

A large orange geometric shape, resembling a stylized 'B' or a parallelogram with a diagonal cut, is positioned on the left side of the page.

# BND Direct Pass Through

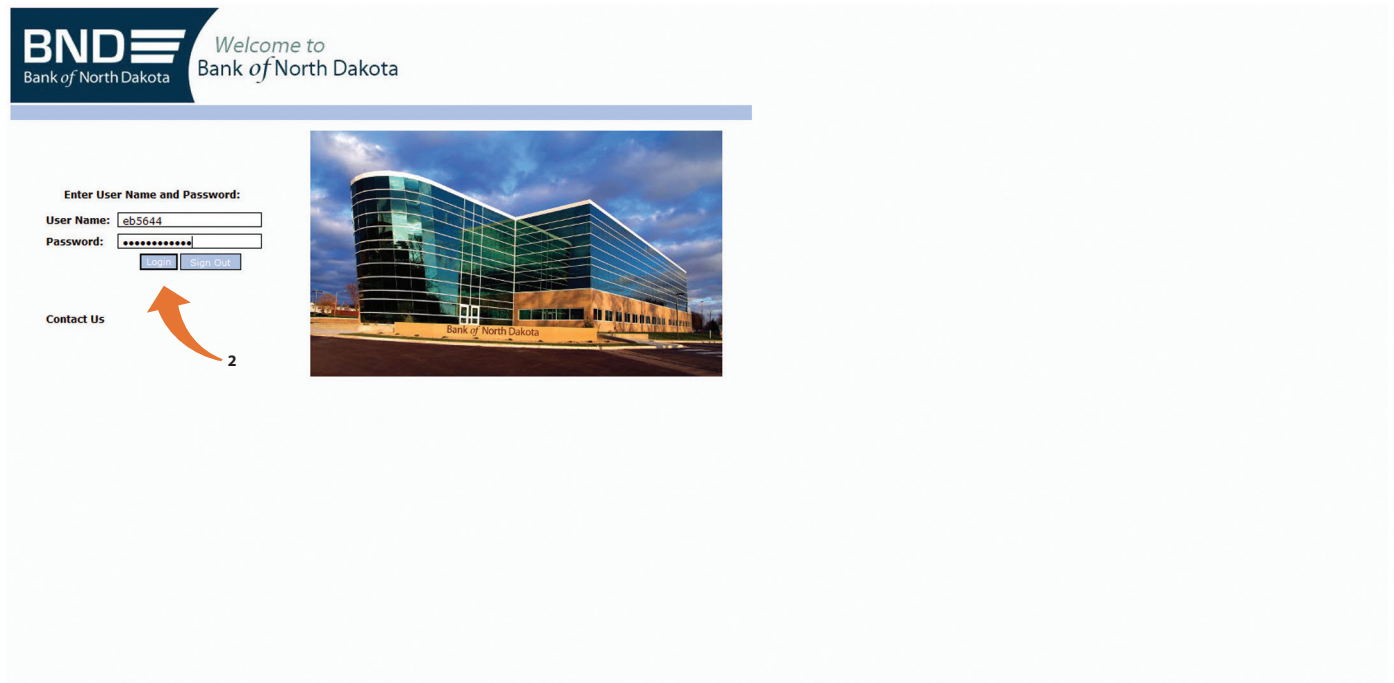
2015-2016 / Edition One



Revised October 2017

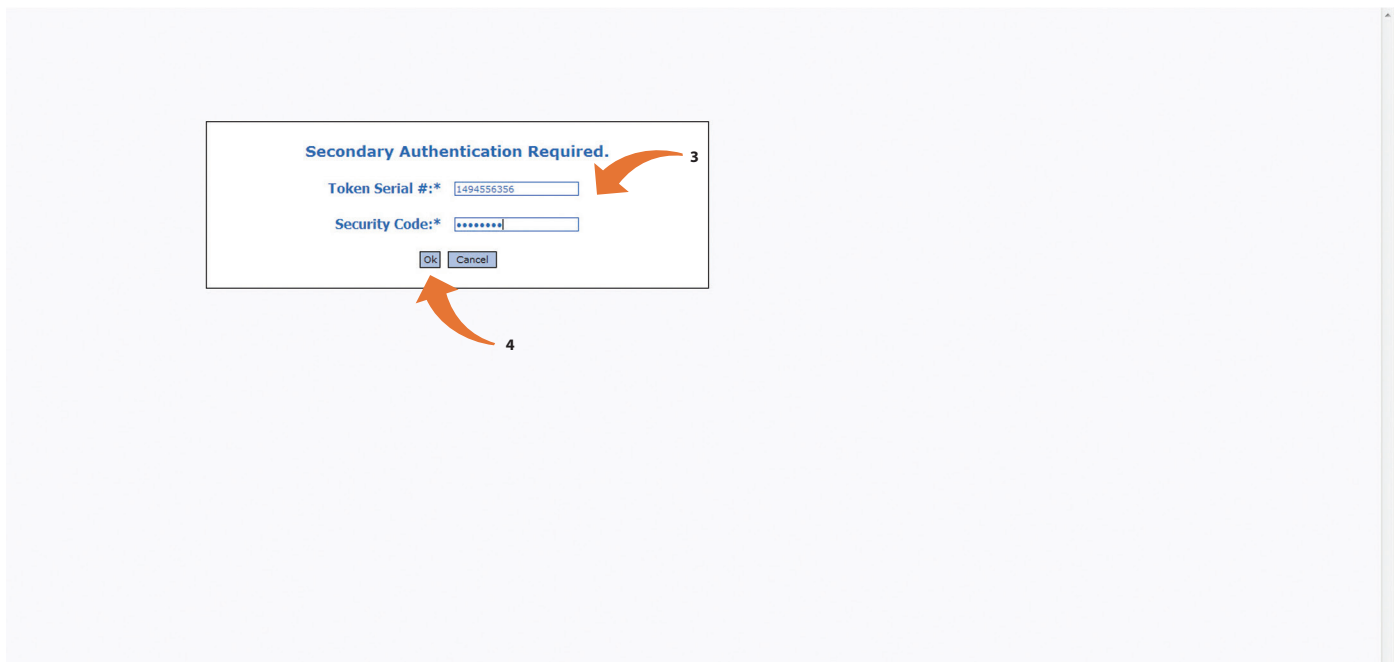
# Pass Through

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



The image shows the Bank of North Dakota login page. At the top left is the BND logo with the text "Bank of North Dakota". To the right is a "Welcome to Bank of North Dakota" banner. Below the banner is a login form titled "Enter User Name and Password:". The form has two input fields: "User Name:" with the text "eb5644" and "Password:" with masked characters. Below the password field are two buttons: "Login" and "Sign Out". To the left of the form is a "Contact Us" link. An