Transaction Status and Lifecycle Reference

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Overview

This guide will help you choose the correct action for a record based on whether it is new, saved, approved, finalized, converted, settled, closed, cancelled, reversed, or otherwise completed.

You select a valid next action without repeating a completed transition or editing around dependencies.

Who can do this

You need access to View access to status/history; transitions require workflow-specific authority.

Before you start

Identify the source record, current status, downstream records, physical/external effects, period, and intended business outcome.

> Before saving, check that the correct company is open and that you have permission to complete this task.

Where to find it

Open the record through its Inquiry/history and inspect status plus linked documents.

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Step 1: New/unsaved: no durable record is assumed

Step 2: Saved/draft/open/initiated: a record exists but may not have final stock/account/external

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Step 3: Approved/finalized/posted: consequential effects may exist and correction must preserve them

Step 4: Converted/fulfilled/settled/closed: inspect the linked target/payment/receipt/close record

Step 5: Cancelled/reversed: preserve original and reversal; exclude only according to report

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Step 6: Rejected/failed/unknown: classify local and external outcomes before retry

Check your work

Status history, linked documents, stock, party, payment, tax, external, and journal states form one consistent chain.

> Take a moment to check your work before closing the window. This small check can save time later.

If something goes wrong

- Save and Finalize are not interchangeable.
- Never infer failure from a missing success message alone.

Related guides

- Correct Data without Deleting History
- Recover from an Interrupted Save, Finalize, or Conversion
- Prevent and Resolve Duplicate Transactions

What to do next

> **Correct Data without Deleting History**.

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