

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

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

Activity Center

Single Transactions Recurring Transactions

Search transactions

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Created date	Status	Approvals	Transaction Type	Account	Amount	
2/24/2020	Processed	1 of 1	Reversal - ACH Pass Thru - Tracking ID: 48838		\$23.98	⋮
2/24/2020	Processed	1 of 1	ACH Batch - Tracking ID: 48837	Customer XXXXXX3973	\$19.62	⋮
2/24/2020	Processed	1 of 1	ACH Pass Thru - Tracking ID: 48836		\$300	⋮ Actions
2/4/2020	Authorized	1 of 1	International Wire - Tracking ID: 48186	Service XXXXXX6846		⋮
2/4/2020	Authorized	1 of 1	International Wire - Tracking ID: 48185	Accounting XXXXXX7369		⋮
2/4/2020	Authorized	1 of 1	International Wire - Tracking ID: 48184	Service XXXXXX6846		⋮
2/4/2020	Authorized	1 of 1	International Wire - Tracking ID: 48183	Accounting XXXXXX7369	2,322.00	⋮

Credits: [0] \$0.00 | Debits: [0] \$0.00

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

3. 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.

12/24/2021	Processed	1 of 1	Reversal - ACH Payment - Tracking ID: 380144	Regular Savings ****-2456	\$150.00	<input type="checkbox"/>	⋮
Tracking ID:	380144	Amount Reversed:	\$150.00				
Created:	12/24/2021 10:02 AM	Credited To:	Regular Savings ****-2456				
Created By:	Dev Treas	Recipient Name:	ACH Full				
Authorized:	12/24/2021 10:02 AM	Recipient ACH Name:	achfullAchName				
Authorized By:	Dev Treas	Recipient ACH ID:	46546				
Will process On:	12/24/2021	Recipient Account Number:	XXXXX654				
Effective:	12/28/2021	Routing Number:	XXXXXX1035				
		SEC Code:	CCD				
		ACH Header:	achonlyheader				
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Original Transaction: ACH Payment - Tracking ID: 380143							