BND Direct
Pass Through

2015-2016 / Edition One

BND
Bank of North Dakota

Revised October 2017

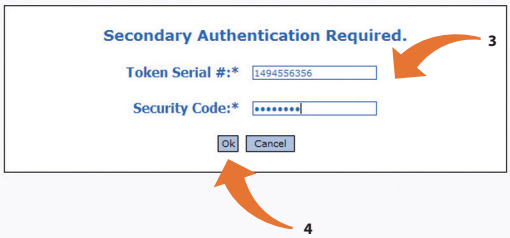
Pass Through

1. Enter Login information (Notice: This site supports Google Chrome, Microsoft Edge and Mozilla Firefox browsers.)

2. Click LOGIN

3. Enter your SECURITY CODE

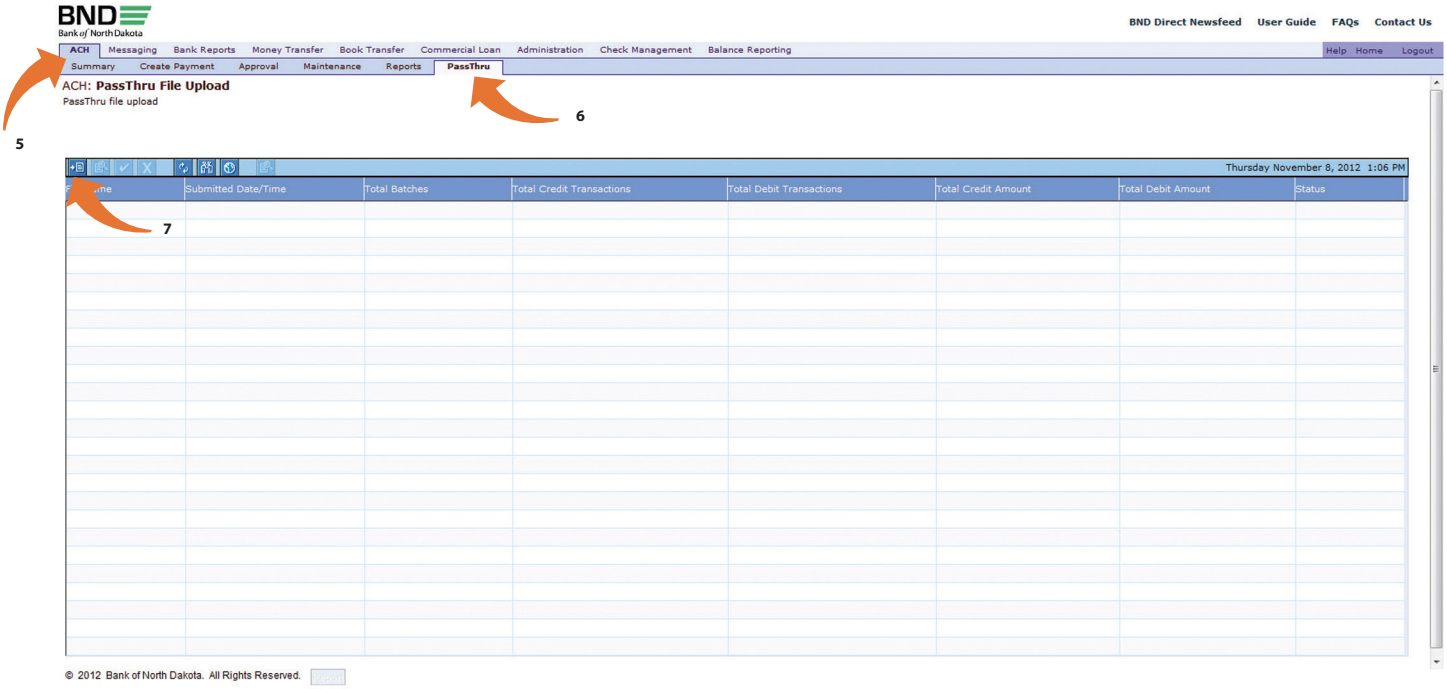
4. Click OK



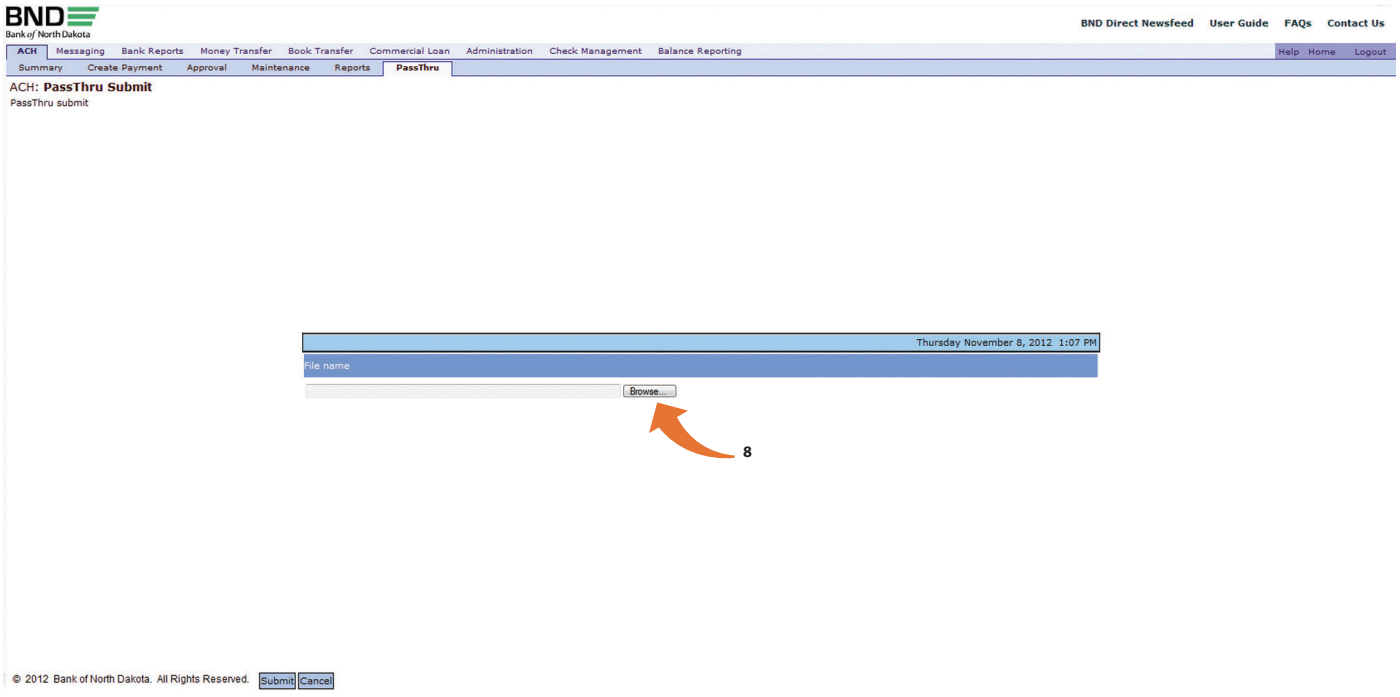
5. Click ACH

6. Click PASSTHRU

7. Click the SUBMIT PASS THROUGH FILE icon

