


HOW TO VOID AN ACH PAYMENT

Step 1 Search for the transaction

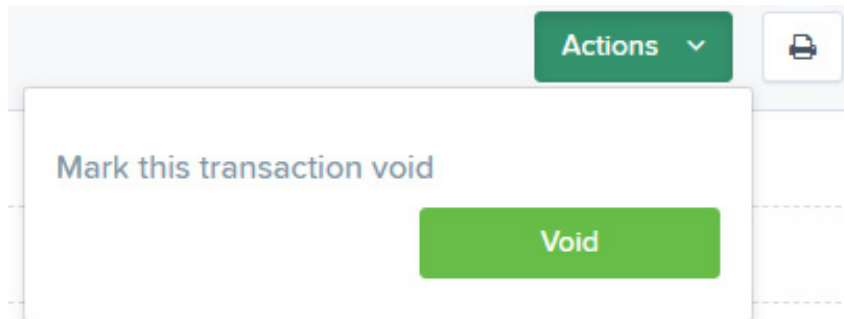
 Search MainStreet Mezu (MainStreet Bank)**Status**[Approved](#)

Via search menu

Via Approved section

Step 2 When you find the transaction you want to void, click the  icon to view the details.

Step 3 Click the **Actions** button, and then click **Void**



When you choose Void, a second box will pop up to ensure you want to mark the transaction as Void. Confirm.

Step 4 It can then be found in the **Voided** section of the dashboard, and it will also show on the **"Current Status"** on the **Transaction Details** page.

You can verify the user who voided the transaction by clicking **"Show Audit History"** on the right side of the Transaction Details page.