



Guide for Unintended Transactions

DATE OF LAST UPDATE

January 23, 2020

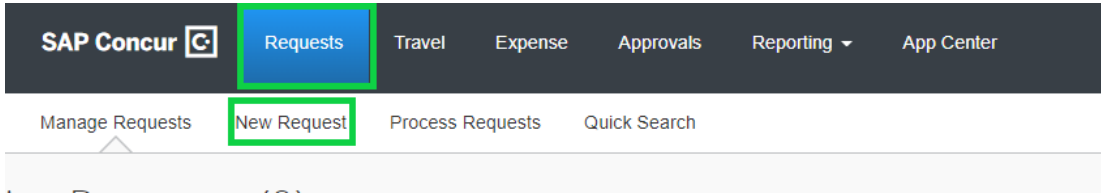
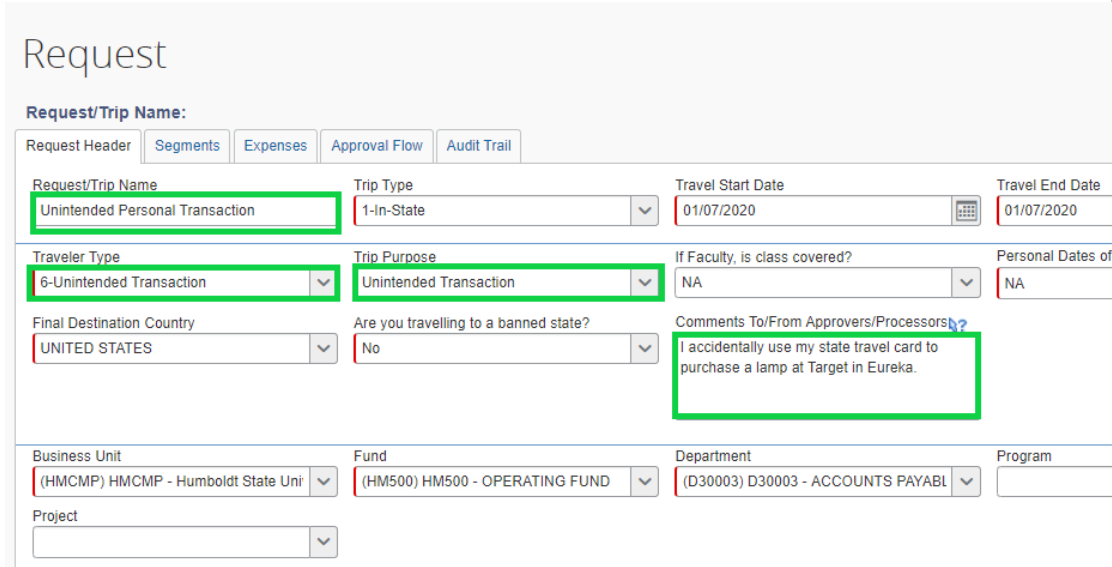
LAST UPDATED BY

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So, you made an accidental charge to your State Travel Card. Hey, it happens! No need to panic. Take a deep breath and follow the steps below...

Did this unintended transaction happen locally while not traveling on business? If so, **begin at Part 1.**

Did this charge happen while on a trip for the university? If so, proceed normally with your expense report and **skip to Part 2B.**

STEP	ACTIVITY
<p>Part 1:</p>	<p align="center">Creating a Request for Your Unintended Transaction</p>
<p>Log into SAP Concur and click on “Request” in the top toolbar.</p> <p>Select “New Request.”</p>	
<p>This will bring up the Request Header screen.</p> <p>Under trip name, type “Unintended Personal Transaction.”</p> <p>Select the date of the transaction.</p> <p>For Traveler Type and Trip Purpose, enter “Unintended Transaction.”</p> <p>In comments you can add some text explaining the unintended transaction.</p>	

Click the "Save" button.

Then click on "Expenses" tab.

This will bring up the "Expense" section.

On the right, choose "Other Expense."

This will open a gray box on the right side of the screen.

Type in the amount of your unintended transaction.