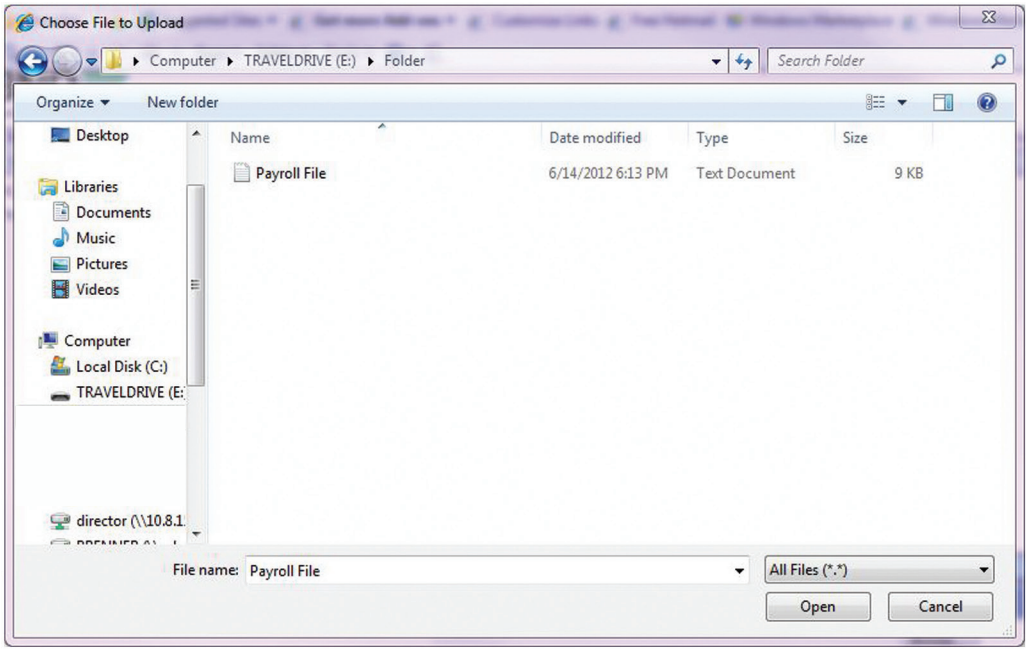


8. Click BROWSE



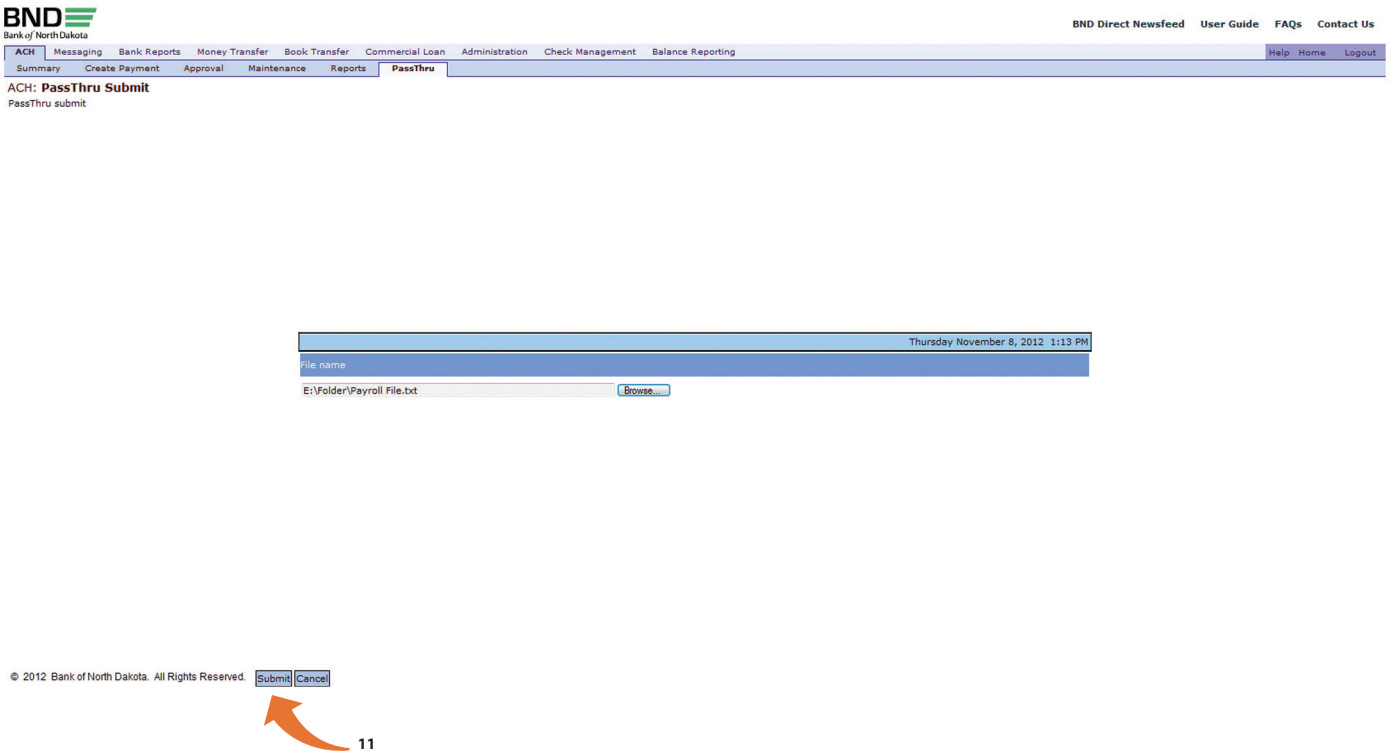
9. Locate the file you wish to open

10. Double-click the file name



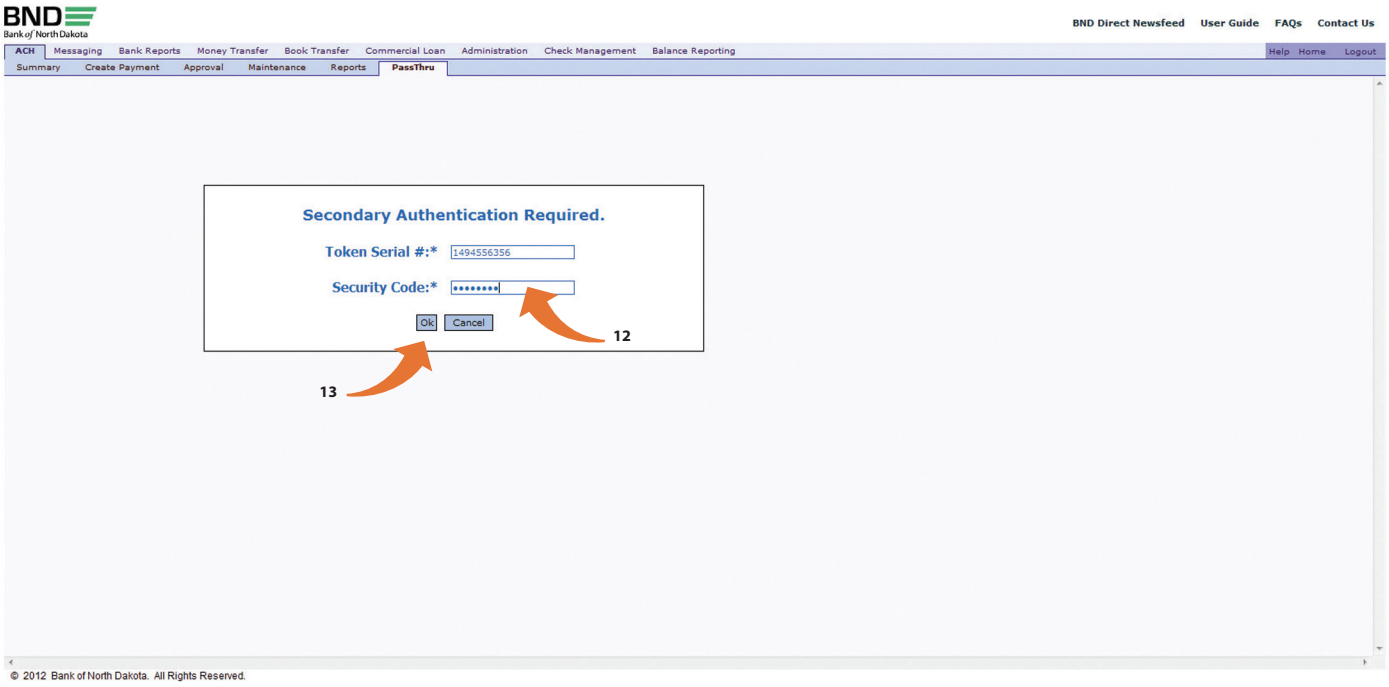
The file name will appear once the file has been located

