

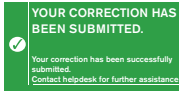






# Performing Corrections / Reversals on Transactions



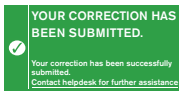
## Performing corrections on transactions

1. Perform a **Search for Transactions**
2. Any results that return with blue fields are available for editing
3. Double click on those blue fields to edit them or you can click on the details  at the start of the line to edit in more detail. This is where you add / remove equipment lines or change the direction of movements
4. To submit corrections, click 
5. You will then see the following 
6. Email confirmation of corrections will be sent through if enabled in user preferences

## Performing reversals on transactions

1. Perform a **Search for Transactions**
2. Select the transaction(s) you want to reverse by using 
3. Click 
4. Select the reason for the reversal from the slider  
**Note:** If multiple transactions are being reversed at the same time, then the reason code selected will be applied to all transactions
5. When done click on  to see all reversals awaiting submission
6. Click 

## Performing reversals on transactions

7. You will then see the following 
8. Email confirmation of corrections will be sent through if enabled in user preferences