

Reversing a transaction

To reverse a back office transaction previously finalized, such as receiving or transfer:

Click on 'Utilities'

Search for 'Reverse Transaction by reference' (or Rev. Tran)

Enter search criteria, either select Reference from drop down menu, or enter date range, Product information, etc.

Click 'Search'

Select line (or multiple lines by pressing CTRL and highlighting lines)

Once all selected, Press "Reverse Transaction' to complete the process -- Select "All Displayed Transactions' to Reverse every transaction listed on the report, "Selected Lines Only" for highlighted lines, or "Bye Bye" to cancel the transaction.