

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.