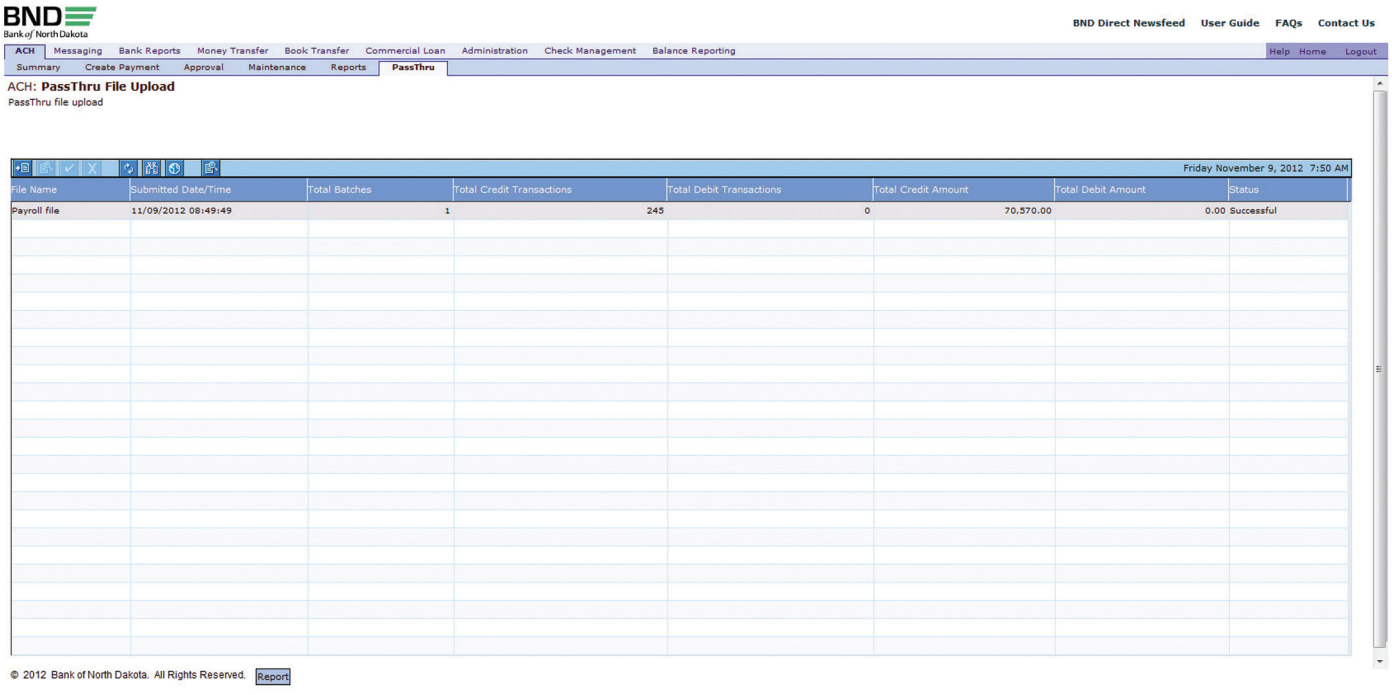
11. Click SUBMIT



12. Enter your SECURITY CODE

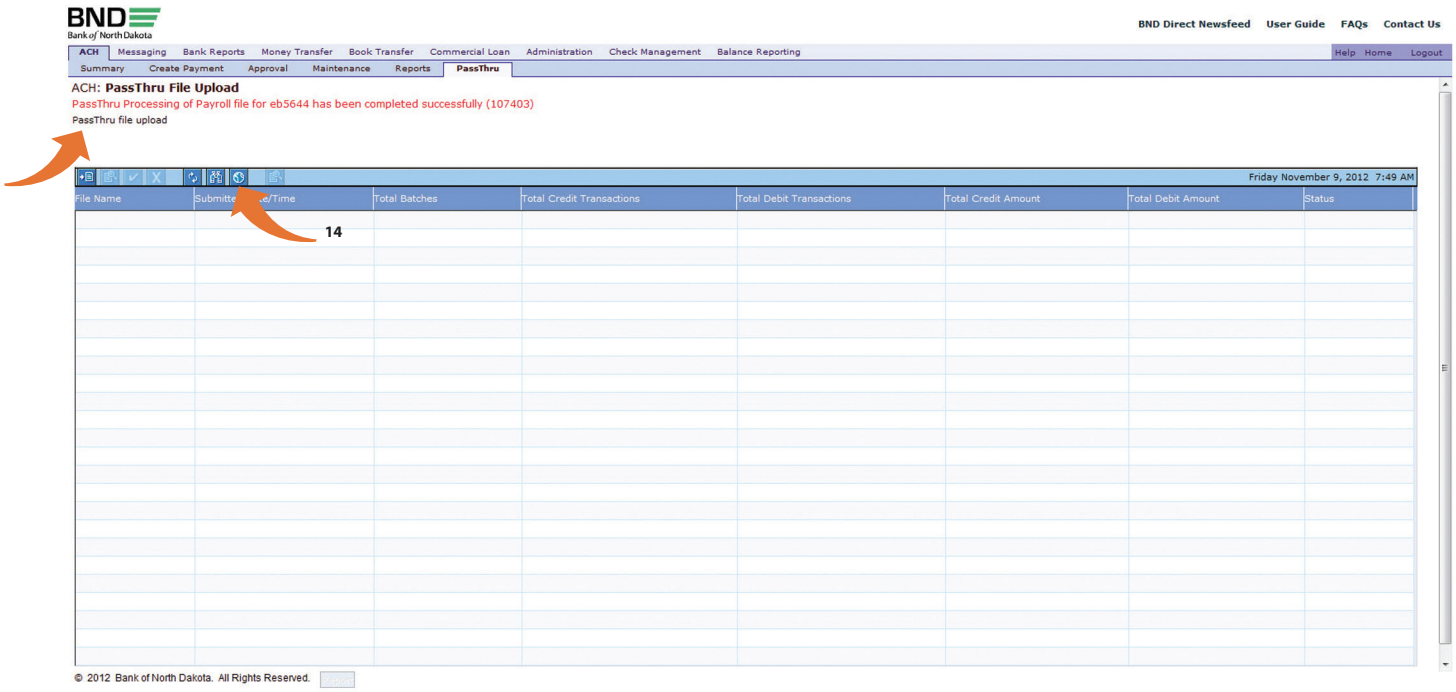
13. Click OK





PASSTHRU PROCESSING OF FILE HAS BEEN COMPLETED SUCCESSFULLY message will appear and the status will display SUCCESSFUL

