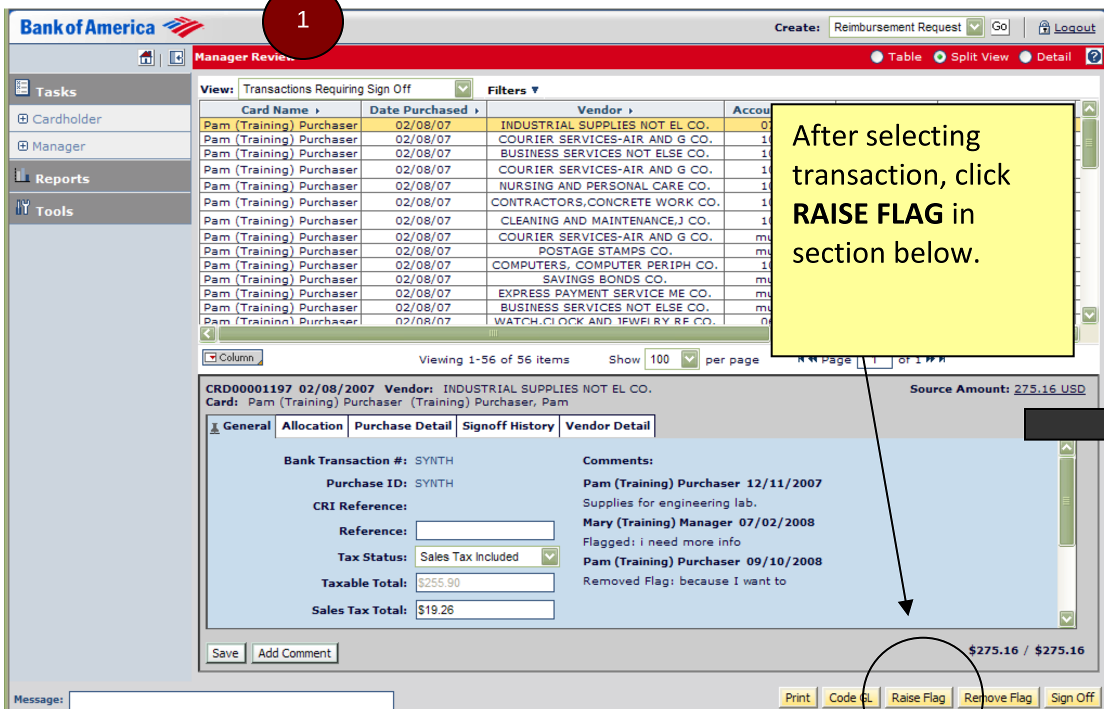
FLAGGING TRANSACTIONS

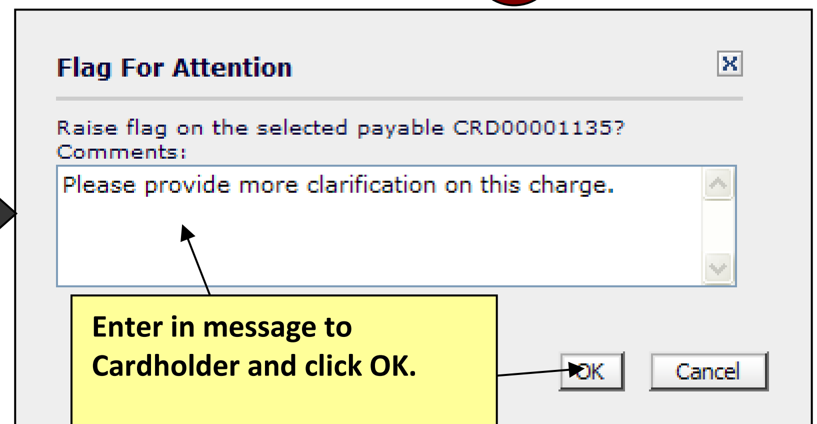
As a Manager you may "Flag" transactions to ask the Cardholder for additional information. For example, clarification on the charge may be needed, a receipt wasn't submitted, or there is some other question related to the transaction.

1



After selecting transaction, click **RAISE FLAG** in section below.

2



Enter in message to Cardholder and click OK.

An email will be sent to the Cardholder to resolve the flag.

3

Action Required	Count	Type	Acting As	Current State
Sign Off	2	Transaction	Manager	Review
	1	Transaction	Manager	Flagged

Your Home Page will show that you have FLAGGED a transaction. Notice that you have No Action Required because the Cardholder will need to resolve it. Once resolved, you will be sent an email from the system and you can approve the transaction.

END