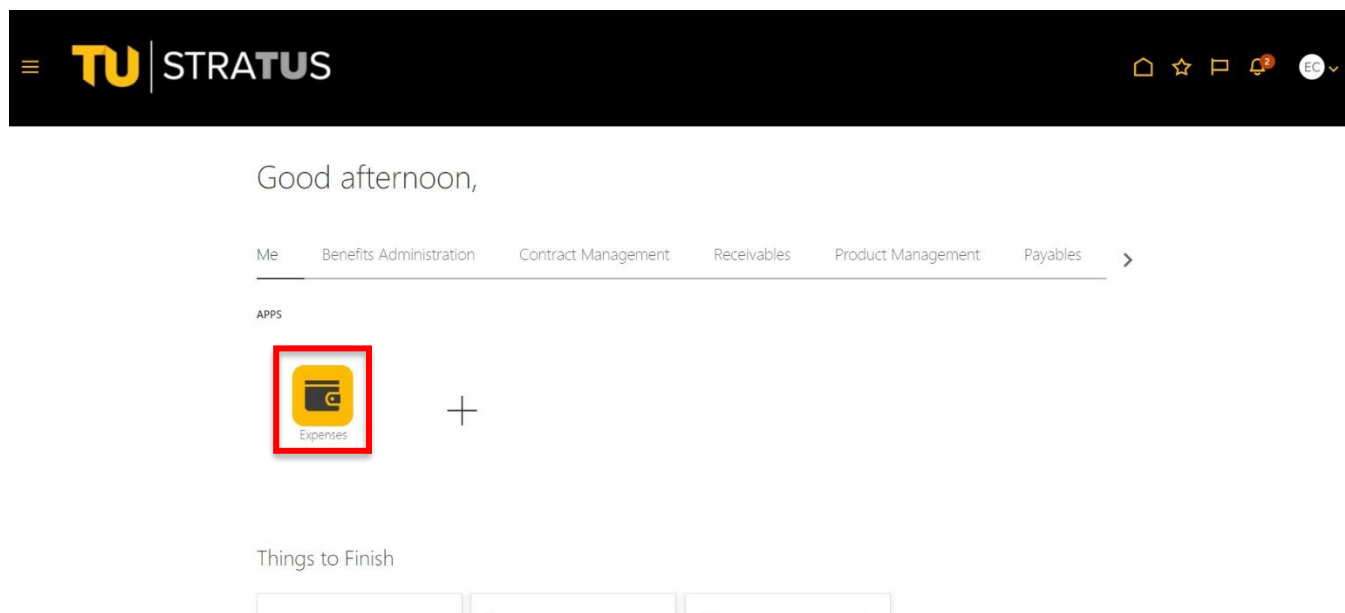


# ProCard – Creating an Expense Report

For employees creating an expense report for ProCard transactions.

<b>Purpose:</b>	Create an expense report for ProCard transactions.
<b>How to Access:</b>	Log into the Stratus application. Select the <b>Expenses</b> application in the Navigator.
<b>Helpful Hints:</b>	Be sure to keep in mind that... <ul style="list-style-type: none"><li>• Supporting documents can be attached.</li><li>• Transactions are uploaded <b>DAILY</b>. You will not need to create an item.</li></ul>
<b>Procedure:</b>	Complete the following steps to create an expense report:

1. On the homepage, select **Expense Application** under Me from the sliding menu in the center of the screen.



2. In the Expense Module, under Available Expense Items, you will find ProCard associated transactions.

## ProCard – Creating an Expense Report

The screenshot shows the 'Travel and Expenses' dashboard. Under 'Expense Reports', there are three cards for 'Office Supply Reimbursement', 'Conference', and 'Conference'. Below this, the 'Available Expense Items (3)' section is highlighted with a red box. It contains a table of 'Cash and Credit Card Expense Items (3)'.

Date	Type	Amount	Merchant	Location	Description	Attachments
2/28/22	Supplies for the Office	48.44 USD Card 0035	WISDOM SUPPLY CO.		*Add description	*Add attachment
2/28/22	Supplies Other	313.50 USD Card 0024	FEDEX OFFIC36700003673		*Add description	Add attachment
2/28/22	Food Services Cateri	249.20 USD Card 0075	BGCATERING 25036641		*Add description	Add attachment

- To create an expense for a specific transaction, select the appropriate transaction by checking the box next to the date.

This screenshot is similar to the previous one, but the first transaction in the 'Available Expense Items' table is now selected. The checkbox next to the date '2/28/22' is checked, and the description 'Office supplies' has been added. The 'Attachments' column shows '(1)'.

