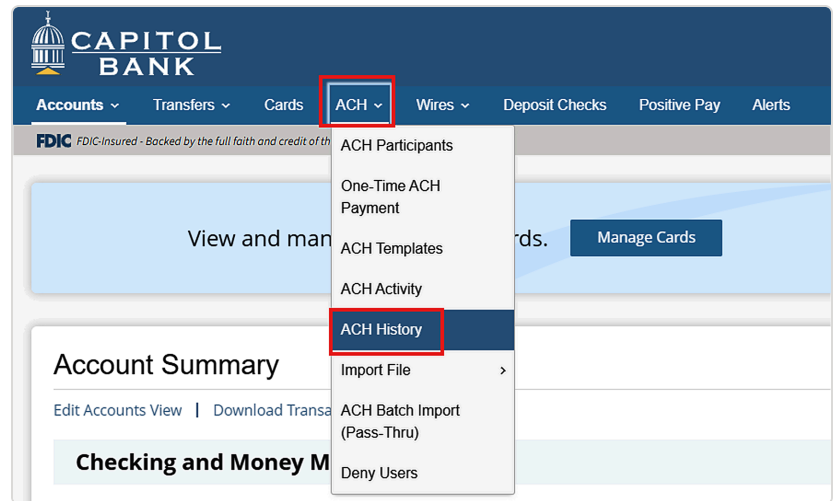


Reverse an ACH batch

Reverse a completed ACH batch, or selected entries, within 5 business days of the original effective date.

STEPS Reverse a batch

- 1 Sign in to Online Banking. Go to **ACH** › **ACH History**.



- 2 Completed batches that can be reversed show a **Reverse** link next to the effective date. Select **Reverse** next to the batch.

Note ACHs can be reversed up to 5 business days after the original effective date.

ACH History							
Search Options: Last Updated Date From=10/01/2026, Last Updated Date To=10/07/2026							
☐ Show Search Options ☒ View Latest For Recurring Batches							
☐	Ref # ↕	Batch / File ↕	Company ↕	Credit Amount ↕	Debit Amount ↕	Status ↕	Effective Date ↕
☐	76	Name: One-Time SEC Code: PPD Credit - Consumer Transaction Type: Payment (One time)	SNOOPY'S SNACKS - x3445	\$0.01	\$0.01	Canceled	10/08/2026
☐	57	Name: One-Time SEC Code: PPD Credit - Consumer Transaction Type: Payment (One time)	Capitol Bank Tes - x6700	\$0.10	\$0.10	Processed 10/06/2026	10/07/2026

Need help? Questions about an ACH batch? Please call us at (608) 836-1616.

Interested in ACH origination? Contact us to get started.

STEPS Reverse a batch (continued)

3 The full file appears. Check the item(s) to reverse and choose a **Reversal Reason**. Select **Reverse Batch** or **Reverse Selected Entries**.

ACH To

☒	Nickname ↕	Notify	Unique Identifier ↕	Account Number	Account Type ↕	Amount ↕	Memo
☒	Mother Goose	No		x1111	Checking	\$0.10	

Credit Amount **\$0.10** ?

Duplicate
Incorrect Amount
Wrong Account
Incorrect Date

▼

Reverse Batch

Reverse Selected Entries

Export ▼

Close

4 Select **OK** to continue.

capitol-p2.onlinebank.com says

Are you sure you want to create a REVERSAL batch for transactions in this batch?

OK

Cancel

STEPS Reverse a batch (continued)

5 A message confirms the reversal was submitted.

 **Batch Successfully Initiated** ×

Reference Number: **77**
Batch Name: **One-Time_Reversal**
Credit Amount: **\$0.10**
Debit Amount: **\$0.10**
Effective Date: **10/07/2026**

6 The reversal appears under **Pending ACH Batches**. Reversals don't require review, even with dual control.

ACH History

Search Options: Last Updated Date From=10/01/2026, Last Updated Date To=10/07/2026

☐ Show Search Options
 ☒ View Latest For Recurring Batches

☐	Ref # 	Batch / File 	Company 	Credit Amount 	Debit Amount 	Status 	Effective Date 	
☐	76	Name: One-Time SEC Code: PPD Credit - Consumer Credit Transaction Type: Payment (One time)	SNOOPY'S SNACKS - x3445	\$0.01	\$0.01	Canceled	10/08/2026	
☐	57	Name: One-Time SEC Code: PPD Credit - Consumer Credit Transaction Type: Payment (One time)	Capitol Bank Tes - x6700	\$0.10	\$0.10	Processed 10/06/2026	10/07/2026	 View Reversals 2 of reversed