1. Supervisor's (Approver's) will "Flag" a transaction if the budget code is wrong or if a receipt is not attached. A "Tasks to Perform" email from Works will be sent when a transaction if Flagged. You will find these transactions on the home tab of Works. Click on the "Flagged" link to view the transaction(s).

2. Click on the plus (+) next to cardholder's name to expand the details of the transaction and to see the comment your approver left regarding the transaction.

3. Once the appropriate correction(s) to the transaction(s) have been completed, click the "Remove Flag" button below the transaction(s). *Make sure the box in front of the transaction is checked.

4. A Confirm Remove Flag box will appear. Enter a comment for the approver to see and click "OK".

5. Once you click "OK", the Flagged transaction is removed from your queue and sent back to the Approver.