

Amendment Rules

General Rules

- **Non-financial changes** are permitted on all booking statuses, including:
 - Planned
 - Booked
 - Customer Invoiced
 - Vendor Invoiced
 - **Financial changes** are only permitted when:
 - The booking is in **Planned** or **Booked** status, or
 - The amendment results in a **higher net value** than the existing booking.
 - The system **does not allow financial changes** that would:
 - Reduce the net value on a booking that has already been invoiced
 - Modify locked bookings without first stepping the status back
 - If a user attempts a prohibited change:
 - A system message will prevent the action from continuing
 - The booking must be stepped back to an editable status before proceeding
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