

# Document Actions

- Validation

# Validation

## Save

1. System will check all mandatory fields

## Delete

1. System will delete the payment details

## Document action complete

1. System will complete the document and keep the Payment ready for processing
2. Once document action is complete, all fields are updated as read-only
3. allocation document from the payment/receipt window to allocate the mapped invoice and payment document.

## 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 payment.

## Document action close

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