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 master data checking.

2. If the payment schedule is not created, the system will automatically create a payment schedule based on the payment term.

Document action complete

1. System will complete the document and keep the transaction ready for processing in the Invoice.

2. Once document action is complete, all fields are updated in 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.

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