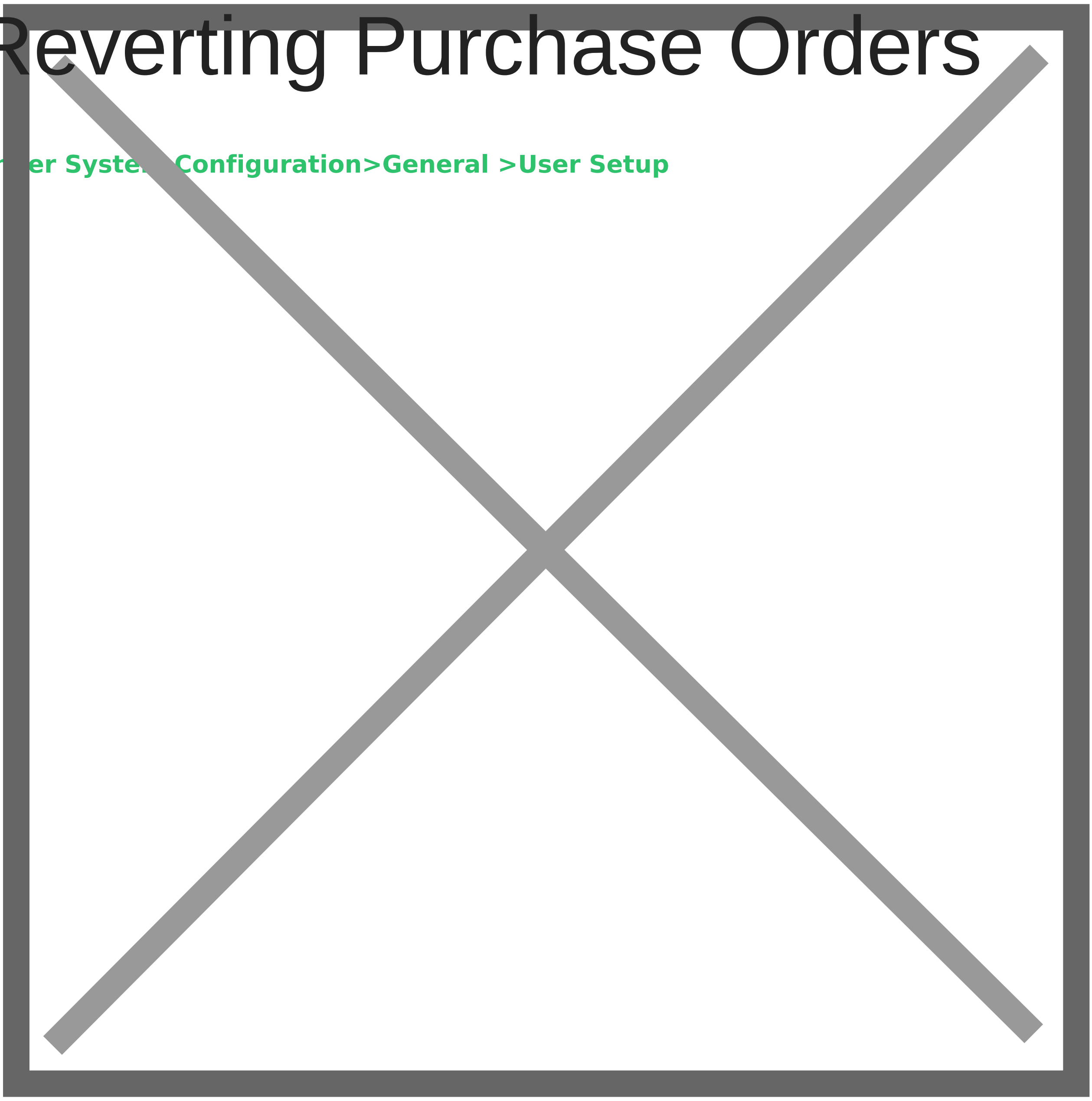
Reverting Purchase Orders

Under System Configuration>General >User Setup



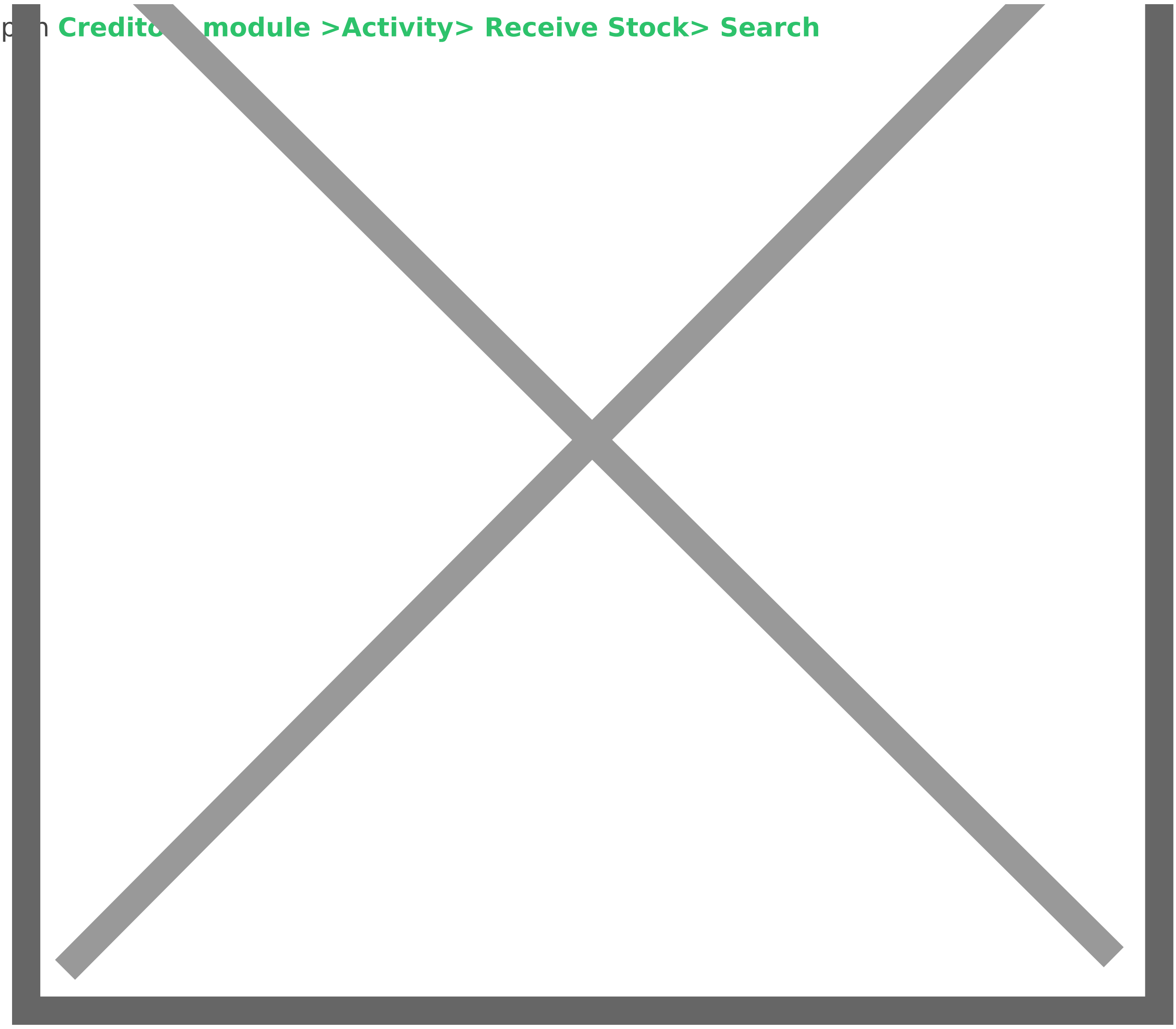
Find the name of the User you want to give Purchase Supervisor to

Go to User Details 2 Tab and look at the list on your right with tick boxes

Find Purchase Supervisor and add a tick on the tick box.

Only when this setup is done then the user will be able to revert purchase orders.

