

# Document Actions

- Validation
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## **Save**

1. System will check all mandatory fields.

## **Delete**

1. System will delete the order and its historical details.

# Actions

## **Document action prepare**

1. System will check the period details and master data checking.
2. If the payment schedule is not created, the system will automatically create a payment schedule based on the payment.

## **Document action complete**

1. System will complete the document and keep the order ready for processing in the Purchase order.
2. Once document action is complete, all fields are updated in read-only.

## **Document action void/reverse correct actual**

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

## **Document action close**

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