

ACH MANAGER

IMPORT GUIDE NON-NACHA

1. Log in to Digital Banking.
2. Go to “ACH”, “Import ACH File”, and “Non-NACHA”.
3. Choose a Company from the drop-down menu.
4. Choose an import template.
5. Browse for the file.
6. Select “Import”.

Non-NACHA File Import

Company

RUBY SLIPPERS IN - x3333

Choose Template

Test

Transaction Type

PPD Debit - Consumer Debit

File

Choose File

ACH File 11-10-25.txt

Maximum file size: 3 MB
Valid file extensions: .csv, .txt

Import

7. On the Import File page, scroll to the bottom and select “Import”.

8. You may be brought to an Exceptions page if there are any invalid fields.

- Invalid Name: Names can be a maximum of 22 characters. Reduce the number of characters until the error is cleared.
- Invalid Routing Transit: Ensure that the routing number was entered correctly. Only valid US routing numbers are accepted.

Once all exceptions have been cleared, select “Continue”.

9. On the Template Details page you may get a warning that the batch is unbalanced. Depending on the type of file you have, you will either need to add the offset to the ACH From or ACH To area. You can do this by selecting an account from the drop-down menu.

The screenshot shows the 'ACH To' section of a form. It contains a table with three columns: Nickname, Account Number, and Account Type. Below the table, there is a 'Credit Amount' field set to \$0.00. A label '* Offset Account' is positioned above a dropdown menu. The dropdown menu is open, showing a list of accounts. The selected option is 'x4111 PAYROLL ACCOUNT (Available -\$3.00)'. A mouse cursor is pointing at this option.

Nickname	Account Number	Account Type
There are no entries.		

Credit Amount \$0.00 ?

* Offset Account

x4111 PAYROLL ACCOUNT (Available -\$3.00)

10. Once the offset account has been selected, enter the total offset amount in the Amount field.

The screenshot shows the 'ACH To' section of a form. The table now contains one entry: 'PAYROLL ACCOUNT' with account number 'x4111' and account type 'Checking'. The 'Amount' field is now set to '\$ 5.00'. The 'Credit Amount' field is updated to \$5.00.

Nickname	Account Number	Account Type	Amount
PAYROLL ACCOUNT	x4111	Checking	\$ 5.00

Credit Amount \$5.00 ?

11. Scroll to the top of the page and fill in the Company Entry Description field (ex. “Payroll”, “Payment”, etc.).

12. Select “Save and Close”.



13. On the ACH Templates page you'll see a template that was created from your non-NACHA file. Select the checkbox next to the file, edit the Effective Date if needed, then select "Initiate" or "Initiate Same Day".

ACH Templates

☒	Template	Created	Company	SEC Code	Credi
☒	Name: Import_ACH File 11-10-252 Transaction Type: Collection	10/31/2025 3:38 PM	RUBY SLIPPERS IN - x3333	PPD Debit - Consumer Debit	

INITIATE SAME DAY

INITIATE

DELETE SELECTED TEMPLATES

14. You should then see a message that the Batch was successfully initiated.
15. OPTIONAL: After your file has been submitted you may delete the ACH template that was created. A new template will be created each time a non-NACHA file is submitted.

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