

ACH MANAGER IMPORT GUIDE

1. Log in to Digital Banking.
2. Go to “ACH”, “Import ACH File”, and “NACHA”.
3. Select “Choose File” and browse to the folder where the file is saved on your computer.

ACH Batch Import (Pass-Thru)

☐ Skip Duplicate Check

☒ Override Past Effective Dates

Maximum file size: 500 KB

CHOOSE FILE

No file chosen

UPLOAD

4. If the file contains a past effective date, enter the correct date in the field. If not, leave as is. Select “Upload”.

☐ Skip Duplicate Check

☒ Override Past Effective Dates

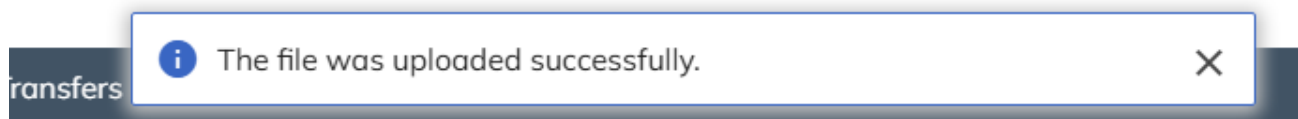
Maximum file size: 500 KB

CHOOSE FILE

GOLDENGIRLSTEST2.txt

UPLOAD

5. If the file was accepted you should receive the message below.



If the file resulted in an error you will see a message like the one below in addition to “The file was uploaded successfully” message.

ACH Batch Import (Pass-Thru)

* Processing file "GOLDENGIRLSTEST NO 1.txt"...

* The file will be uploaded as "GOLDENGIRLSTEST NO 1.txt".

* Successfully Initiated Batch Count - 0 of 1

Go to Pending ACH Activity to view

Batches Imported With Errors Count - 1 of 1

Errors on the following batches should be corrected by going to Import ACH File>NACHA Import Errors for manual initiation:

Batches Imported With Errors Ref# - 6595

Batches Not Imported Count - 0 of 1

See the “How to Resolve a NACHA Import Error” guide for further instructions.

6. To verify the details of the file (totals, effective date, participants, etc.) go to “ACH” and “Pending ACH Activity”. Scroll down to Pending ACH Batches and select the magnifying glass icon next to the file.

Pending ACH Batches

☐ Show Search Options

☐	Ref #	Batch	Company	Credit Amount	Debit Amount	Status	Sweep Status	Effective Date	
	Name: Import_000 0001(3) SEC Code: PPD Credit - Consumer Credit								
509			Golden Girls Inc - x6789	\$4.00	\$4.00	Pending Processing	Not Applied	01/23/2026	
	Transaction Type: Payment GOLDENGIRL STEST2.txt (File Ref #218)								



7. If your ACH file requires review by another user prior to processing, the status will show as “Pending Approval(s): 1”. A notification email will be sent to all users with sufficient access to approve.
- To approve an ACH file an approver user will log into Digital Banking, choose “ACH” and “Pending ACH Activity”.
 - Under “Pending ACH Batches” check the box next to the file you wish to approve and select the “Approve” button. Or select the magnifying glass to view the details of the file and then approve.

Pending ACH Batches

☐ Show Search Options

☐	Ref #	Batch	Company	Credit Amount	Debit Amount	Status	Sweep Status	Effective Date
☐	503	Name: Import_000 0001(2) SEC Code: PPD Credit - Consumer Credit Transaction Type: Payment GOLDENGIRL STEST2.txt (File Ref #201) 01/09/2026	Golden Girls Inc - x6789	\$4.00	\$4.00	Pending Approval(s):1	Not Applied	

EXPORT

REJECT

APPROVE

8. Once your file has been submitted and approved (if applicable) the status of the file will be “Pending Processing”.

Questions? Please contact Bank First’s Treasury Management Support Team:

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