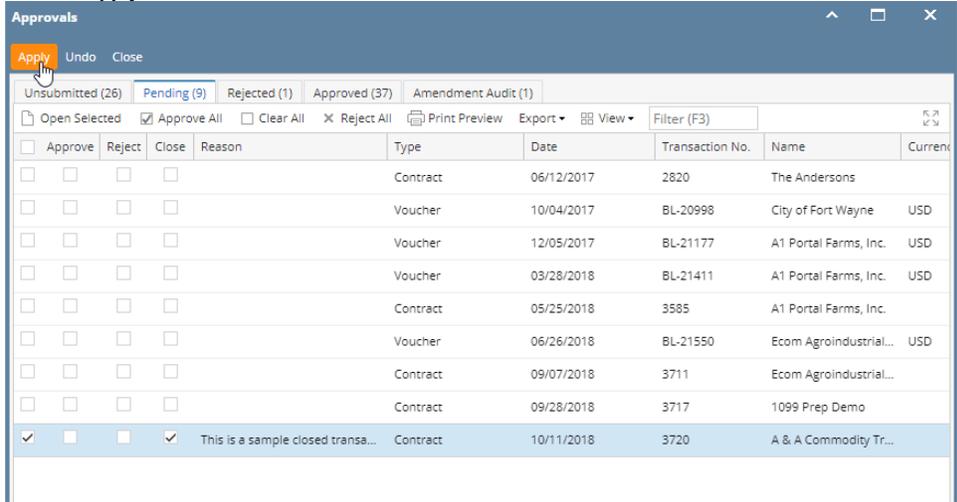


How to Close a Transaction

If a transaction is already closed, it cannot be resubmitted.

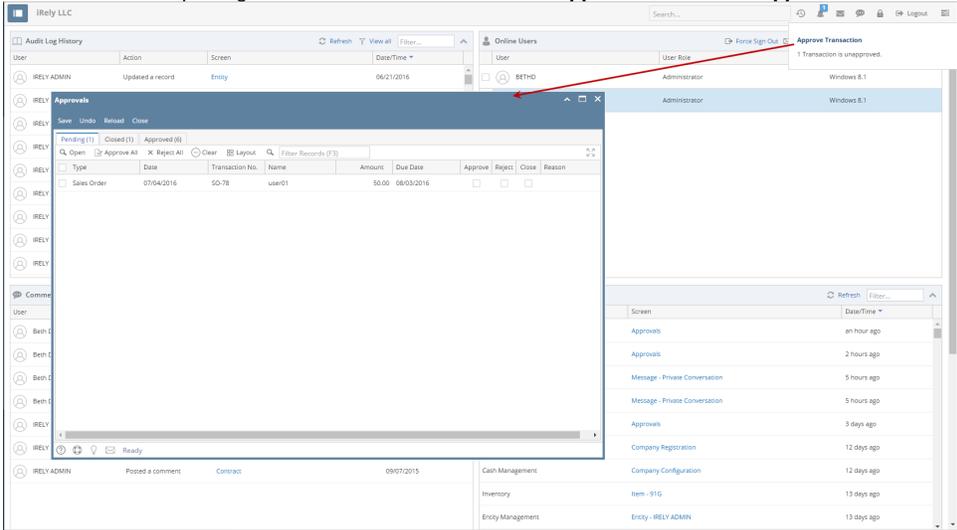
Here are the steps on how to close a transaction:

1. On the user's menu panel go to Common Info folder then click **Approvals** or click the **Approve Transaction** notification
2. Click the check box under Close column
3. Click the **Apply** button. Transaction will move to Closed tab.

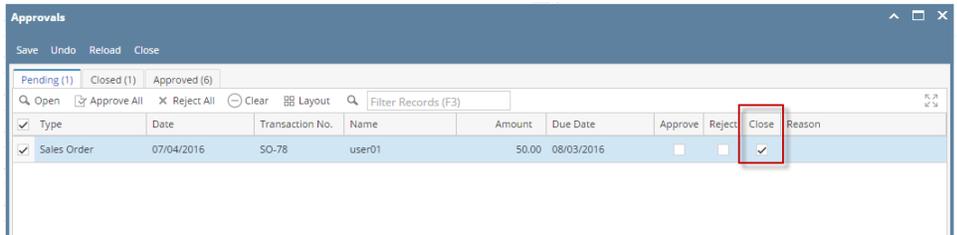


Here are the steps on how to close a transaction:

1. On the user's menu panel go to Common Info folder then click **Approvals** or click the **Approve Transaction** notification



2. Click the check box under Close column



3. Click the **Save** button. Transaction will move to Closed tab.