

Reconciling Fraud Transactions

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

ER00212475

Total: \$0.00 | Owner: Victoria L Jackson

Help

Cancel

Save

Document Header

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

* Document Title * Purpose

- Attach the fraud transaction/s to the report and save - then click on the line to open it and select the FRAUD: Fraud Charge expense type. Then click save.

Fraud

Date: 7/13/23 | Total: \$498.86 | Owner: Victoria L Jackson

Help

Cancel

Save

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.

 100% LU-U-111101-H1070-60-1H1070 7/13/23 \$498.86

* Expense Type

Total: \$498.86

Transaction Details
Reference Number: 24943003195344900592644 Amount: \$498.86

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

Fraud

Date: 7/13/23 | Total: \$498.86 | Owner: Victoria L Jackson

Help

Cancel

Save

FRAUD: Fraud Charge

Switch Orientation

Export

 FRAUD: Fraud Charge \$498.86

100% LU-U-111101-H1070-60-1H1070 7/13/23

Total: \$498.86

1 Standard Information

* Expense Type Date Amount Currency Merchant Payment Type

* Description

University Expense Personal or Per Diem

2 Charge Code Allocations [100% LU-U-111101-H1070-60-1H1070]

* FOAPAL Activity

- Submit the Expense Report (ER)
- Send email to pcard@liberty.edu containing the ER#, fraud claim number from Truist, and all transactions that were included in the claim