How to Address Flags in Works

1. Log in to Works and you will see Flagged Transactions on your home screen under Action Items. Click on Flagged

2. This will bring you to all of your Flagged transactions. Hover over the document (TXN) number and select the black drop down arrow. Then, click on View Full Details

3. Click on the Transaction tab

4. You will see under Comments why the transaction was flagged and who flagged it

5. In this case, the SPCC Business Meal Form is required. Upload a receipt under the Receipts tab as you would upload a receipt for any transaction.
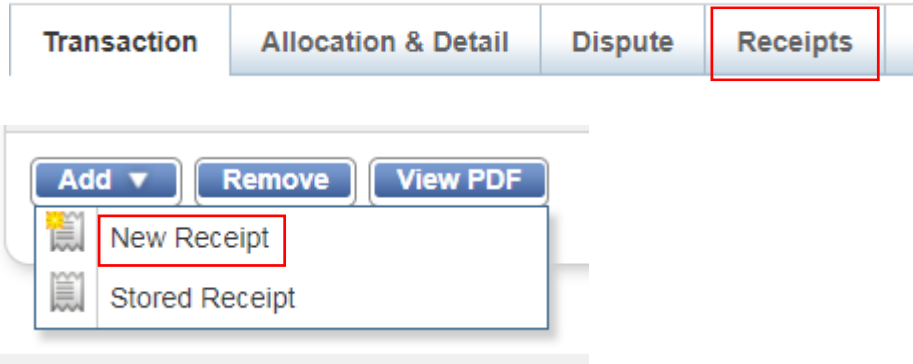
6. Once you have uploaded all supporting documentation requested, remove the flag under the Actions drop down menu
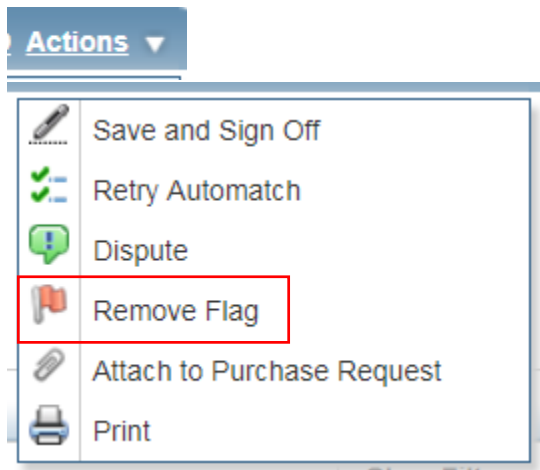
7. You will be prompted to enter a <u>required</u> Comment – Add a comment that addresses how you fixed the flag. Then click Ok.
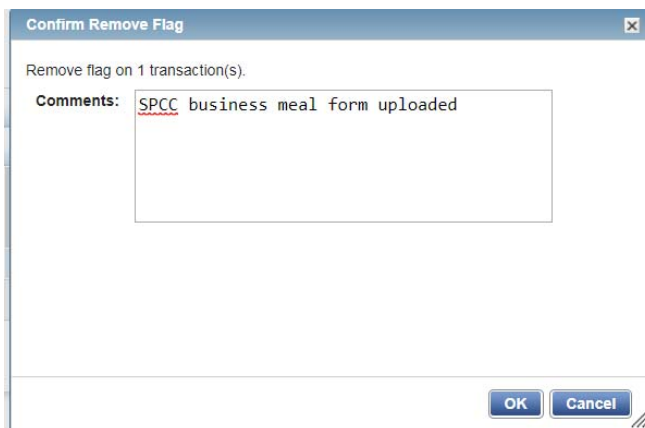
8. The transaction will then be removed from your Flagged items