Reconciling Fraud Transactions

- Create a new expense report
- Title as "fraud" and select the report type: "fraud" (your title may need to be a little longer as it is required at least 10 characters some examples could be: Fraud Charge or Fraud Credit)

- Click save
- Select the credit card transaction that is the fraudulent charge – then you'll need to click on the icon in the top left corner beside where it says "select valid expense type"

- Now you'll only have 1 option – "fraud" – select this option
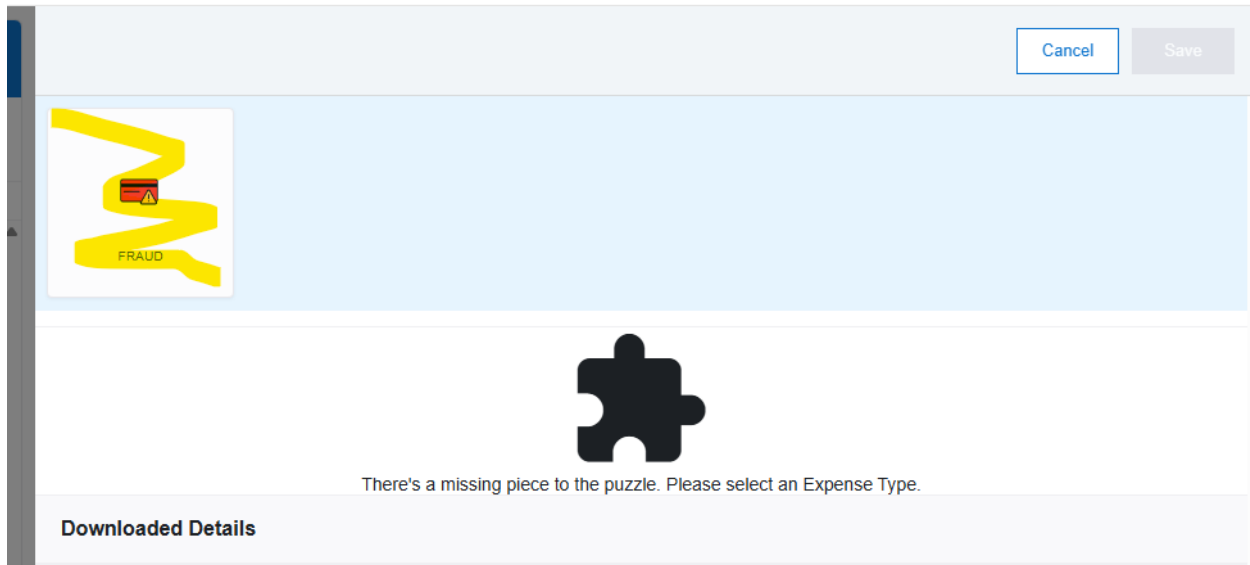
FRAUD

There's a missing piece to the puzzle. Please select an Expense Type.

Downloaded Details

- You'll now notice that the allocation (which is your FOAPAL) is automatically filled in and you only have 1 option for the "account" code:

Allocation

FRAUD-111101-H2000-60 General Institution Institutional Support

-- Select --

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| Activity | -- Select -- |
| Optional | |

| Location | -- Select -- |
| Optional | |

- In the description box – simply state something about the charge being fraudulent and that you've completed the needed steps with the bank and submitting the form to the P-Card Office:

Fraud

Date	10/17/2025
Spent	700.00 USD
Description	notified the bank and completed the fraud notification form

Please type one of the following to search: Index or Organization to get initial results - then scroll to find exact match for Index, Fund, Organization, and Program. After this is selected, you may then select the account code in the second box.

Allocation

FRAUD-111101-H2000-60 General Institution Institutional Support

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- Click on save in the top right corner, this saves the item to your ER
- Then ensure all the fraudulent charges are added – and preferably your credits for the fraud can be added to this same ER or to another ER following these same steps
- Click submit at the bottom of the left "panel"