Reversing an Entry Lesson

Step	Action
1.	Click the **State of Nebraska** link. State of Nebraska
2.	Click the **Inventory** link. Inventory
3.	Click the **Inventory - Agencies** link. Inventory - Agencies
4.	Click the **Warehouse Item Transactions** link. Warehouse Item Transactions
5.	Click the **Issues** link. Issues
6.	Click in the **Document Number** field.
7.	Enter the document number into the **Document Number** field.
8.	Click the **Find** button.
9.	Choose the Document Number by clicking the check box next to it.
10.	Click the **Select** button.
11.	Choose the Item Number desired by clicking the check box next to it, if not defaulted.
12.	Click the **Row** button.
13.	Click the **Reverse** menu. Reverse
14.	A red "**X**" should appear on the far left side of the grid row.
15.	Click the **OK** button.
16.	Click the **Close** button.
17.	You have successfully completed this lesson. **End of Procedure.**