



1st Source Bank Helpful Hints: **ACH – Simple ACH Passthru**

If enabled, Passthru allows the submission of a NACHA file directly to the Federal Reserve.

Uploading an ACH Passthru File

1. From the BBO Treasury Dashboard select **File Services**
2. Click **Manage File Uploads**
3. Select **+ Upload File**
4. The Upload Type is **ACH Standard**. Click **Next**.
5. To the right of **File Location/File Name** click **Browse** to locate the file to upload.
6. If you wish to have the system check for **Duplicate Files or Reject Duplicates** in the file to be uploaded check the box next to **Duplicate File Check**.
7. Click **Upload**
8. The **Status** of the file will be **Awaiting Transmission**.
9. When the file is ready to be sent, check the box next to the file then select **Transmit**.
10. Confirm the File to be uploaded along with the Debit and Credit totals then click **Transmit**.
11. A **Successful Submit** message should appear along with a reference number.
12. Click **Manage File Uploads** to view all files uploaded.
13. When returned to the Manage File Upload screen, the file sent should be listed with the date, dollar amounts, and be in a **Transmitted** status.