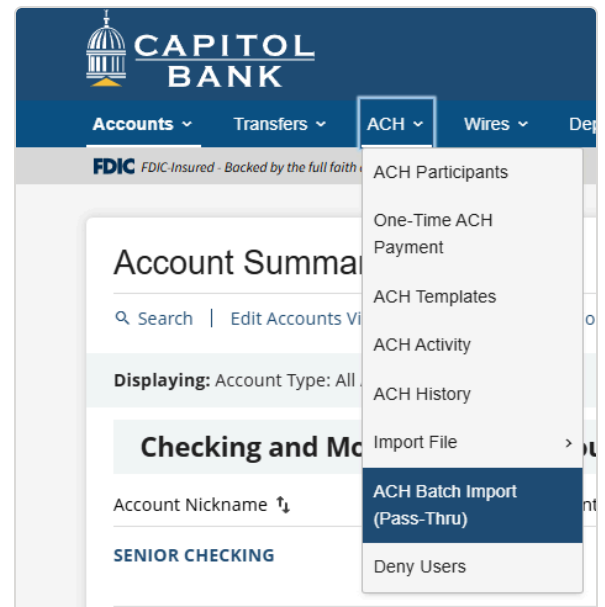


Import a commingled ACH file

Upload a commingled ACH file as a third-party batch, then approve it if required.

PART 1 Upload the file

- 1 Sign in to Online Banking. Go to **ACH** › **ACH Batch Import (Pass-Thru)**.



- 2 Select **Choose File** and browse to the file on your computer.

ACH Batch Import (Pass-Thru)

☐ Process as Third Party
 ☐ Skip Duplicate Check
 ☒ Override Past Effective Dates

Maximum file size: 10240 KB

Choose File

No file chosen

Upload

PART 1 Upload the file (continued)

3 Check **Process as Third Party**.

If the file has a past effective date, enter the correct date. Otherwise, leave it as is. Select **Upload**.

ACH Batch Import (Pass-Thru)

☒ Process as Third Party

☐ Skip Duplicate Check

☒ Override Past Effective Dates

Maximum file size: 10240 KB

4 When the file is accepted, you'll see **The file was uploaded successfully**.


**CAPITOL
BANK**

BU Business User | Print | Log Out

The file was uploaded successfully.

ACH Batch Import (Pass-Thru)

* Processing file "ACH Test Commingled Test 10.05.26.txt"...

* The file will be uploaded as "ACH Test Commingled Test 10.05.26.txt".

* Successfully Initiated Batch Count - 2 of 2.

Batches may require approval before they will be processed.

These batches were successfully initiated:

