > File Import History to review the imported file.
 - a. If the file contains errors, the status will show as **Needs Repair**.
 - b. If there are no issues with the file, the status will be **Entered**.



11. Files in a **Needs Repair** status can be reviewed to indicate what the file errors are.
 - a. Review the Status column
 - i. A status of **Warning** will NOT prevent the file from processing but provides information of noncompliant file formatting.
 - ii. A status of **Rejected** will PREVENT the file from processing and require repair.
 - b. Files cannot be repaired within Eastern Treasury.
 - c. Return to the original source system to make corrections and upload the corrected file.
 - d. Click **View** next to the file in the list to review the errors.

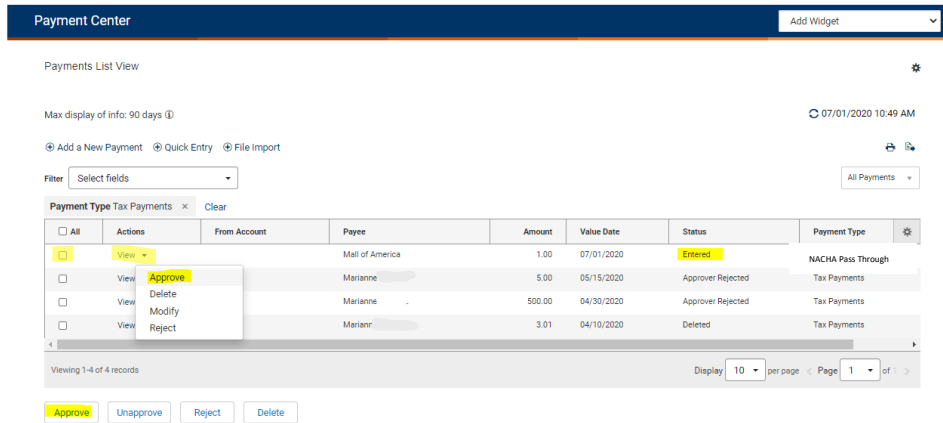


12. Files in an **Entered** status are ready to be Approved and will appear in the File Import History and the Payment List View.

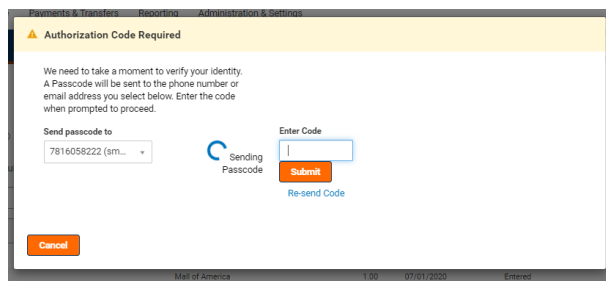


APPROVING A PASS THROUGH FILE:

- 13.** Navigate to Payments & Transfers > Payment Management to access the Payment List View and locate the file to be approved.
- The file can be **Approved** by using the dropdown arrow next to View in the Actions column and selecting **Approve** or by checking the box next to the appropriate file and clicking **Approve** under the List View.



- An OTP challenge will be requested to complete the File approval. Once the one time pass code is submitted, the Pass Through file is Released within minutes.



- 14.** Please note, any files remaining in Entered status after the 6:00 pm ET daily cutoff time will be **Rejected**.