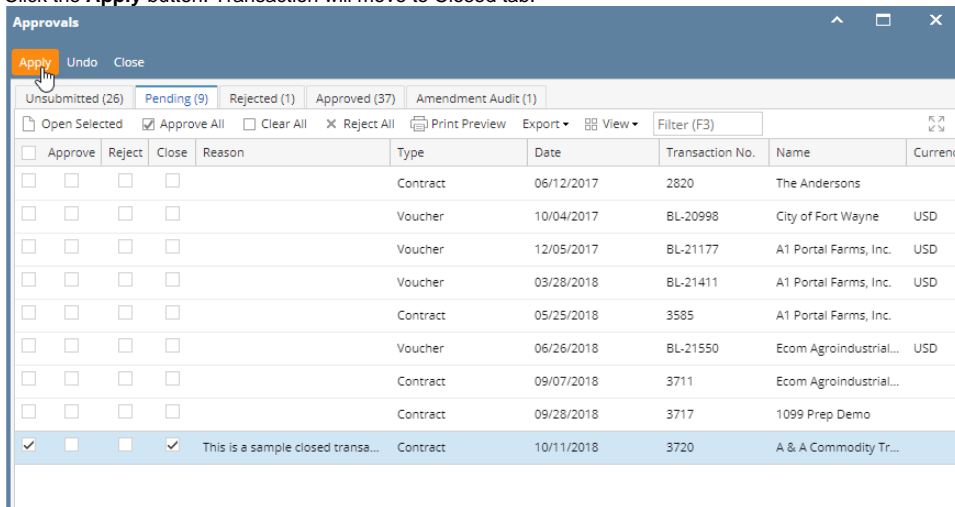


How to Close a Transaction

If a transactions 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.

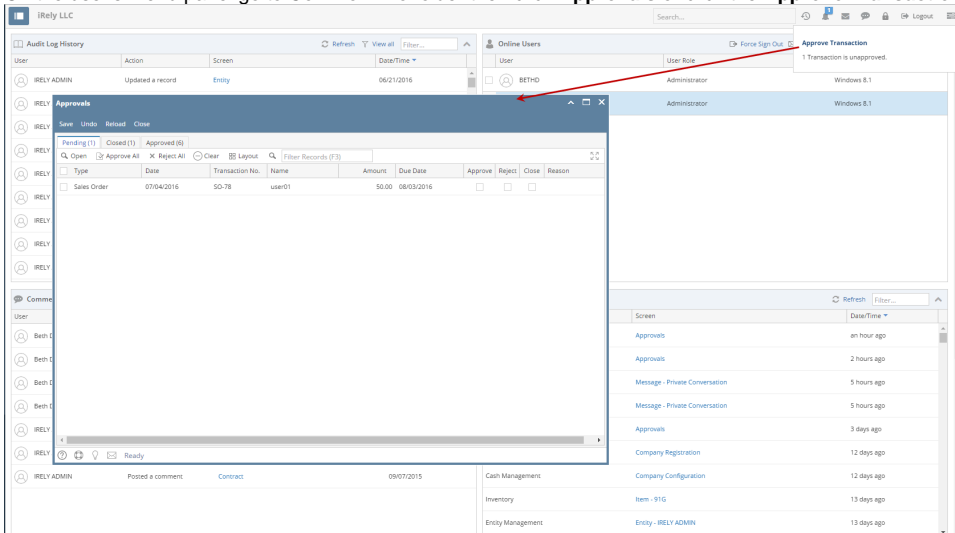


The screenshot shows the 'Approvals' window with a table of transactions. The 'Apply' button is highlighted in the top left corner. The table has columns: Approve, Reject, Close, Reason, Type, Date, Transaction No., Name, and Current. The last row is highlighted in blue and contains the text 'This is a sample closed transa...'.

Approve	Reject	Close	Reason	Type	Date	Transaction No.	Name	Current
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Contract	06/12/2017	2820	The Andersons	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Voucher	10/04/2017	BL-20998	City of Fort Wayne	USD
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Voucher	12/05/2017	BL-21177	A1 Portal Farms, Inc.	USD
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Voucher	03/28/2018	BL-21411	A1 Portal Farms, Inc.	USD
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Contract	05/25/2018	3585	A1 Portal Farms, Inc.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Voucher	06/26/2018	BL-21550	Ecom Agroindustrial...	USD
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Contract	09/07/2018	3711	Ecom Agroindustrial...	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Contract	09/28/2018	3717	1099 Prep Demo	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	This is a sample closed transa...	Contract	10/11/2018	3720	A & A Commodity Tr...	

Here are the steps on how to close a transaction:

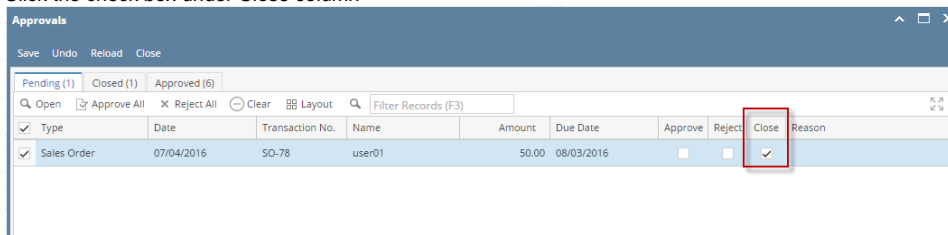
1. On the user's menu panel go to Common Info folder then click **Approvals** or click the **Approve Transaction** notification



The screenshot shows the iRely LLC interface. The 'Approvals' window is open, and a red arrow points to the 'Approve Transaction' notification in the top right corner. The window has tabs for Pending (1), Closed (1), and Approved (6). The table has columns: Type, Date, Transaction No., Name, Amount, Due Date, Approve, Reject, Close, and Reason. The last row is highlighted in blue and contains the text 'Sales Order'.

Type	Date	Transaction No.	Name	Amount	Due Date	Approve	Reject	Close	Reason
Sales Order	07/04/2016	SO-78	user01	50.00	08/03/2016	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

2. Click the check box under Close column



The screenshot shows the 'Approvals' window with the 'Close' checkbox checked for the 'Sales Order' transaction. The window has tabs for Pending (1), Closed (1), and Approved (6). The table has columns: Type, Date, Transaction No., Name, Amount, Due Date, Approve, Reject, Close, and Reason. The last row is highlighted in blue and contains the text 'Sales Order'.

Type	Date	Transaction No.	Name	Amount	Due Date	Approve	Reject	Close	Reason
Sales Order	07/04/2016	SO-78	user01	50.00	08/03/2016	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

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