

# Actions

## **Document action prepare**

1. System will check the period details and master data checking
  2. If the payment schedule is not created, the system will automatically create a payment schedule based on the payment.
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## **Document action complete**

1. System will complete the document and keep the requisition ready for processing in the Purchase order.
  2. Once document action is complete, all fields are updated in read-only.
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## **Document action void/reverse correct actual**

Void- system will reverse all the transaction data and change the document status to Void.

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## **Document action close**

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

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