

# Guide for Unintended Transactions

**DATE OF LAST UPDATE**

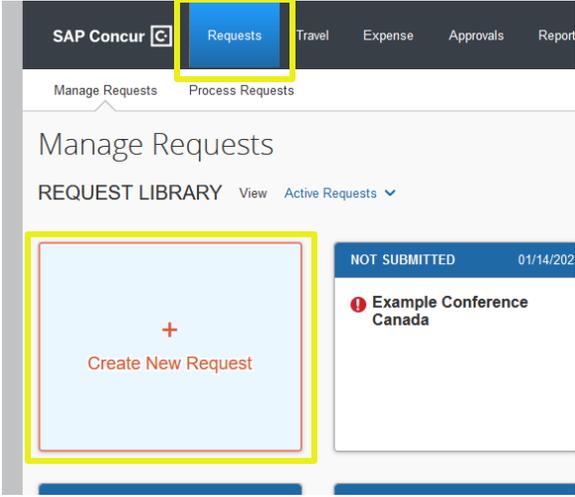
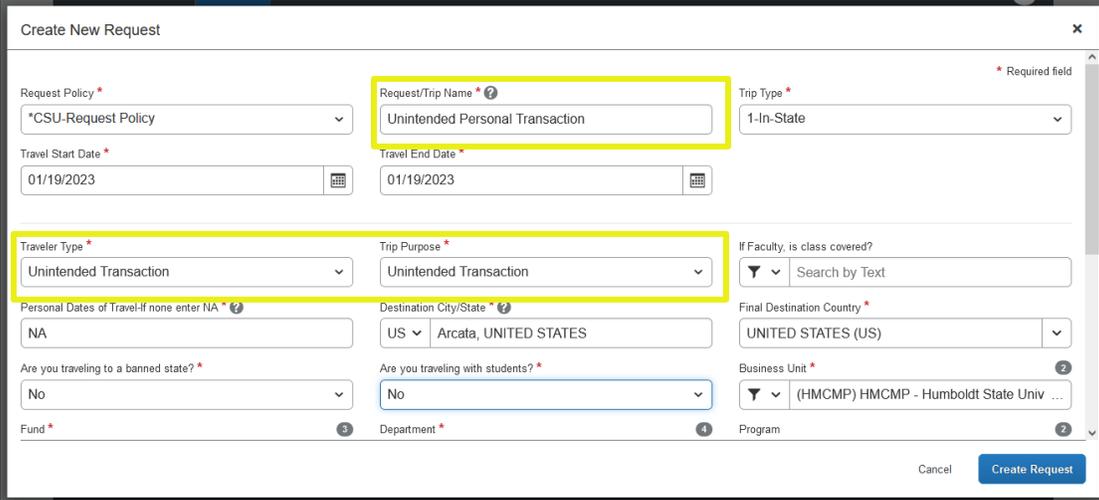
January 19, 2023

**LAST UPDATED BY**

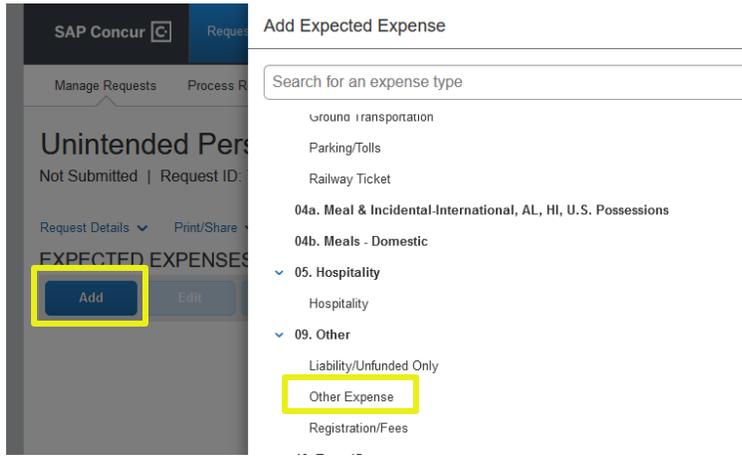
Bethany Rapp

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

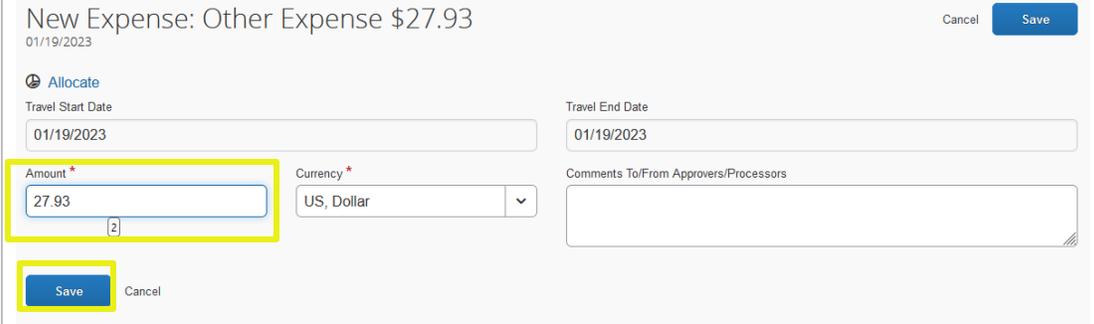
Did this charge happen while on a trip for the university? If so, proceed normally with your expense report and **skip to Part 2B.**

