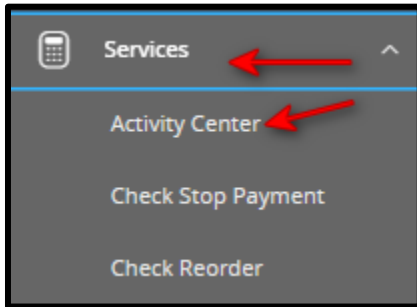


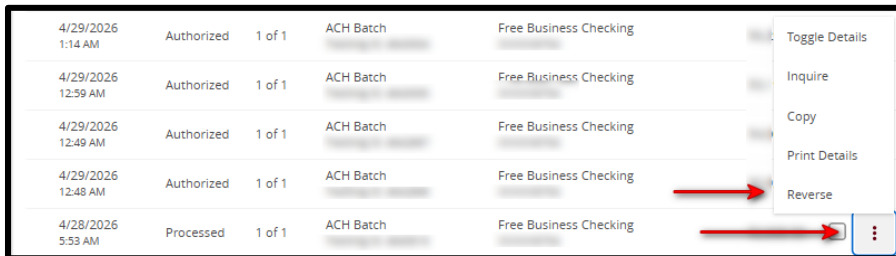
How to Complete an ACH Reversal

1. Click on **Services** on the Menu Bar, then click **Activity Center**.



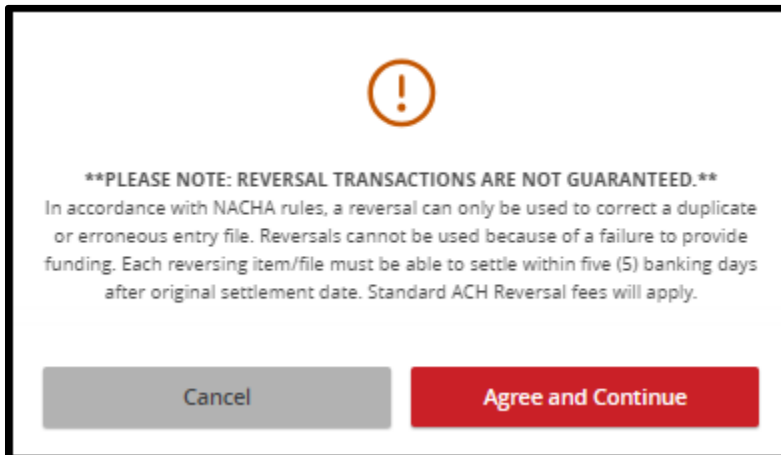
2. Find the transaction needed to be reversed and click on the three dots then click **Reverse**.

(If the option is unavailable the item is not eligible for a reversal)



4/29/2026 1:14 AM	Authorized	1 of 1	ACH Batch	Free Business Checking	Toggle Details
4/29/2026 12:59 AM	Authorized	1 of 1	ACH Batch	Free Business Checking	Inquire
4/29/2026 12:49 AM	Authorized	1 of 1	ACH Batch	Free Business Checking	Copy
4/29/2026 12:48 AM	Authorized	1 of 1	ACH Batch	Free Business Checking	Print Details
4/28/2026 5:53 AM	Processed	1 of 1	ACH Batch	Free Business Checking	Reverse

3. A pop-up will appear asking to **Agree and Continue**.



4. An option to reverse the entire batch or individual items within the batch will appear.

ACH Batch Reversal

Would you like to reverse the entire batch, or individual item(s) within the batch?

Entire Batch

Individual Item(s)

5. If the option to reverse **individual item(s)** was selected, it will prompt you to select the box for each item that will be reversed.


ACH Batch Reversal ✕

🔍 Search By Display Name, ACH Name, ACH ID, Account Number, or Amount

Showing: All 0 Selected

<input type="checkbox"/>	Name ↕	ACH Name (ID)	Account Number	Amount ↕
<input type="checkbox"/>	Glanbia	Glanbia	████████	\$60.36

6. Click **submit** when you've selected the item(s) to be reversed.



ACH Batch Reversal

Reverse entire ACH Batch with 1 item(s) for a total of \$60.36?

7. The item reversed will show up in the Activity Center.

Online Activity ⓘ

Single Transactions Recurring Transactions Deposited Checks

🔍 1.75

Created date ▾	Status ▾	Approvals	Transaction Type ▾	Account ▾	Amount ▾	<input type="checkbox"/>	⋮
1/7/2026 3:20 PM	Processed	1 of 1	Reversal - ACH Batch Tracking ID: 4372969	[blurred]	\$1.75	<input type="checkbox"/>	⋮
1/7/2026 7:18 AM	Processed	1 of 1	ACH Batch Tracking ID: 4371811	[blurred]	\$1.75	<input type="checkbox"/>	⋮