**STATUS – GENERAL CONVENTION**

There are several types of status but could generally be classified into 2 kinds of status:

* **Process Status:** The status of a document in a particular step of process. In GKSBS, standard status associated with document type ‘request form’ might include:

|  |  |  |  |
| --- | --- | --- | --- |
| **Pre-activity** | | **Post-activity** | |
| Draft |  | - |  |
| Pending submit |  | Waiting submit |  |
| In progress |  | In checking |  |
| Pending withdraw | 🡪 Draft | Waiting withdraw | 🡪 Draft |
| Pending cancel |  | Pending abort |  |
|  |  | Req. for abort |  |
| Cancelled |  | Aborted |  |
| Rejected |  | Declined |  |
| Approved |  | Approved |  |
| Closed |  | Completed |  |
|  |  | Posted |  |

* **Document Status:** The status of a document that reflects the state of document in or available for using. This is important because GKSBS does not allow deletion of transaction to preserve integrity of data where sequence logic is not enforced. In GKSBS, standard status associated with document type ‘functional form’ and ‘non-form data’ might include:

|  |  |  |  |
| --- | --- | --- | --- |
| **Master Data** | | **Transaction Data** | |
| **Active** | Available for use | **Active** | Open for Edit |
| **Inactive** | Not available for searching and using | **Posted** | Active 🡪 Posted: Posting entry |
| Posted 🡪 Active: Revert entry |
| **Marked** | Marked for Deletion | **Marked** | Marked for Deletion |

Note that Transactional record does not support status.