Completing a Transaction

All invoices need to be ‘completed’ (i.e. approved) before they can be printed and sent to the customer. Invoices can only be completed by those that have either **AR Supervisor or AR Manager** responsibilities.

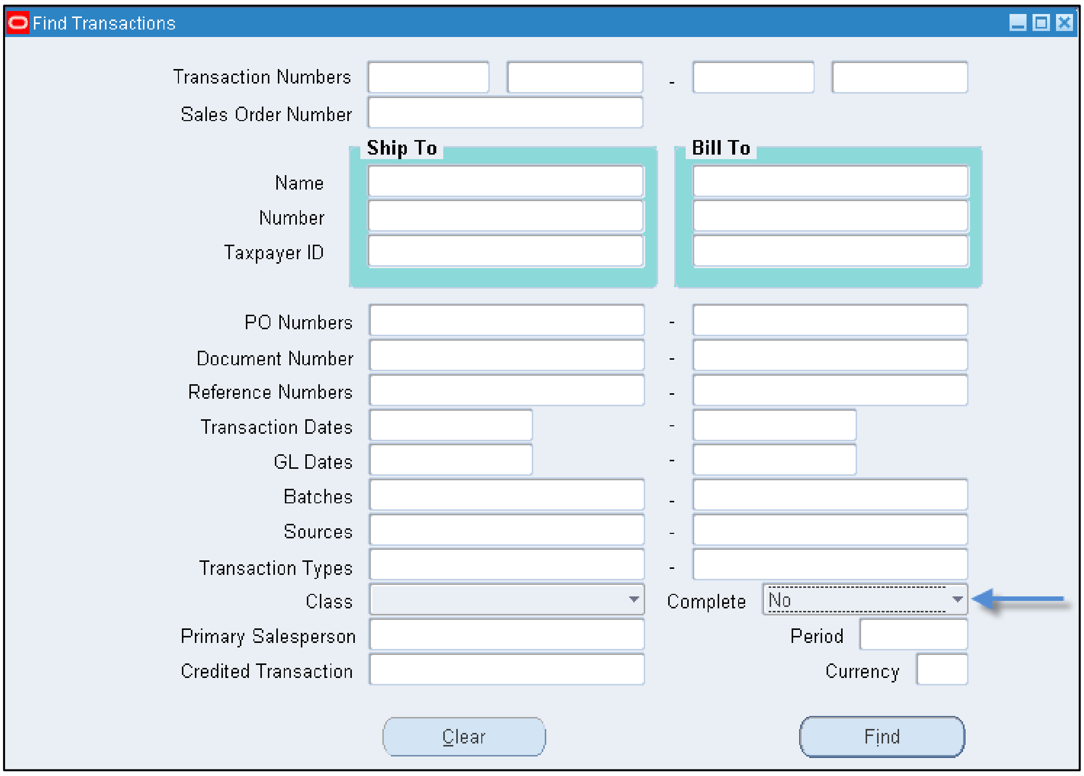
To complete your own invoice

If you have access to either of these responsibilities, you can complete the transactions by simply clicking on the compete button on the invoice header screen.

To complete invoices raised by another colleague

Responsibility:	**AR Manager** or **AR Supervisor**
Navigate:	**Transactions →Transaction Summary**
Menu:	**View →Find**

1. The supervisor needs to find all invoices awaiting completion by navigating to the ***Transaction summary*** window.
   - Once navigated, go to the **View menu** and select **Find.**
   - In the ***Find Transactions*** window select **No** in the ***Complete*** field using the drop-down list.
   - Click on **Find.**



2. For each incomplete transaction, check all relevant information by selecting the transaction and clicking on the **Open** button.

3. Check all data as appropriate, such as customer, line items and distributions.

4. To complete an invoice, return to the ***Transaction Summary*** window and click on the **Complete** button.