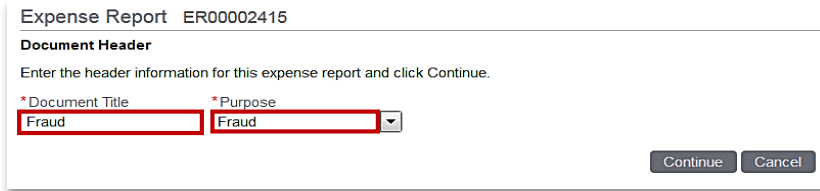


Reconciling Fraud Transactions

- Create a new Expense Report
- Title the report as “Fraud” and select the Purpose: “Fraud”



Expense Report ER00002415

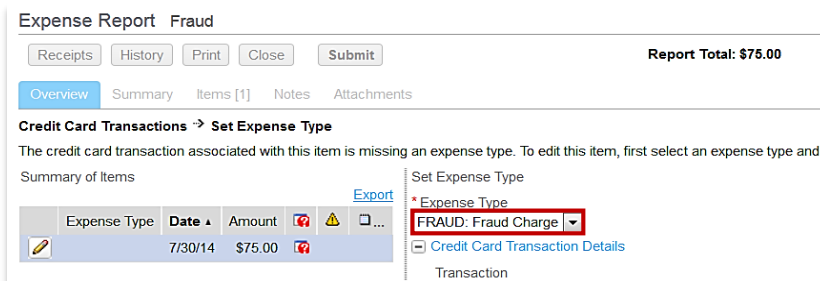
Document Header

Enter the header information for this expense report and click Continue.

* Document Title: * Purpose:

Continue Cancel

- Attach the fraud transaction/s to the report and select the pencil to edit the transaction. Select the FRAUD: Fraud Charge expense type.



Expense Report Fraud

Receipts History Print Close Submit **Report Total: \$75.00**

Overview Summary Items [1] Notes Attachments

Credit Card Transactions → **Set Expense Type**

The credit card transaction associated with this item is missing an expense type. To edit this item, first select an expense type and click Save.

Summary of Items

Expense Type	Date	Amount	
<input type="text" value="FRAUD: Fraud Charge"/>	7/30/14	\$75.00	<input type="text"/>

Export

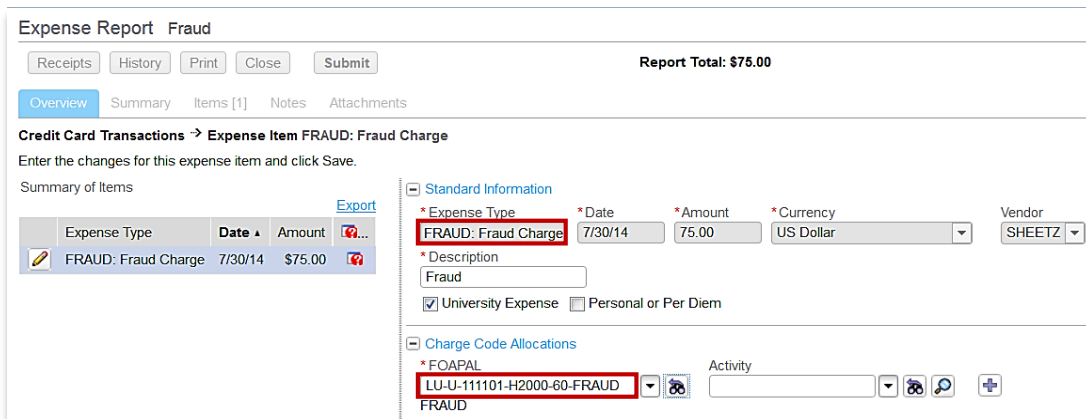
Set Expense Type

* Expense Type:

[Credit Card Transaction Details](#)

Transaction

- In the Description field type Fraud, select University Expense, and FOAPAL: 111101-H2000-60-FRAUD then click Save



Expense Report Fraud

Receipts History Print Close Submit **Report Total: \$75.00**

Overview Summary Items [1] Notes Attachments

Credit Card Transactions → **Expense Item FRAUD: Fraud Charge**

Enter the changes for this expense item and click Save.

Summary of Items

Expense Type	Date	Amount	
<input type="text" value="FRAUD: Fraud Charge"/>	7/30/14	\$75.00	<input type="text"/>

Export

Standard Information

* Expense Type: * Date: 7/30/14 * Amount: 75.00 * Currency: US Dollar Vendor: SHEETZ

* Description:

University Expense Personal or Per Diem

Charge Code Allocations

* FOAPAL: Activity:

FRAUD

- Attach the BB&T form that was filled out for the fraud transaction in the Receipts tab
- Submit the document