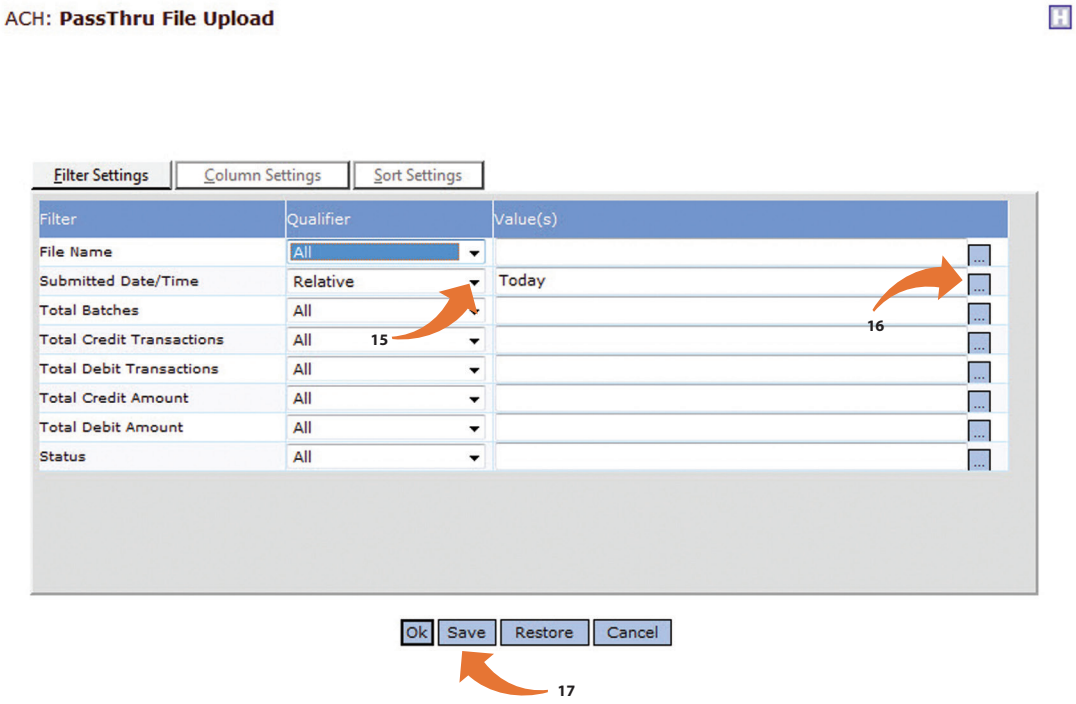
14. Click the ENVIRONMENT SETTINGS ICON



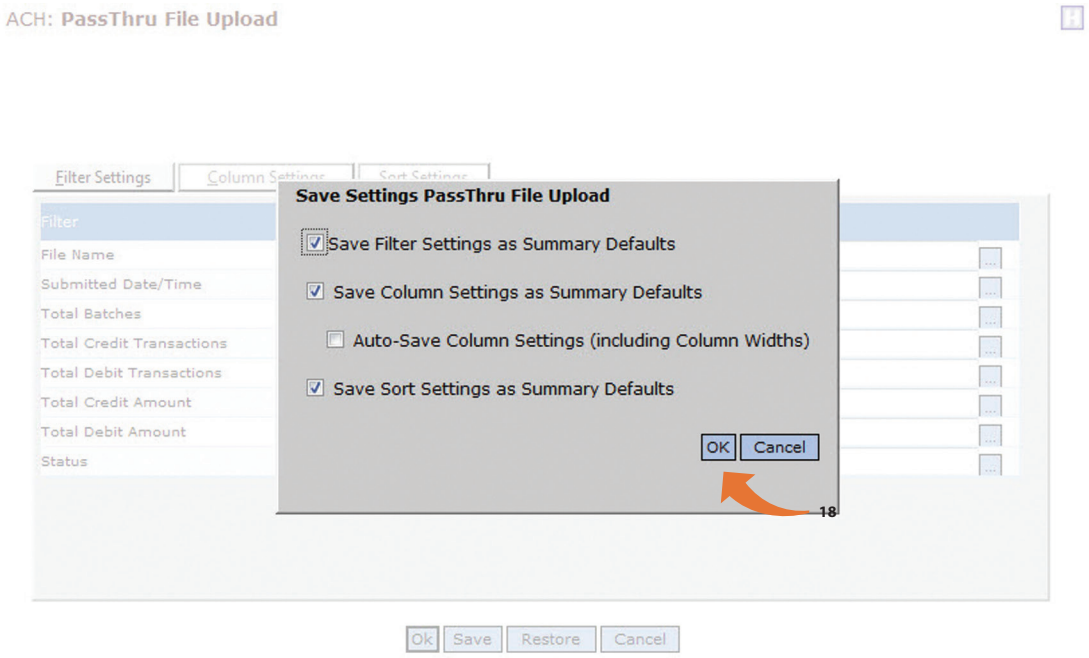
15. Choose RELATIVE in the QUALIFIER drop-down box on the SUBMITTED DATE/TIME line

