

If you uncover a [transaction that is fraudulent](#) in your account, you can flag it as fraud right from your Flipcause Dashboard. Flagging a transaction as fraud will initiate an investigation with our compliance team who will look to reimburse the cardholder (refund the transaction), and file a fraud report. Once the fraud investigation is initiated, the related funds will be deducted from your merchant account.

To flag a fraudulent transaction:

1. From the left-hand side of your Dashboard, click on **Reports**.
2. Next, click on **Transaction & Activity Reporting**.
3. The Report Type will automatically be set to All Transaction Records. Use the [filters](#) to define a range that includes the transaction you want to flag as fraudulent. When you're done, click **Generate Report**.
4. Scroll down to the list and locate the fraudulent transaction.
 - *Note: if you don't see the transaction you're looking for, you may have to refine your filters! Click the **Details** button.*
5. This will open a window with the transaction details. Click the **Flag Fraud** button at the top of the record.
6. Click the checkbox to report the transaction as fraud. You can also enter any relevant details in the text box below, but this step is optional. Then click **Submit**.
7. You will be asked to confirm your submission. Click **Yes** to send the report.
8. You will receive a confirmation that the transaction has been flagged as fraud.

