

# Actions

## Document action prepare

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

## Document action complete

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

## Document action void/reverse correct actual

1. Void- the 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.

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