16. Choose TODAY by clicking on the BLUE BOX

17. Click SAVE

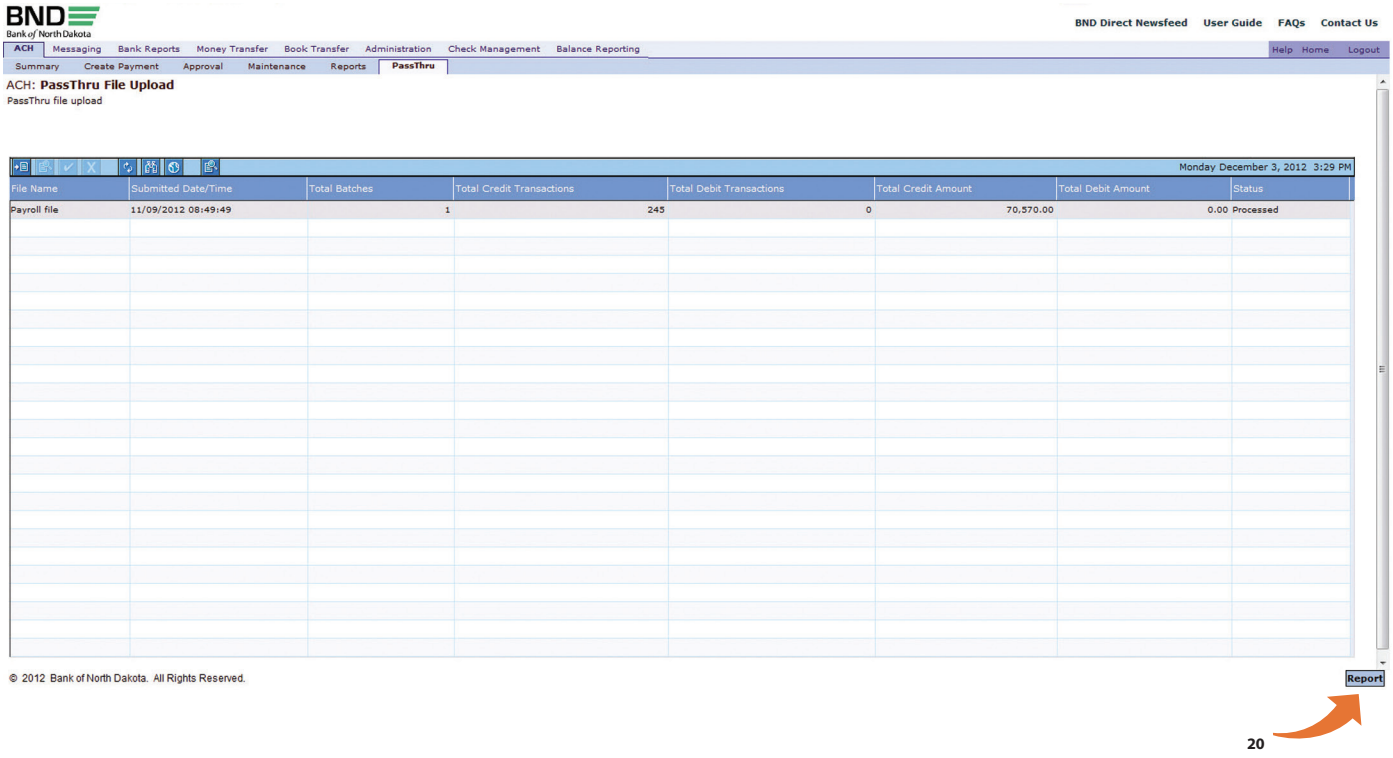


18. Click OK



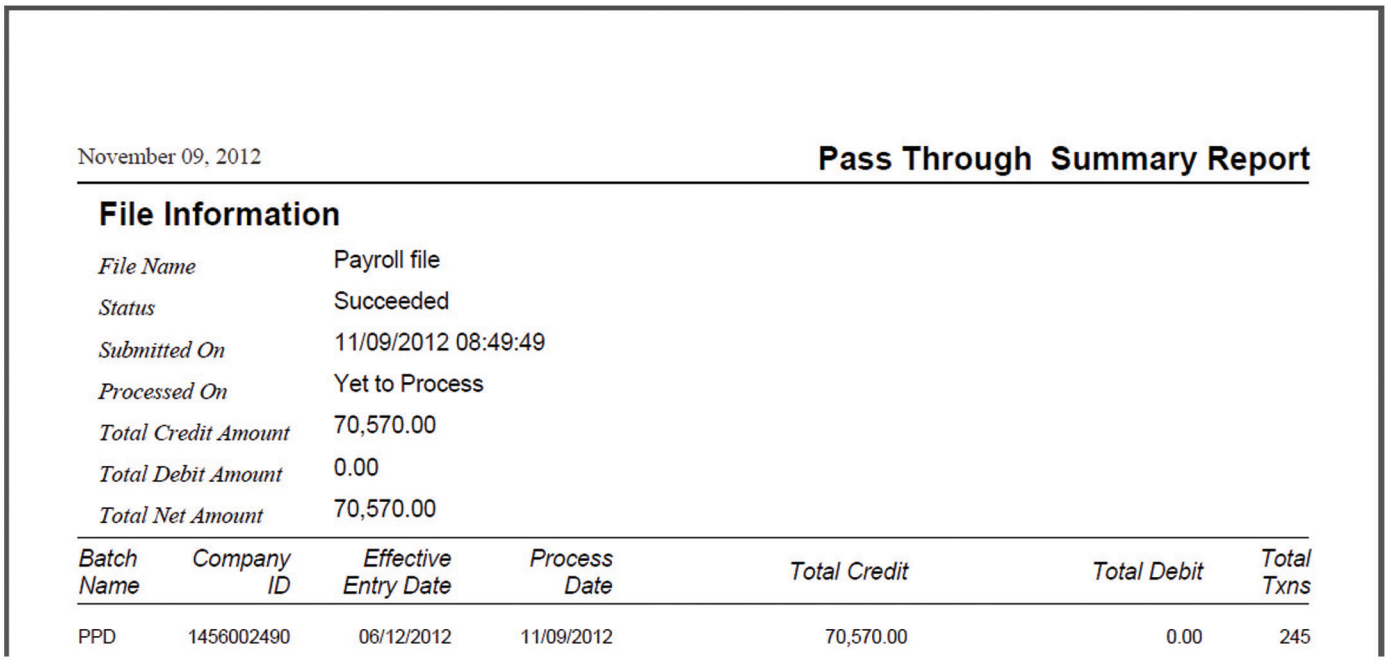
19. Single-click the desired row to highlight it

20. Click REPORT



21. For financial institutions submitting files, print the PASS THROUGH SUMMARY REPORT. Sign, Date and Fax to 701.328.5632 or email to bndelectronic@nd.gov

22. For accounting firms or individuals submitting files, print the PASS THROUGH SUMMARY REPORT and fax or email to the client's bank.



