 Lighthouse Info Systems Pvt. Ltd. <small>SINCE 1987</small>	Document Name	Object Help Document	
	Menu Code	00.010.08	
	Process Name	Approval Reversal	
Release Version	1.0	Document No	LISPL/OHD/Fl/104/012
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00.010.08-APPROVAL REVERSAL

PROCESS OVERVIEW


This form is use to reverse the approval that will call from respective form. One can remove the approval of various types of transaction from this form, it works only in multilevel approval conditions, like- INDI ORDI, WORD,SRNI,SBILL,SALE etc.

PROCESS PRE-REQUISITES

Input Fields	Input Field Details	Remarks
Tnature	Tnature must be defined in the ERP.	
Transaction	Respective approved transaction is required to reverse the approval.	

KEY FEATURES

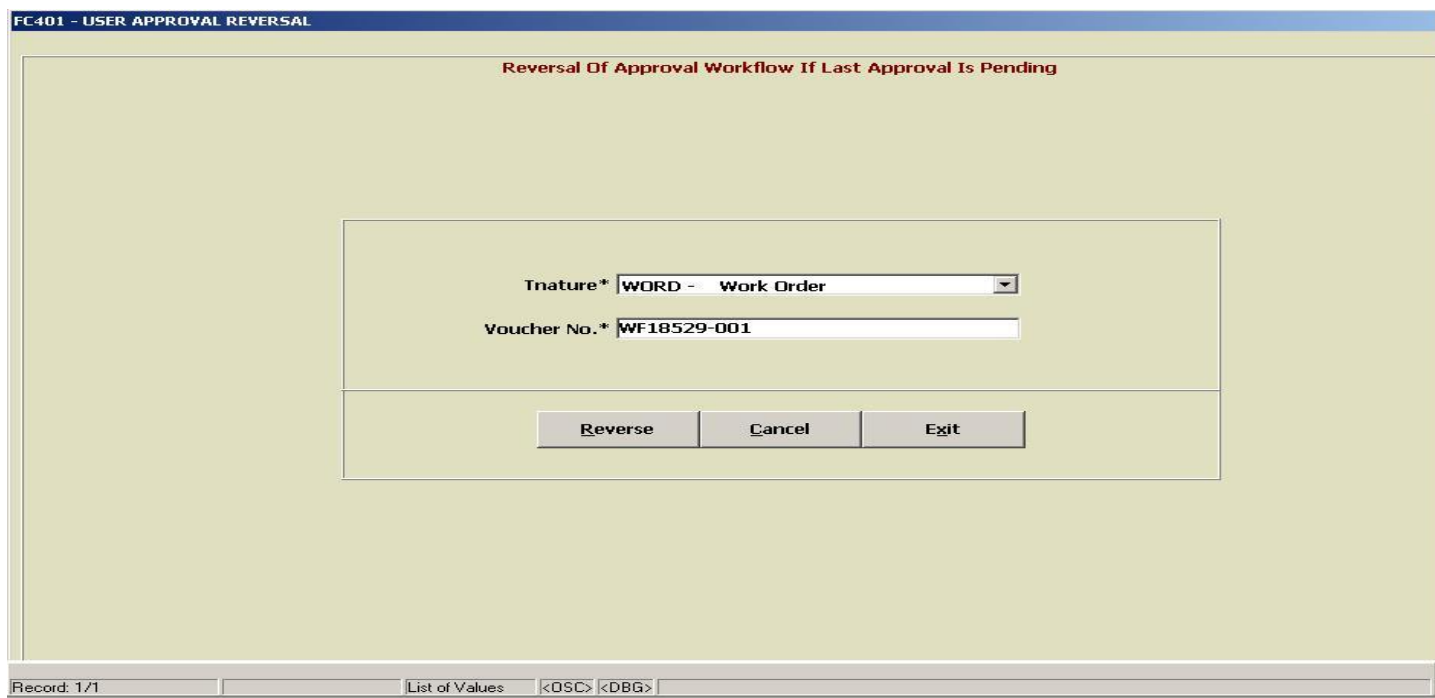
- User can unapprove, approval of multiple types and multilevel transaction.

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PROCESS DETAILS

Work Step –

Step 1 Press 'Select' Button.



FC401 - USER APPROVAL REVERSAL

Reversal Of Approval Workflow If Last Approval Is Pending

Tnature* WORD - Work Order

Voucher No.* WF18529-001

Reverse Cancel Exit

Record: 1/1 List of Values <QSC> <DBG>


Step 2 select the Tnature by click on drop down button

Step 3 select the voucher number with pressing F9 or F8 button.

Step 4 To clear selected voucher and tnature click on Cancel button.

Step 4 click on Reverse button to remove the voucher approval.

Step 5 Press 'Exit' Button to close the form.

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BUTTONS	DESCRIPTION
Select	To Select the approved voucher.
Reverse	Reverse button will appear after click on select button to reverse approval.
<u>C</u> ancel	To cancel the record.
<u>E</u> xit	To Exit from the current opened window.

FIELDS	DESCRIPTION	R/O/C	FIELD VALUE / COMMENTS
Tnature	Tnature	R	To select tnature drop down the arrow.
Voucher No	Voucher no	R	According to selected Tnature document populate on F9 lov.