How to edit a transaction that has been Flagged (sent back)



Prior to the Sweep date, transactions that have been signed off by the P-cardholder or P-card manager (for Department cards), but not yet signed off by the Supervisor/Department head, may be flagged (sent back) for revisions. Contact Purchasing at Purch@lcsc.edu and provide the details of the transaction that needs to be sent back.

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16 Make any additions or revisions to the receipts/approval documentation.

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17 Once you have completed the updates, remove the flag. Click on the down arrow next to the transaction.

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19 Enter a comment (the system requires a comment).

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20 Click "OK"

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Once you have removed the flag, the transaction will leave the Flagged section, and go back to the Signed Off section. You will not be able to sign off on the transaction again - the original sign off that you completed will be retained in the system.