November 09, 2012

Pass Through Summary Report

File Information

File Name	Payroll file
Status	Succeeded
Submitted On	11/09/2012 08:49:49
Processed On	Yet to Process
Total Credit Amount	70,570.00
Total Debit Amount	0.00
Total Net Amount	70,570.00

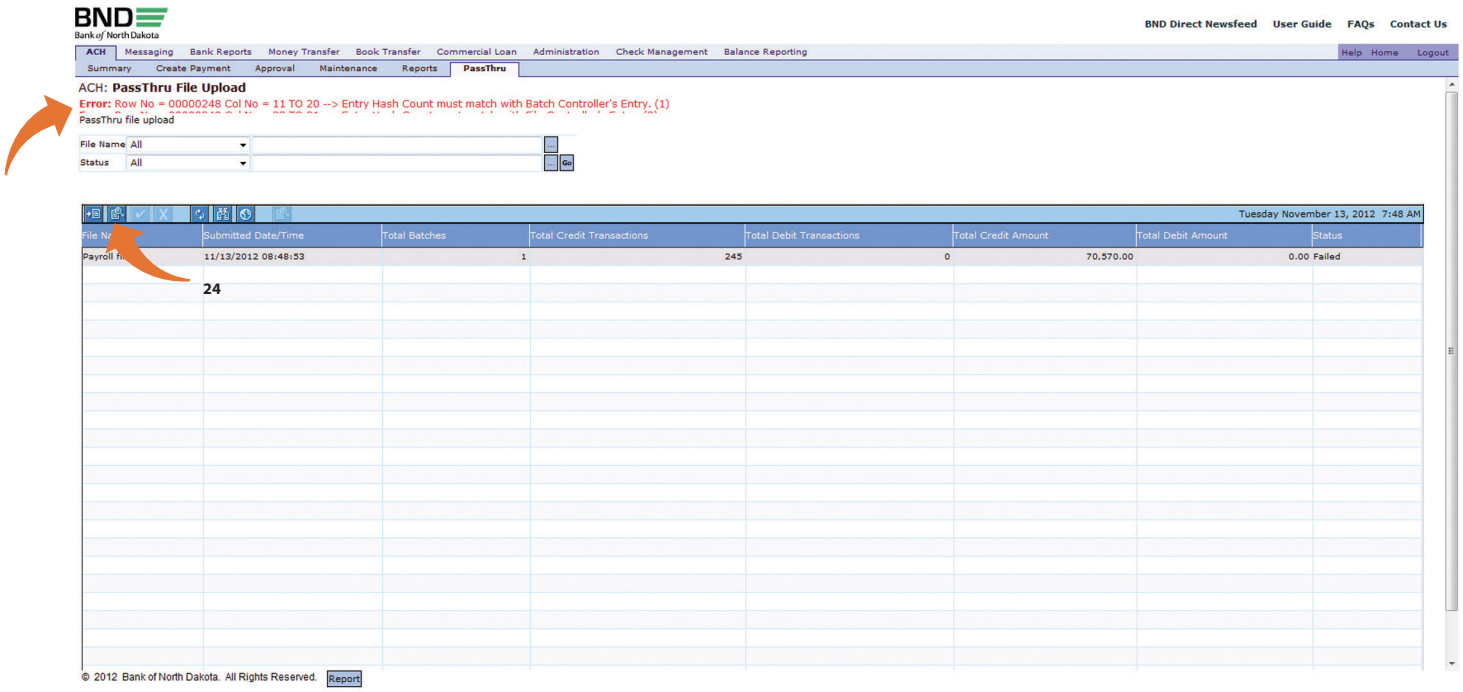
Batch Name	*Company ID*	*Effective Entry Date*	*Process Date*	*Total Credit*	*Total Debit*	*Total Txns*
PPD	1456002490	06/12/2012	11/09/2012	70,570.00	0.00	245

Failed Status

If your file contains errors, you will see a failed status and an error message in red at the top of the screen

23. Single-click desired row to highlight it

24. Click VIEW ERROR REPORT



An error report will indicate which errors need to be addressed before the file can be resubmitted.

