

Document Actions

- Validation

Validation

Save

1. System will check all mandatory fields

Delete

1. System will delete the Invoice and its line details

Document action prepare

1. System will check the period and master data checking

Document action complete

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

Document action void/reverse correct actual

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

Document action close

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