Open **Creditors module >Activity> Receive Stock> Search**



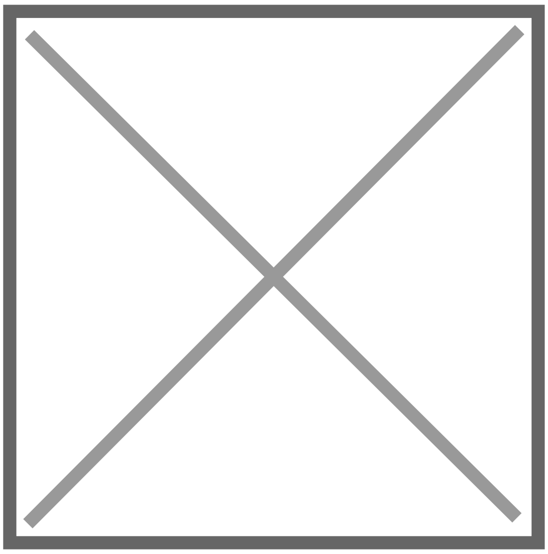
Select the Purchase Order you want to revert

Click on Process tab and Select the Revert to Purchase Order Button

The Window Opens up select your username from the drop down arrow

And enter your password (This Is the same password you use to log into webaccounting)

And Click on OK.



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