



## EFT Batch Reversal

How to Remove, Delete, or Cancel a Batch

### Reverse Batch

If a batch was created for the wrong date, select the batch from the list and click **Reverse Batch**.

The screenshot shows the "EFT Main Transaction Processing Screen" with a table of batches and a bottom navigation bar. The table has columns for Batch#, Batch Date, Submitted, Imported, Posted, Provider, Total, Total \$, Approved, Approved \$, Rejected, Rejected \$, PrePaid, PrePaid \$, and Resubmit Fees. The bottom navigation bar includes buttons for EFT Setup, Draw Days, Providers, Deductions, 1. Create New Batch, 2. Submit Batch, 3. Import Batch, 4. Post Open Batch, View Batch Details, Print Options, Diagnostics, Reverse Batch (highlighted), and Close.

Batch#	Batch Date	Submitted	Imported	Posted	Provider	Total	Total \$	Approved	Approved \$	Rejected	Rejected \$	PrePaid	PrePaid \$	Resubmit Fees
99	8/15/2022				Cayan	1	15.00	0	0.00	0	0.00	0	0.00	0.00
98	7/15/2022	6/16/2022	6/16/2022	6/16/2022	Cayan	1	15.00	1	15.00	0	0.00	0	0.00	0.00
93	6/15/2022	5/21/2022	5/21/2022	5/21/2022	Cayan	1	15.00	1	15.00	0	0.00	0	0.00	0.00
97	6/1/2022				Cayan	5	129.99	0	0.00	4	114.99	0	0.00	0.00
88	5/1/2022	3/17/2022		3/17/2022	Cayan	6	139.99	0	0.00	6	139.99	0	0.00	0.00
87	4/1/2022	3/17/2022		3/17/2022	Cayan	5	124.99	0	0.00	5	124.99	0	0.00	0.00
86	3/1/2022	3/17/2022		3/17/2022	Cayan	5	124.99	0	0.00	5	124.99	0	0.00	0.00

A pop-up will open to confirm that you wish to reverse the batch, select Yes.



The batch will now clear from the list.

Please note that if the Reverse batch option is greyed out, please contact Sunlync Support for additional troubleshooting.