Successfully Initiated Batch Ref# - 58,59

Batches Imported With Errors Count - 0 of 2

☒ Process as Third Party

☐ Skip Duplicate Check

☒ Override Past Effective Dates

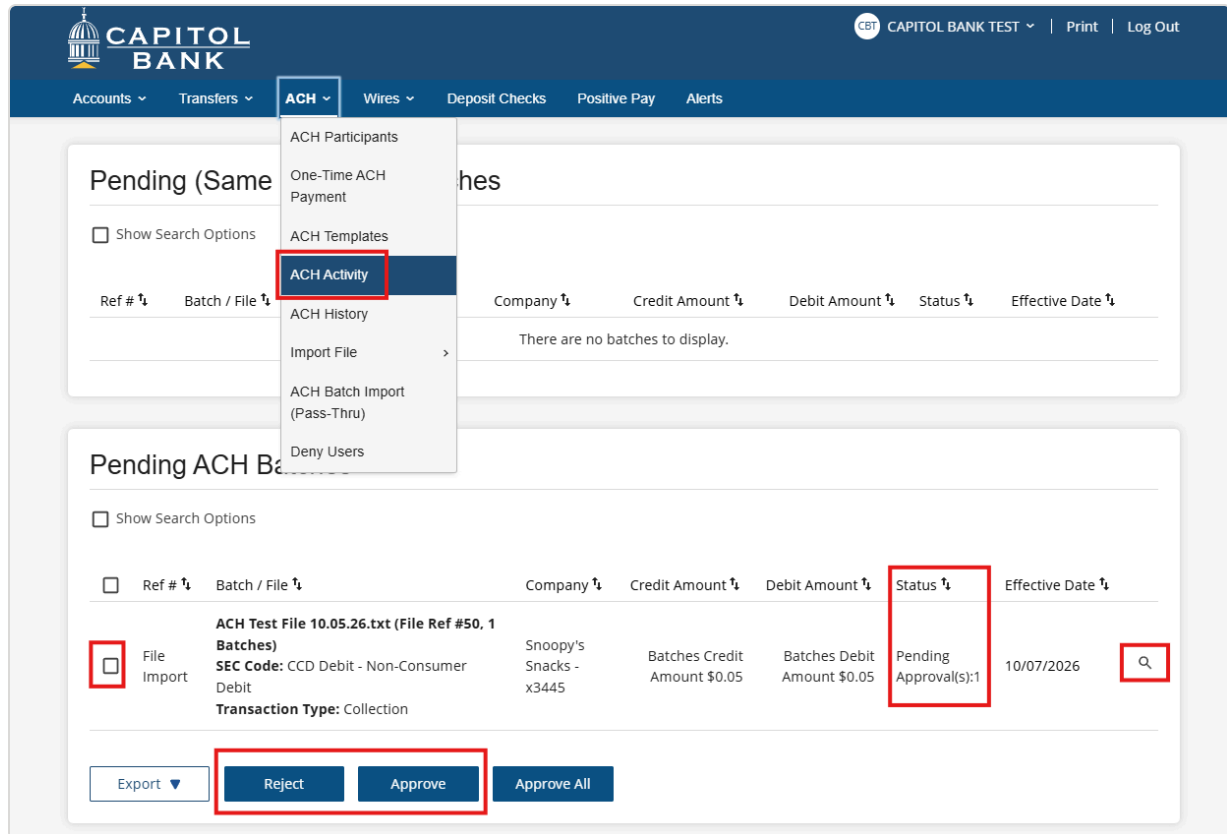
Maximum file size: 10240 KB

PART 2 Submit and approve

5 If the batch needs review by another user, or is over your limit and needs bank approval, its status shows **Pending Approval(s)**. Everyone with approval access receives a notification email.

6 To approve, the approver signs in to Online Banking and goes to **ACH › ACH Activity**.

Under **Pending ACH Batches**, select the magnifying glass to review the batch. Then check the box next to it and select **Approve**.



The screenshot shows the Capitol Bank Online Banking interface. The top navigation bar includes 'Accounts', 'Transfers', 'ACH', 'Wires', 'Deposit Checks', 'Positive Pay', and 'Alerts'. The 'ACH' dropdown menu is open, showing options like 'ACH Participants', 'One-Time ACH Payment', 'ACH Templates', 'ACH Activity' (highlighted with a red box), 'ACH History', 'Import File', 'ACH Batch Import (Pass-Thru)', and 'Deny Users'. Below the navigation bar, there are two sections: 'Pending (Same)' and 'Pending ACH Batches'. The 'Pending ACH Batches' section contains a table with columns: Ref #, Batch / File, Company, Credit Amount, Debit Amount, Status, and Effective Date. A row is highlighted with a red box, showing a batch with a status of 'Pending Approval(s):1'. At the bottom of the table, there are buttons for 'Export', 'Reject', 'Approve' (highlighted with a red box), and 'Approve All'.

Ref #	Batch / File	Company	Credit Amount	Debit Amount	Status	Effective Date
	ACH Test File 10.05.26.txt (File Ref #50, 1 Batches) SEC Code: CCD Debit - Non-Consumer Debit Transaction Type: Collection	Snoopy's Snacks - x3445	Batches Credit Amount \$0.05	Batches Debit Amount \$0.05	Pending Approval(s):1	10/07/2026

7 Once the batch is submitted and approved (if applicable), its status shows **Pending Processing**.