

## Quick Step Guide: Direct ACH File Manager Deletions/Reversals

Nacha rules prohibit a Reversal request greater than 5 business days from the effective date of the original transaction.

### From Huntington Business Online

1. Select Payments & Transfers, Direct ACH File Manager. A new window/tab appears.

### Delete/Reverse an ACH File, Batch, or Transaction

If entitled, you can delete or reverse an Entire File, Entire Batch, or an Individual Entry: Subject to Nacha rules.

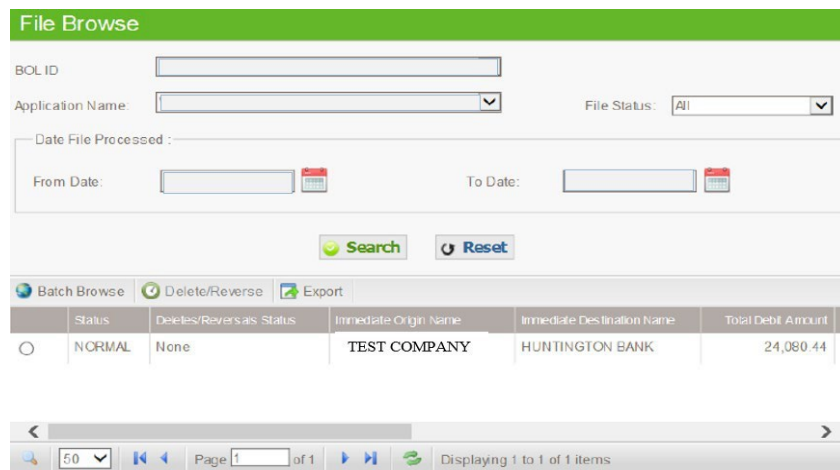
2. Select Warehouse, Originator Browse from the menu.
3. Select the Application Name for your file.
4. Enter an optional File Status. The File Status defaults to All.
5. Enter the Date File Processed range.

**Note:** Nacha rules prohibit a Reversal request greater than 5 business days from the effective date of the original transaction.

6. Click "Search".

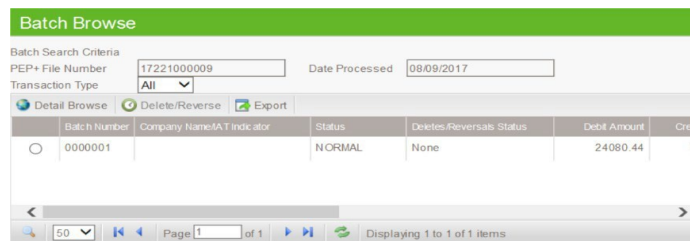


7. If the entire file needs to be deleted or reversed, select the file and click "Delete/Reverse".
8. To delete a single entry, select the file and click "Batch Browse" to view the details of the file.



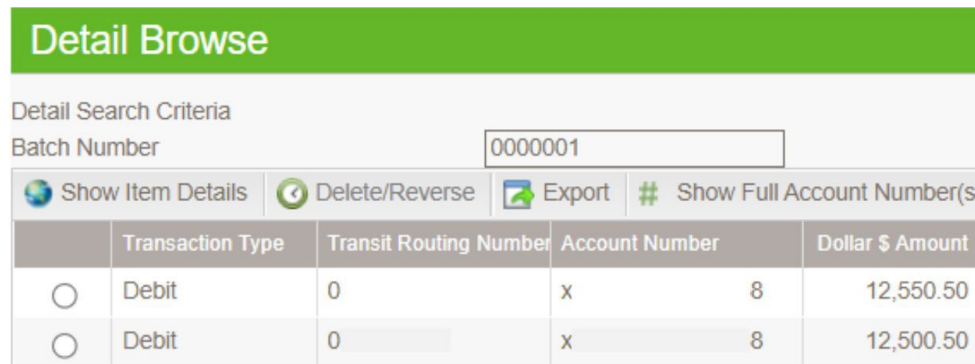
	Status	Deletes/Reversals Status	Immediate Origin Name	Immediate Destination Name	Total Debit Amount
<input type="radio"/>	NORMAL	None	TEST COMPANY	HUNTINGTON BANK	24,080.44

9. To Delete/Reverse the entire batch, select the batch and click "Delete/Reverse".



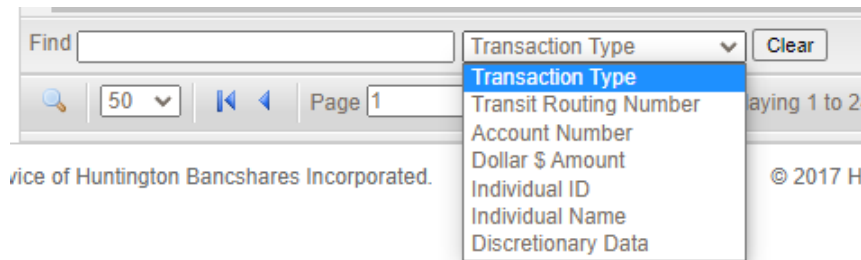
Batch Number	Company Name/MT Indicator	Status	Deletes/Reversals Status	Debit Amount	Credit Amount
<input type="radio"/>	0000001	NORMAL	None	24080.44	24

10. To see the details of the batch to delete an individual entry, select the batch and click “Detail Browse”.

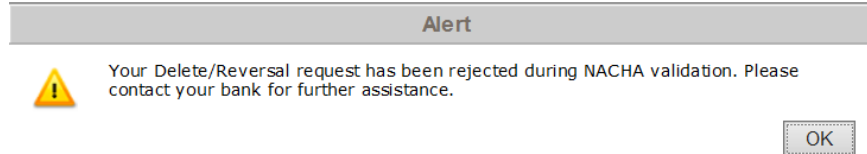


11. To Delete/Reverse an individual entry, select the entry and click “Delete/Reverse”.

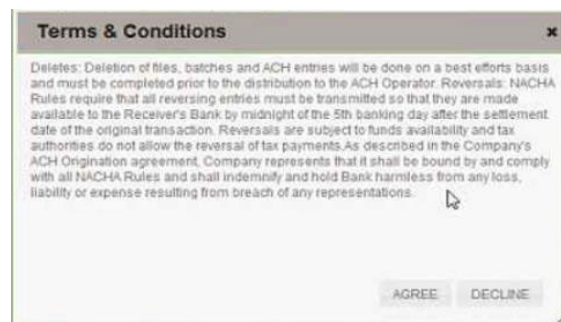
**Note:** Use the Magnifying glass at the bottom to search (Find) by Transaction Type, Account Number, Dollar \$ Amount, Individual ID, Individual Name, or Discretionary Data.



12. If the Delete/Reverse Request is not within 5 business days of the effective date, you will see a rejection alert. Click “OK”.



13. If the Delete/Reverse Request is accepted, you will see a Terms and Conditions disclaimer. Review and click “Agree”.



**Best Practice:** Monitor the ACH Returns/NOC/Repair Items report in Huntington Business Online under Accounts, Special Reports to review any Preauthorized Returns, Notifications of Change, or Repairs.

**Note:** Add [achriskmanager@huntington.com](mailto:achriskmanager@huntington.com) as an acceptable address to prevent the emails from being flagged as spam.

**How to Reach Us**

Phone: 800-480-4862, weekdays, 7:30 a.m. to 6:00 p.m. ET

Website: Click on the Contact Us link found in the Support option at the top of each Huntington Business Online page. Thank you for using Huntington business and treasury management services.