**TIPS**

**Flagged Transactions:** Approvers can send a transaction back to a cardholder/accountholder if the approver questions a transaction, wants more information such as a business purpose, or wants a receipt attached to the transaction. To flag a transaction follow these steps:

- select the transaction and view full details
- select raise flag from the actions button in the top right hand corner
- type in your comments/concerns in the box that appears
- click OK

The transaction will go back to the cardholder and will appear as a flagged transaction in the cardholders action items/current status column located on the home page.

To resolve a flagged transaction, the cardholder/accountholder:

- click on flagged in the current status column
- select the transaction to be edited/select full details
- Go to the transaction tab and read the comment sent by the approver (lower left hand side of screen) and address the concern
- Save the transaction

The transaction will go back to the approver for sign off. When the approver signs off, the flag will disappear.

**Sales Tax:** As a federally tax-exempt institution, Brown University is also classified as an exempt organization in some states. This means that the University is exempt from "transaction privilege" and/or sales tax in these states. Currently the University has tax exemption certificates in 8 states. These certificates allow an exemption for purchases made by the University in the ordinary course of conducting its educational and research activities. If you purchases goods or services in these 8 states the purchase may be exempt from tax.

On Monday, April 3, the state sales tax certificates can be found on the PCard website.