orange arrow points from the number "2" to the "Login" button. To the right of the form is a photograph of a modern glass-walled building, identified as a Bank of North Dakota branch.

3. Enter your **SECURITY CODE**
4. Click **OK**



The image shows a "Secondary Authentication Required" dialog box. It has a title bar and contains two input fields: "Token Serial #:\*" with the value "1494556356" and "Security Code:\*" with masked characters. Below the fields are "Ok" and "Cancel" buttons. An orange arrow points from the number "3" to the "Security Code" field. Another orange arrow points from the number "4" to the "Ok" button.

5. Click **ACH**
6. Click **PASSTHRU**
7. Click the **SUBMIT PASS THROUGH FILE** icon

5

6

7

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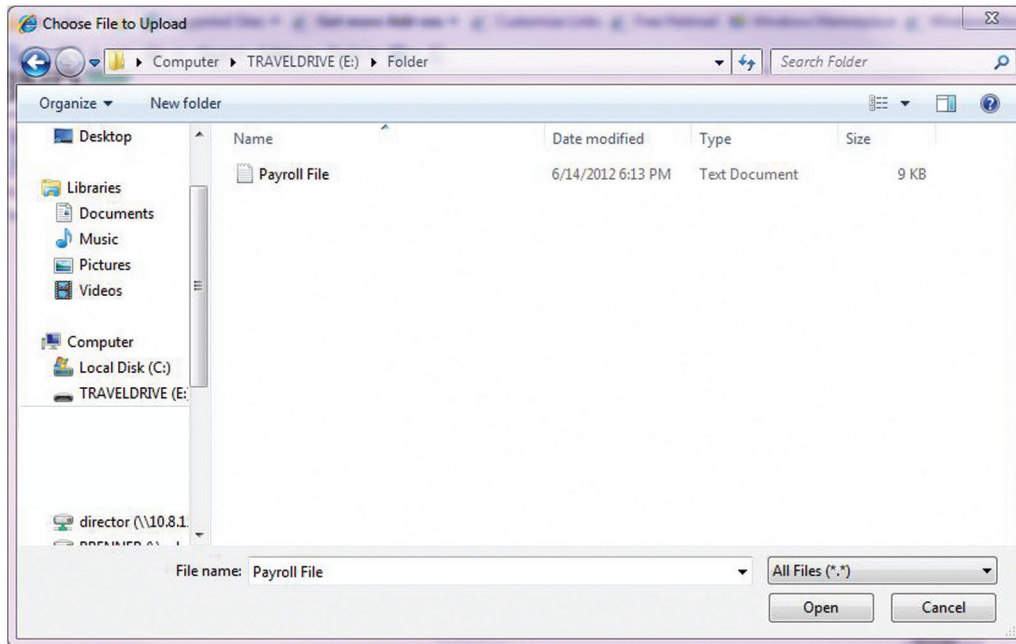
8. Click **BROWSE**