STEP	ACTIVITY
<b>Part 1:</b>	<b>Creating a Request for Your Unintended Transaction</b>
<p>Log into <a href="#">SAP Concur</a> and click on <b>“Request”</b> in the top toolbar.</p> <p>Select <b>“Create New Request.”</b></p>	
<p>Fill out the request header as normal with these special adjustments:</p> <p>Under trip name, type <b>“Unintended Personal Transaction.”</b></p> <p>Select the date of the transaction.</p> <p>For <b>Traveler Type</b> and <b>Trip Purpose</b>, enter <b>“Unintended Transaction.”</b></p> <p>In comment section, add some text explaining the unintended transaction and then <b>“Create Request”</b>.</p>	

Click the **“Add”** button and select **“Other Expense”** on the pop up menu.

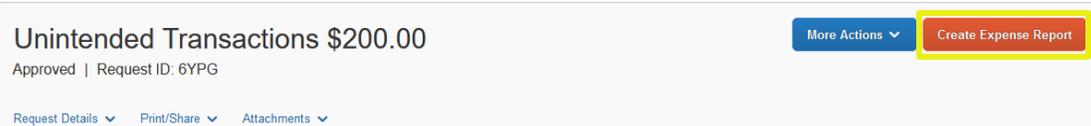
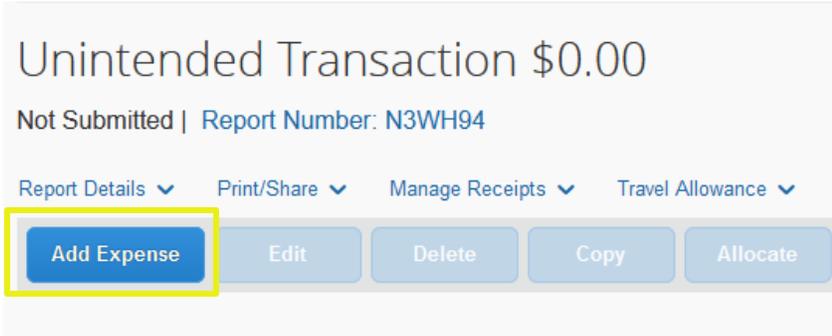
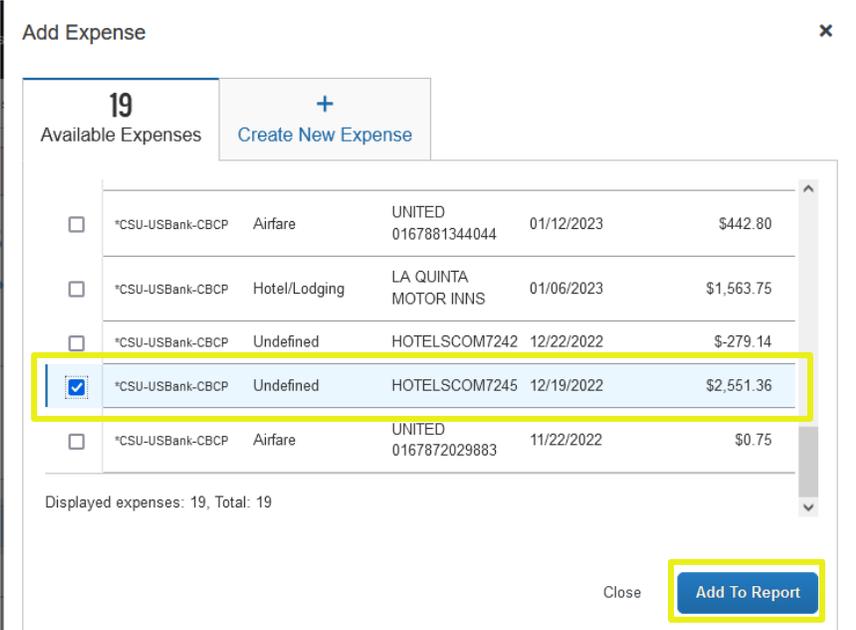


Enter the amount of your transaction, and add any comments necessary to the context of the situation, then hit **“Save”**.



