RESOLVING FLAGGED TRANSACTIONS

A Manager or Accounting 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. You must resolve the flagged transaction in order for it to be processed.

1. **Click either:**
   - Left Navigation Bar: Flagged Transactions

2. **Click on transaction.**
   - Read Comments.
   - Click Remove Flag.

3. **Enter in message and Click OK.**
   - An email will be sent back to the person who flagged the transaction.
   - After removing the flag, the Flagged Transaction will be removed from your Home Page.

END