

ACH PASS THRU

December 2015



ACH Pass Thru is used when you have a NACHA file containing multiple payments with various SEC codes. The NACHA file is created using third party accounting software and uploaded to DFCU Online for processing.

Tips for successful NACHA file upload:

1. The effective date of the NACHA file must be at least two business days after the date the file is uploaded to DFCU OnLine.
2. The processing date must be the business day before the effective date.
3. Each batch contained in the file must be balanced.

To upload a Pass Thru file:

1. In the Menu, click Commercial > ACH Pass Thru, the ACH Pass Thru page appears.
2. Upload the file.
 - Click in the Import File box, the Choose File to Upload box appears.
 - Browse to the location of the saved NACHA file.
 - Click on the file and then click Open. The file name should now be in the Import File box.
3. Select the Process Date from the calendar, and then click Submit.

ACH Passthru

IMPORT FILE
Payment file.txt

MEMO

PROCESS DATE
November 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Submit

4. You will need to enter a code from the hard token issued to you by DFCU Financial to Approve the transaction.

Secure Token

A secure access token is required to authorize this transaction. Please enter it below.

363338

1	2	3
4	5	6
7	8	9
Delete	0	Clear

Continue Cancel