## ACH Pass Thru Files

The Pass-Thru functionality of NB Business Online Banking allows users to upload an ACH file for processing. This feature is designed to pass an ACH File (typically created by third party software or a vendor) through NB Business Online Banking for processing.

In order to utilize this feature, the pass-thru file must be NACHA formatted and have an ACH extension

## To Upload an ACH file with the Pass-Thru sub-menu

1. While logged into your Business Online Profile, select **ACH** from the Main Menu, then select **ACH Pass-Thru** from the sub-menu.

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counts Transfers 🛩 Pay My Bills Positive Pay	ACH v Wires v	
Pass-Thru Upload / Approval	Same Day	
	ACH Pass-Thru	
Update Past Effective Dates	Approval	
Typically, files that contain an effective date in the past cannot be uploaded, <u>If you click this checkbox</u> , we will let you change any past effective date(s) to	ACH CTX	
valid effective date(s).	Batch Templates	
Do Not Process Batches with Invalid Dates	ACH Activity	
" <u>Invalid</u> " effective dates are non-business days, holidays, or past dates. <u>If you click this checkbox</u> , any	File Import	
batch in your file that has an invalid date <u>will not be</u> processed. Instead, we'll only process the batches with valid dates.		
Maximum file size: 9765 KB		
Choose File No file chosen Upload		
Created By t Created t Updated Status t	File Name (Click for Details)	•
	There are no files to display.	
Pass-Thru History		
Created By t Created t Updated Status t	File Name (Click for Details)	i
	There are no files to display.	
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2. Choose the file from your drive and select **Upload**.

You can choose to update past effective dates in the file to a valid effective date or choose to skip any batches with invalid effective dates.

A message will display letting you know that the file was successfully uploaded.

3. Files will be submitted to Needham Bank for processing. Files submitted by users that require approval will display in the pending module for approval.