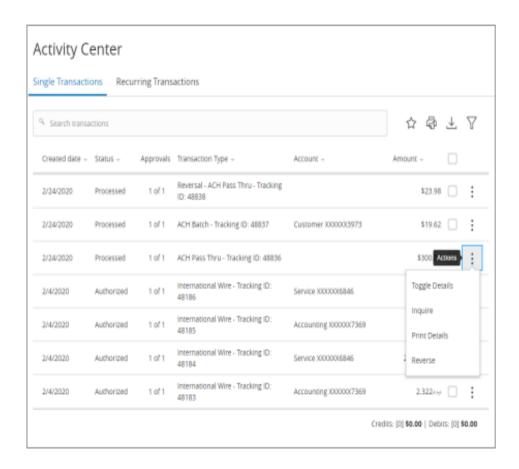


## To create a reversal for ACH Single Payment, ACH Single Receipt, and Tax Payment/EFTPS transactions

Select Actions (\*) > Reverse on the row containing the transaction to reverse.



2. Select Agree and Continue in the warning message dialog that appears.



Select Confirm to initiate the reversal. The reversal process may take several seconds to complete.

After the reversal transaction completes, you can select **View in Activity Center** to view the reversal details, including a link to the original transaction.

