

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)

Expenses For Tori Jackson

Import from Pre-Approval [IMPORT PRE-APPROVAL](#)

Report Name

Pay Me In

Report Type

If this is a cash advance, put the dates of your trip for start and end dates below. If a general expense report, please list the dates in which the expenses took place.


Start Date


End Date

[Cancel](#) [Save](#)

- 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”

[Cancel](#) [Save](#)

 **Select Valid Expense Type**

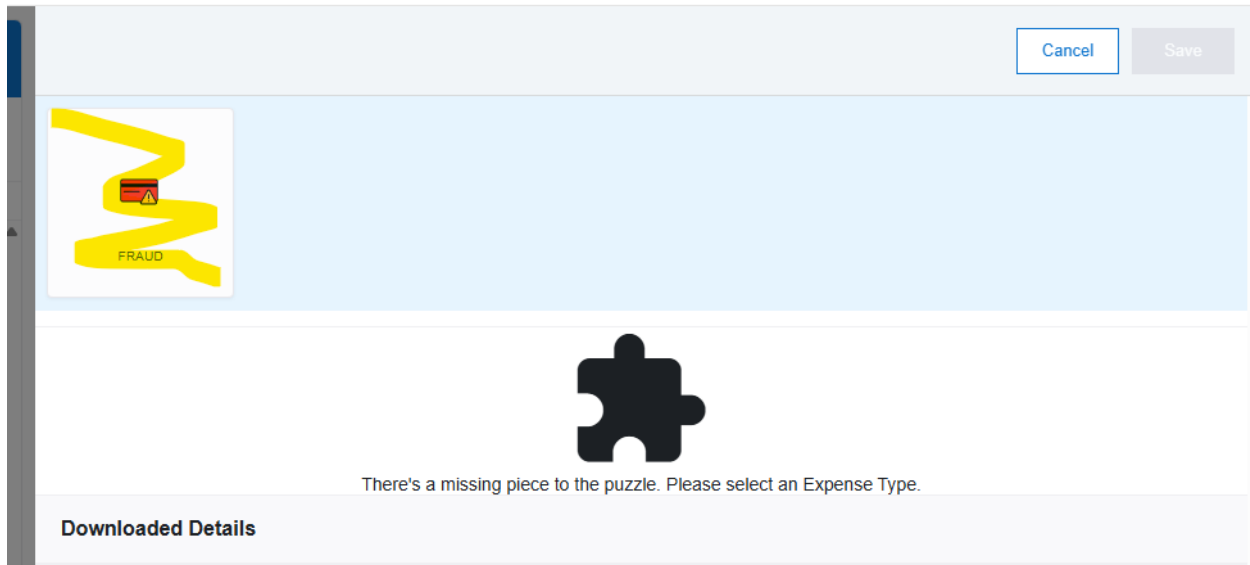


There's a missing piece to the puzzle. Please select an Expense Type.

Downloaded Details

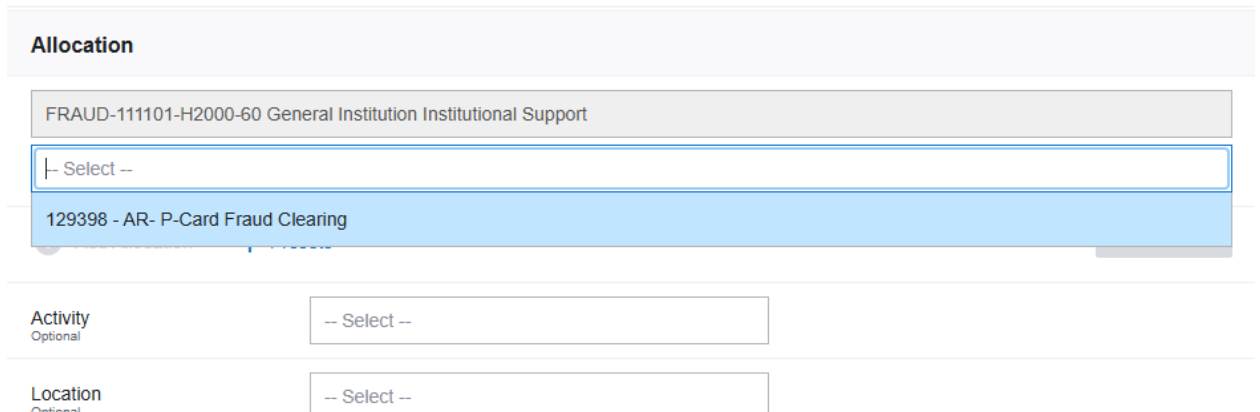
LU P-Card [>](#)

- Now you'll only have 1 option – “fraud” – select this option



The screenshot shows a web form interface. At the top right, there are 'Cancel' and 'Save' buttons. On the left, there is a yellow icon with a red warning triangle and the word 'FRAUD' below it. In the center of the form, there is a large black puzzle piece icon. Below the puzzle piece, the text reads: 'There's a missing piece to the puzzle. Please select an Expense Type.' At the bottom left, there is a section labeled '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:



The screenshot shows a web form interface. The 'Allocation' section is highlighted. It contains a text box with the value 'FRAUD-111101-H2000-60 General Institution Institutional Support'. Below this, there is a dropdown menu with the text 'Select --'. The dropdown menu is open, showing a single option: '129398 - AR- P-Card Fraud Clearing'. Below the dropdown, there are two more sections: 'Activity' with a dropdown menu showing 'Optional' and 'Activity' and 'Location' with a dropdown menu showing '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

129398 - AR- P-Card Fraud Clearing

- 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”