

# Action

## Document action prepare

1. System will check the period details and master data checking.
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## Document action complete

1. System will complete the document and keep ready for processing.
  2. Once document action is complete, all fields are updated in read-only.
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## Document action void/reverse correct actual

1. Void- system will reverse all the transaction data and change the document status to Void
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## 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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