

# Document Action

- Validation

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## 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
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 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.