

Concept Of Cancel, Close and Open Document

When we are using ERP or Something else its naturally facing some Human Error.

Sometimes users haven't filed right information, having to make a change in the document or somehow accidentally creating a duplicate one.

For Reopen Original Document we can manage also in Document Setting

We can Manage Close and Cancel Document by General Authorization for Specific User.

Path

For Cancel Document Administration > System Initialization > Document Settings and click General tab.

For Reopen Document Administration > System Initialization > Document Settings > Per Document > Purchase or Sales Order

For Authorized Marketing Document Administrator > System Initialization > Authorizations > General Authorizations

(1) Cancel Document

Canceled Documents are removed Completely from work flow and require no further action for any transaction.

Each Cancellations Document have its own reversal entry by system generated after click to Cancel button and impact on reverse the Stock and Journal Entry both .

In Sales Order there are 3 types of setting in Document Setting

- > Allow Changes to Existing Orders
- > Activate Automatic Availability Check
- > Sales Order Approved

Example

The Cancellation of a document can affected other documents like G/L account and Reporting too.

Canceling a Closed A/R invoice with Incoming payment means canceling the A/R invoice, the Incoming Payment Business Partner and Bank Reconciliation.

If Sales Order Create 100 Qty no any Delivered we have cancel Sales Order all QTY are to be Cancel

(2) Close + Open Document

There are two type Scenario of Close Document

(1) Short Close Document

(2) After Completing Transaction Close Document

We can easily cancel or close multiple documents at once by displaying the open documents of the required type, for example Sales Orders or Purchase Orders.

Select one of the Relevant Documents, until highlighted and from the context menu choose "Cancel"

- 1) If Sales Order Create with 10 QTY, Delivered 10 QTY and Invoicing with same also as Full Payment, Status will be Close Document in Relationmap. (Close Document)
- 2) If Sales Order Create with 10 QTY, Delivered 8 QTY and Invoicing with same 8 QTY also as Full Payment, then we can make Short Close Document manually. (Short Close Document)
- 3) If Sales Order Create with 10 QTY, Delivered 10 QTY and Invoicing with same also as Full Payment, in case this if we Create Credit Note as Sales Return then with 2 Qty, it must me Standalone Document As Credit Note. (Standalone)
- 4) But Incoming Payment is still pending then base of A/R Invoice we can make Credit Note with 2 Qty and Reopen Sales Order as well in order of Document Setting Option.