8

© 2012 Bank of North Dakota. All Rights Reserved. [Submit](#) [Cancel](#)

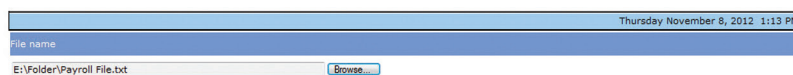
9. Locate the file you wish to open

10. Double-click the file name



The file name will appear once the file has been located

11. Click **SUBMIT**



13. Click **OK**

[illegible]

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

#### 14. Click the **ENVIRONMENT SETTINGS** ICON

ACH: **PassThru File Upload**  
PassThru Processing of Payroll file for eb5644 has been completed successfully (107403)  
PassThru file upload

File Name	Submitted Date/Time	Total Batches	Total Credit Transactions	Total Debit Transactions	Total Credit Amount	Total Debit Amount	Status
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#### 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**

ACH: **PassThru File Upload**

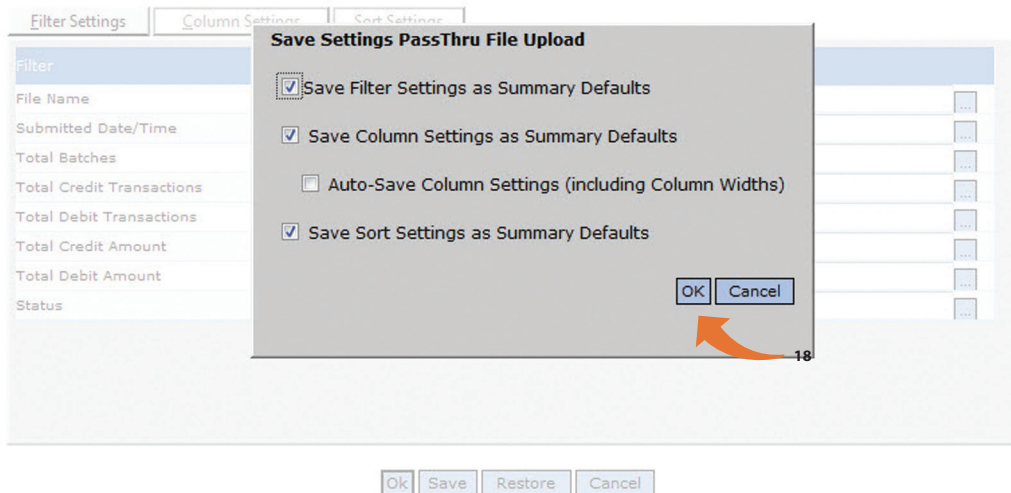


Filter Settings | Column Settings | Sort Settings

Filter	Qualifier	Value(s)
File Name	All	
Submitted Date/Time	Relative	Today
Total Batches	All	
Total Credit Transactions	All	
Total Debit Transactions	All	
Total Credit Amount	All	
Total Debit Amount	All	
Status	All	

Ok Save Restore Cancel

## ACH: PassThru File Upload



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](mailto: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

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

<i>Batch Name</i>	<i>Company ID</i>	<i>Effective Entry Date</i>	<i>Process Date</i>	<i>Total Credit</i>	<i>Total Debit</i>	<i>Total Txns</i>
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**

[illegible]

ACH Passthrough File Errors			
Report Date: November 13, 2012			
Page 1 of 1			
File Name:	Payroll file	Total Cr Transaction:	245
Submitted 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.		

[illegible]

25. 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](mailto:bndelectronic@nd.gov)

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