ACH Passthrough File Errors

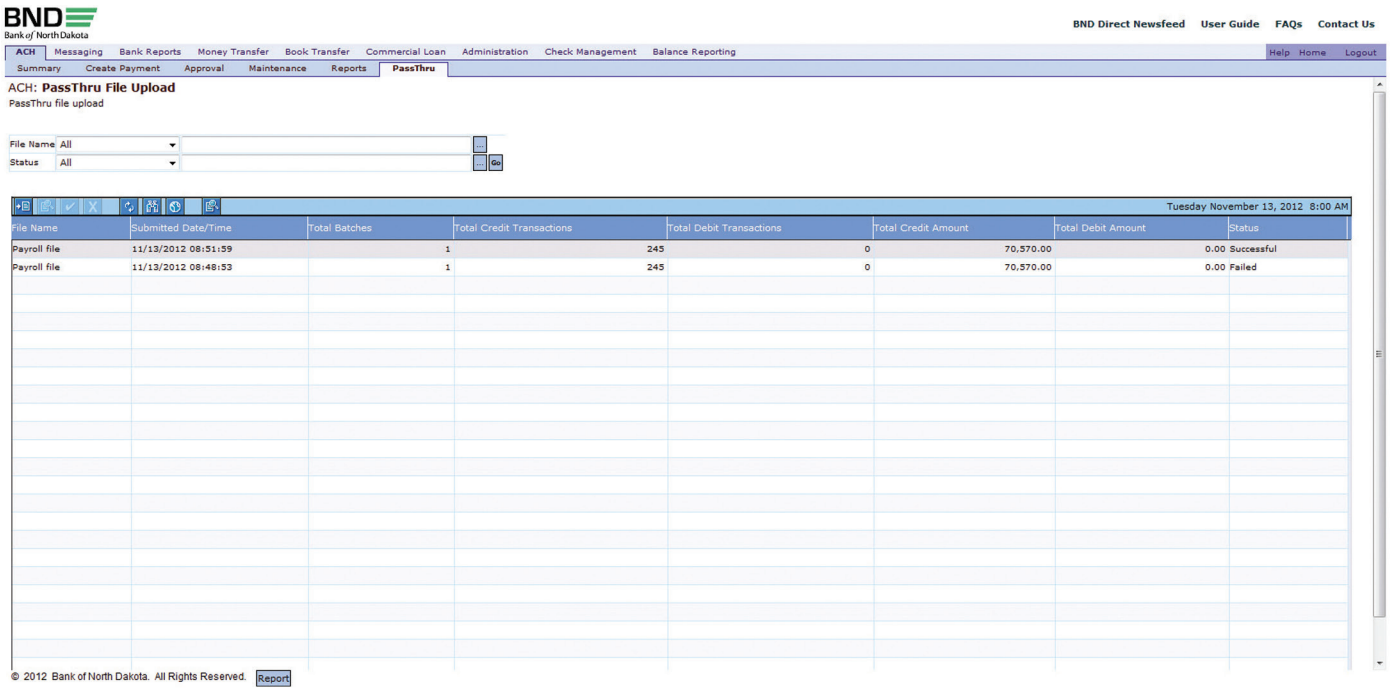
Report Date: November 13, 2012

Page 1 of 1

File Name:	Payroll file	Total Cr Transaction:	245
Submited Date:	11/13/2012 08:48:	Total Dr Transaction:	0
Status:	Failed	Total Credit Amount :	70,570.00
Total Batches:	1	Total Debit Amount :	0.00

Sr.No.	Error Description
1	Row No = 00000248 Col No = 11 TO 20 --> Entry Hash Count must match with Batch Controller's Entry.
2	Row No = 00000249 Col No = 22 TO 31 --> Entry Hash Count must match with File Controller's Entry.

A successful status will be displayed after the errors have been corrected



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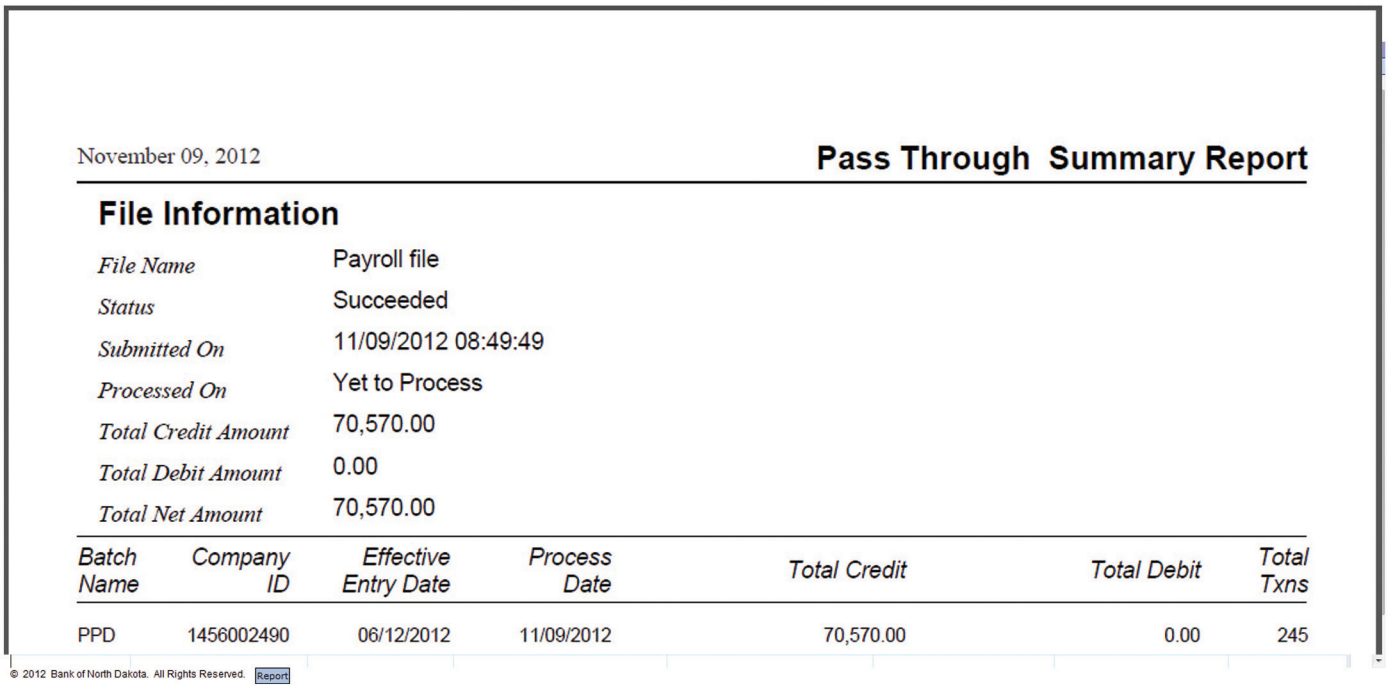

November 09, 2012

Pass Through Summary Report

File Information

File Name	Payroll file
Status	Succeeded
Submitted On	11/09/2012 08:49:49
Processed On	Yet to Process
Total Credit Amount	70,570.00
Total Debit Amount	0.00
Total Net Amount	70,570.00

Batch Name	*Company ID*	*Effective Entry Date*	*Process Date*	*Total Credit*	*Total Debit*	*Total Txns*
PPD	1456002490	06/12/2012	11/09/2012	70,570.00	0.00	245

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BND

Bank *of* North Dakota

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