

---

**PAYMENT SERVICES USER MANUAL ..... 1**  
**DISTRIBUTE COST COMPLETE BUTTON IS UNAVAILABLE..... 1**

---

# PAYMENT SERVICES USER MANUAL

---

## DISTRIBUTE COST COMPLETE BUTTON IS UNAVAILABLE

---

After invoice distribution is saved, it must be marked as complete to be ready for approval.

If you are on the **Distribute** screen, click **Distribute Cost Complete**. If this button is not available (greyed out), make sure the **Total Amt** and **Distributed Amt** are equal.

Correct the **Distribute** amounts as needed. If the invoice amount was entered incorrectly, it must be changed on the **Invoice** screen.