Use the comment section to provide additional information, if necessary.

Click "Save" at the bottom.

Once the expense information is added on the left, you can click **Submit Request**.

The request will route to the Cost Object Approver and then the Administrative Supervisor in your area.

Request 43YJ

Request/Trip Name: Unintended Personal Transaction

Status: Not Submitted Amount: \$48.62

Request Header Segments Expenses Approval Flow Audit Trail

+ New Expense Delete

Date	Expense Type	Amount	Requested
01/07/2020	Other Expense	\$48.62	\$48.62

Expense Type:

To create a new expense, click the appropriate expense type below or type the expense type in the field above. To edit an existing expense, click the expense on the left side of the page.

01. Travel Expenses	03. Transportation	05. Hospitality
Incidentals	Ground Transportation	Hospitality
Other Accommodation	Parking/Tolls	09. Other
Team/Group Travel	04a. Meals & Incidentals - International, Alaska & Hawaii	Other Expense
02. Personal Car Mileage	04b. Meals - Domestic	Registration/Fees

Part 2:

Creating the Expense Report for your unintended transaction

Part 2A

Once the Request for your unintended transaction has been approved, open Concur and click on **“Requests.”**

Your unintended transaction will show up under **“Active Requests.”**

On the far right of the screen, click on the blue hyperlink that says **“Expense.”** This will begin your expense report.

SAP Concur Requests Expense

Manage Requests New Request Quick Search

Active Requests (2)

Delete Request Copy Request Deactivate Request

View

Request Name Request ID Status Request Dates Date Submitted Total Approved a... Remaining ... Action

Other National Conference	43W6	Approved	04/19/2020	01/15/2020	\$1,355.00	\$1,355.00	\$1,355.00	Expense
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This will lead you to the **Create a New Expense Report** screen. You should see the information from your unintended transactions already populated inside the fields. All you have to do is click **“Next”** in the bottom right of the screen.

Create a New Expense Report

Report Header

Report Key Report/Trip Name Trip Type Travel Start Date Travel End Date Are you travelling to a banned state?

Traveler Type Trip Purpose Personal Dates of Travel-If none enter NA Comments To/From Approvers/Processors

Business Unit Fund Department Program Class Project

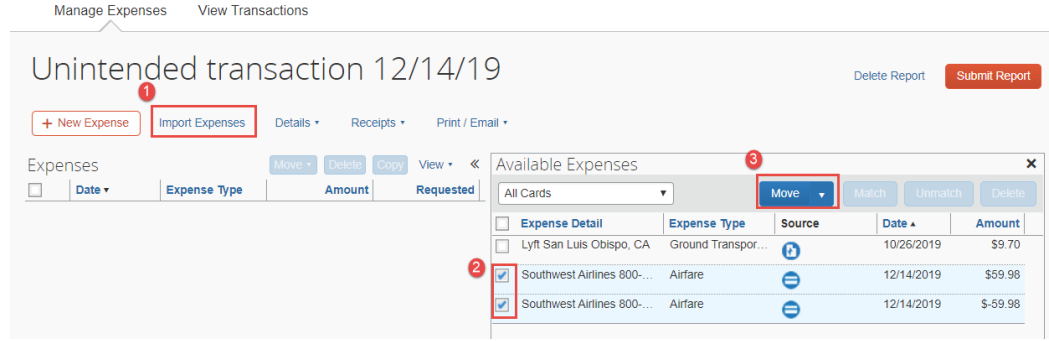
Requests

Request Name	Request ID	Cancelled	Request Total	Amount Approved	Amount Remaining
Middle Ldrshp Academy Session #2	3YML	No	\$650.00	\$650.00	\$650.00

Next >> Cancel

Part 2B: Start here if your unintended charge happened during a trip...

