Completing a Transaction

This can only be achieved within the AR Supervisor/Manager responsibility.

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.

   ![Find Transactions Window]

   - 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 **Transactions Summary** window and click on the **Complete** button.