

# Document Actions

## **Save :**

1. System will check all mandatory fields

## **Delete :**

1. System will delete the receipt details

## **Document action complete :**

1. System will complete the document and keep the Receipt 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 Receipt.

## **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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