

Compromised PCARD Expense Reconciliation

When fraudulent charges appear on an employee's PCARD, the expenses must be disputed with the PCARD vendor and both the charges and credits must be reconciled together by being submitted in an ERS report.

When creating the report, select the "Compromised PCARD Expenses" Reimbursement Form.

Create a New Expense Report

Report Header

| | | | |
|---|-------------------------|---------------------------|--------------------------|
| Reimbursement Form - Compromised PCARD Expense - Employee Travel Expense - Non-Employee Travel Expense - Travel Arranger Expenses - Non-Travel (NON-EMPLOYEE) Exp - Non-Travel (EMPLOYEE) Expense - Compromised PCARD Expenses | Report Name [] | Report Date 12/13/2017 | Employee ID 903469823 |
| | Description [] | Comments (Notepad) [] | Account [] |
| | CCTR-Proj-Subbud [] | Subobj(CCTR) [] | Subobj(ACCT) [] |

Name the report according to your admin area's naming convention. If your admin area does not have a convention, the suggested report name includes "user ID, Fraudulent Charges, date-of-report-creation" (ex. abc345, Fraudulent Charges, 12/13/17).

Description should be Compromised PCARD Fraudulent Charges or something similar.

Account number and object code would be the employee's standard account used for travel or any other account and object code combination as specified by your department or Finance Office.

When the Travel Allowance itinerary screen pops up, do not complete it. Click "Cancel" in the bottom right hand corner.

Travel Allowances For Report: abc345, Fraudulent Charges, 12/13/17

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Itinerary Info

Itinerary Name
abc345, Fraudulent Charges, 12/13/17

Add Stop Delete Rows Imp...

No Itinerary Rows Found

New Itinerary Stop

Departure City
[]

Date [] Time []

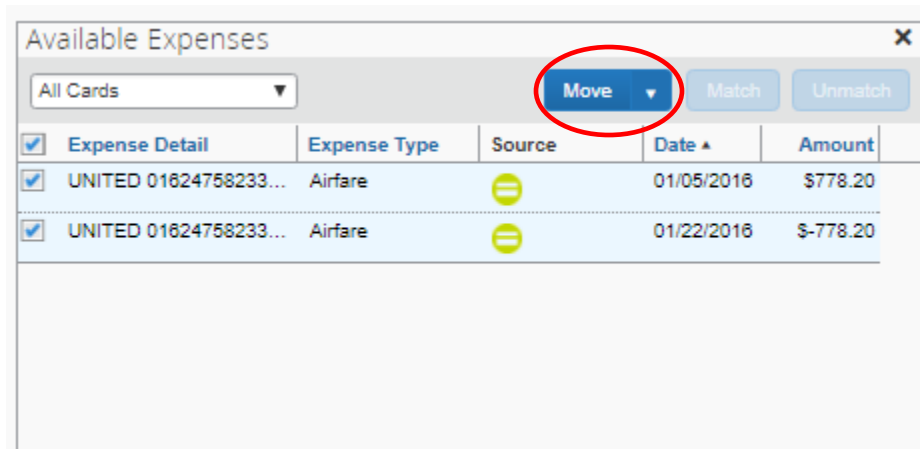
Arrival City
[]

Date [] Time []

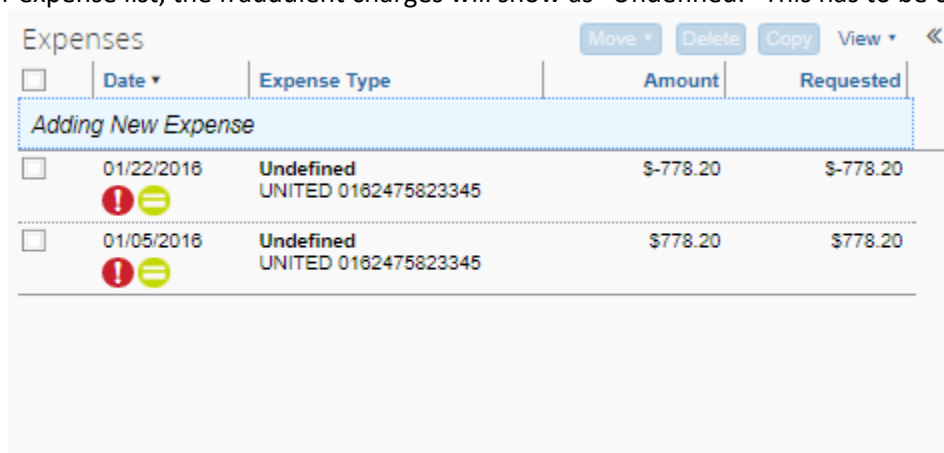
Save

Go to Single Day Itineraries Next >> Cancel

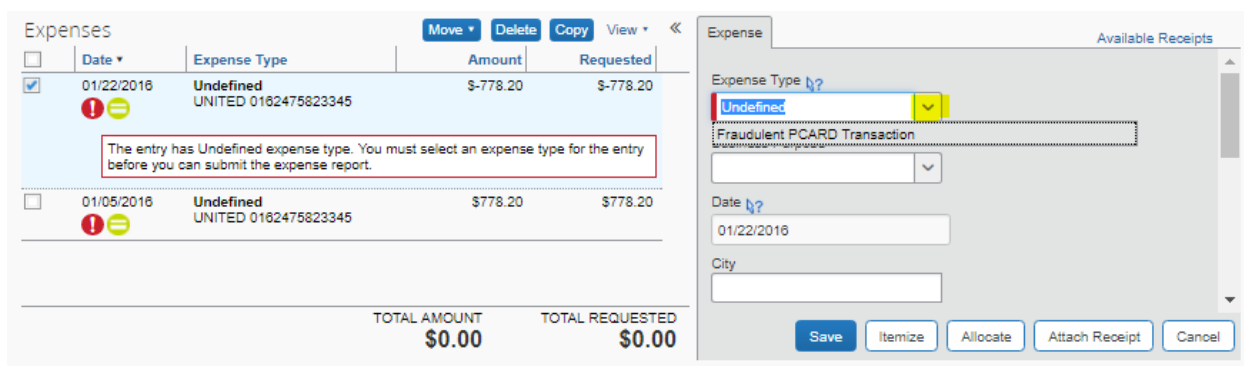
Select all fraudulent charges in the Available Expenses pane regardless of expense type, location, date, etc. and click “Move.”



Once in your expense list, the fraudulent charges will show as “Undefined.” This has to be corrected.



To do so, select one expense, click the drop-down for the Expense Type, selected Fraudulent PCARD Transaction, then click “Save.”



Repeat this process for all transactions in your expense list.

After all transactions have been changed to Fraudulent PCARD Transaction, the report is ready to be submitted. The Total Amount and the Total Requested columns must be **zero**. No receipts or supporting documents are needed.