

Validation

Save

1. System will check all mandatory fields.

Delete

1. System will delete the header and line details.

Document action prepare

1. System will check the period details and transaction document mapped.

Document action complete

1. System will complete the document and keep the transaction ready for processing in the bank/cash statement.
2. Once document action is complete, all fields are updated in read-only and accounting entries posted.

Document action void/reverse correct actual

1. the system will reverse the transaction data and generate reversal the document with the opposite accounting sign to zero value for the Bank.

Document action close

1. The system will check whether all the activity for the document is completed and change the Document status to close.

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