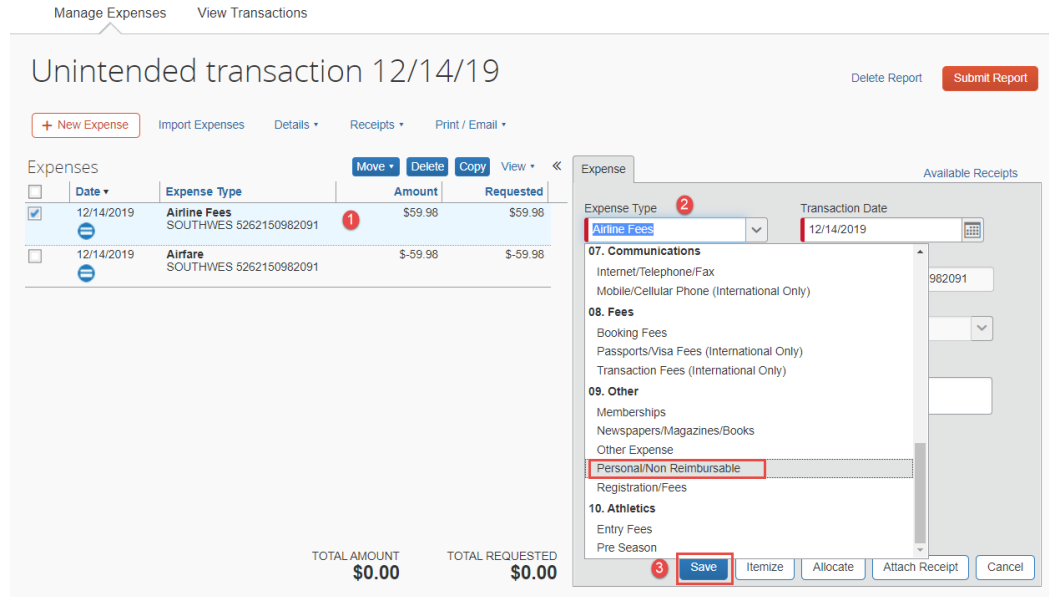
Click **Import** Expenses. Select the unintended credit card transaction(s) from the **Available Expenses** section on the right. Click **Move**.



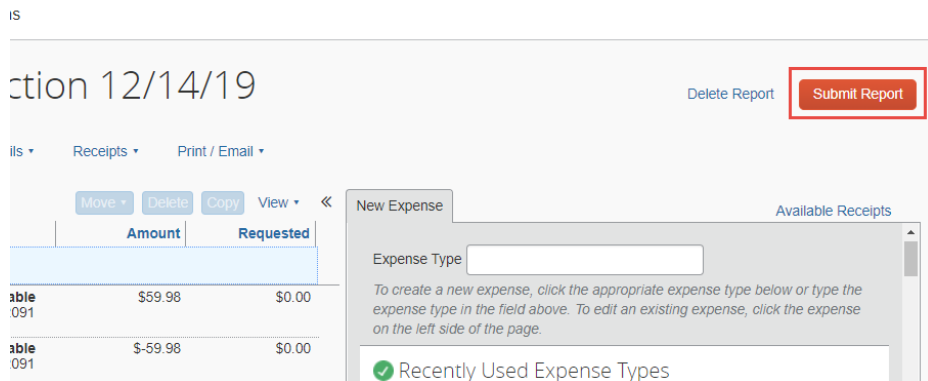
Update **Expense Type** to **Personal/Non Reimbursable**.

Click **Save**.

Complete this for all unintended transactions.



Click **Submit Report** when finished.



Report Totals

x

Expense Report

Report Total :	\$59.98
Less Personal Amount :	\$59.98
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Amount Claimed :	\$0.00
Amount Rejected :	\$0.00

Company Disbursements

Amount Due Employee :	\$0.00
Amount Due *CSU-USBank- CBCP :	\$59.98
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Total Paid By Company :	\$59.98

Employee Disbursements

Amount Owed Company :	\$59.98
Total Owed By Employee :	\$59.98

The money you owe to the University will show in the **Report Totals** after you submit the report.

Part 3:

Paying the University Back

The report will need to be approved and processed in AP before you can pay back the University. You will receive a notification email from Accounts Payable when they are ready to receive your payment. Payment should be made at the Cashier's Office on the 2nd floor of SBS.