Now click **“Submit Request”** in the upper right. The request will route to the Cost Object Approver and then the Administrative Supervisor in your area. You will receive an email when this is approved.



<p><b>Part 2:</b></p>	<p><b>Creating the Expense Report for your unintended transaction</b></p>																														
<p><b>Part 2A</b></p> <p>Once the Request for your unintended transaction has been approved, open Concur and click on <b>“Requests.”</b></p> <p>Select your Unintended Transaction Request and then click <b>“Create Expense Report”</b>.</p>	 <p>Unintended Transactions \$200.00 Approved   Request ID: 6YPG</p> <p>Request Details ▾ Print/Share ▾ Attachments ▾</p> <p>More Actions ▾ <b>Create Expense Report</b></p>																														
<p><b>Part 2B: Start here if your unintended charge happened during a trip...</b></p> <p>This will automatically bring you over to an expense report. Click <b>“Add Expense”</b>.</p>	 <p>Unintended Transaction \$0.00 Not Submitted   Report Number: N3WH94</p> <p>Report Details ▾ Print/Share ▾ Manage Receipts ▾ Travel Allowance ▾</p> <p><b>Add Expense</b> Edit Delete Copy Allocate</p>																														
<p>From your available expenses, click the box on the left of the unintended transaction you need to add to this report, then click <b>“Add to Report”</b>.</p>	 <p>Add Expense</p> <p>19 Available Expenses <span style="float: right;">+ Create New Expense</span></p> <table border="1"> <tbody> <tr> <td><input type="checkbox"/></td> <td>*CSU-USBank-CBCP</td> <td>Airfare</td> <td>UNITED 0167881344044</td> <td>01/12/2023</td> <td>\$442.80</td> </tr> <tr> <td><input type="checkbox"/></td> <td>*CSU-USBank-CBCP</td> <td>Hotel/Lodging</td> <td>LA QUINTA MOTOR INNS</td> <td>01/06/2023</td> <td>\$1,563.75</td> </tr> <tr> <td><input type="checkbox"/></td> <td>*CSU-USBank-CBCP</td> <td>Undefined</td> <td>HOTELSCOM7242</td> <td>12/22/2022</td> <td>\$-279.14</td> </tr> <tr style="border: 2px solid yellow;"> <td><input checked="" type="checkbox"/></td> <td>*CSU-USBank-CBCP</td> <td>Undefined</td> <td>HOTELSCOM7245</td> <td>12/19/2022</td> <td>\$2,551.36</td> </tr> <tr> <td><input type="checkbox"/></td> <td>*CSU-USBank-CBCP</td> <td>Airfare</td> <td>UNITED 0167872029883</td> <td>11/22/2022</td> <td>\$0.75</td> </tr> </tbody> </table> <p>Displayed expenses: 19, Total: 19</p> <p style="text-align: right;">Close <b>Add To Report</b></p>	<input type="checkbox"/>	*CSU-USBank-CBCP	Airfare	UNITED 0167881344044	01/12/2023	\$442.80	<input type="checkbox"/>	*CSU-USBank-CBCP	Hotel/Lodging	LA QUINTA MOTOR INNS	01/06/2023	\$1,563.75	<input type="checkbox"/>	*CSU-USBank-CBCP	Undefined	HOTELSCOM7242	12/22/2022	\$-279.14	<input checked="" type="checkbox"/>	*CSU-USBank-CBCP	Undefined	HOTELSCOM7245	12/19/2022	\$2,551.36	<input type="checkbox"/>	*CSU-USBank-CBCP	Airfare	UNITED 0167872029883	11/22/2022	\$0.75
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Once the transaction is added to your report, click into the transaction line to bring up the details. Under the "Expense Type" drop down menu, select "**Personal/Non Reimbursable**". Add a receipt if necessary and then click "**Save Expense**". Write a comment if you need to provide any context.

**Allocate** \* Required field

Expense Type \*

Undefined

Other Expense

**Personal/Non Reimbursable**

Registration/Fees

Supplies

10. Team/Group

HOTELSCOM7245315477405

Amount: 2,551.36      Currency: US, Dollar

Comments To/From Approvers/Processors

**Save Expense**      Cancel

**Add Receipt**

Click here or drag and drop files to upload a new receipt.  
Valid file types for upload are .png, .jpg, .jpeg, .pdf, .tif or .tiff.  
5MB limit per file.

Once you have added the expense as "Personal/Non Reimbursable", you may "**Submit Report**". Then go to the Cashier's office located on the second floor of SBS to pay back the personal expense amount to the University.

Unintended Transaction \$0.00 **Delete Report**      **Submit Report**

Not Submitted | Report Number: N3WH94

Report Details    Print/Share    Manage Receipts    Travel Allowance

**Add Expense**    Edit    Delete    Copy    Allocate    Combine Expenses    Move to    View: Standard