Date	Type	Amount	Merchant	Location	Description	Attachments
<input checked="" type="checkbox"/> 2/28/22	Supplies for the Office	48.44 USD Card 0035	WISDOM SUPPLY CO.		Office supplies	(1)
<input type="checkbox"/> 2/28/22	Supplies Other	313.50 USD Card 0024	FEDEX OFFIC36700003673		*Add description	Add attachment
<input type="checkbox"/> 2/28/22	Food Services Cateri	249.20 USD Card 0075	BGCATERING 25036641		*Add description	Add attachment

- Adding an attachment (i.e. a receipt) is required for all transactions. Click on "Add attachment" to attach all accompanying documents. Be sure to add a brief description for each transaction.

## ProCard – Creating an Expense Report

Travel and Expenses

Expense Reports

Create Report (1 item)

Not Submitted EXP00000872997 Office Supply Reimbursement Updated 7 days ago 1 item 50.00 USD

Not Submitted EXP000008369698 Conference Updated 9 days ago 2 items 300.00 USD

Not Submitted EXP000008372587 Conference Updated 10 days ago 1 item 0.00 USD

Available Expense Items (3)

Actions Create Item

Date	Type	Amount	Merchant	Location	Description	Attachments
2/28/22	Supplies for the Office	48.44 USD Card 0035	WISDOM SUPPLY CO.		Office supplies	(1)
2/28/22	Supplies Other	313.50 USD Card 0024	FEDEX OFFIC36700003673		*Add description	Add attachment
2/28/22	Food Services Catering	249.20 USD Card 0775	BGCATERING 25036641		*Add description	Add attachment

Travel and Expenses

Expense Reports

Create Report

Not Submitted EXP00000872997 Office Supply Reimbursement Updated 7 days ago 1 item 50.00 USD

Not Submitted EXP000008369698 Conference Updated 9 days ago 2 items 300.00 USD

Not Submitted EXP000008372587 Conference Updated 10 days ago 1 item 0.00 USD

Available Expense Items (3)

Actions Create Item

Attachments

Actions View + - X

Type Category \* File Name or URL Title Description

File Receipts Choose File No file chosen

Rows Selected 1

OK Cancel

Date	Type	Amount	Merchant	Location	Description	Attachments
2/28/22	Supplies for the Office	48.44 USD Card 0035	WISDOM SUPPLY CO.		Office supplies	*Add attachment
2/28/22	Supplies Other	313.50 USD Card 0024	FEDEX OFFIC36700003673		*Add description	Add attachment
2/28/22	Food Services Catering	249.20 USD Card 0775	BGCATERING 25036641		*Add description	Add attachment

- When you are ready to begin creating your expense report, click Create Report.

## ProCard – Creating an Expense Report

**Travel and Expenses**

**Expense Reports**

**Create Report (1 item)**

Not Submitted EXP00000872997 **Office Supply Reimbursement** Updated 7 days ago 1 item **50.00 USD**

Not Submitted EXP000008369698 **Conference** Updated 9 days ago 2 items **300.00 USD**

Not Submitted EXP000008372587 **Conference** Updated 10 days ago 1 item **0.00 USD**

**Available Expense Items (3)**

Actions **+ Create Item**

Date	Type	Amount	Merchant	Location	Description	Attachments
2/28/22	Supplies for the Office	48.44 USD Card 0035	WISDOM SUPPLY CO.		Office supplies	(1)
2/28/22	Supplies Other	313.50 USD Card 0024	FEDEX OFFIC36700003673		*Add description	Add attachment
2/28/22	Food Services Catering	249.20 USD Card 0775	BGCATERING 25036641		*Add description	Add attachment

**Note:** When you select a transaction for an expense report, a note will appear under “Create Report” that identifies the number of transactions that have been selected for the expense report.

- On the **Create Expense Report** page, fill in the required fields to complete your report.

**Expenses - Oracle Applications**

**You are in the TEST Environment - elbz-test**

**TU | STRATUS**

**Create Expense Report**

Purpose:

Attachments: None **+**

Comments:

\* US Citizen or US Permanent Resident Alien?

**Report Total**

Employer Pays You: 0.00 USD

Employer Pays Card Issuer (0035): 48.44 USD

**48.44 USD**

☐ I have read and accept the corporate travel and expense policies.

**Expense Items (1)**

Actions **+ Create Item** **Add Existing** **Apply Account**

Date	Type	Amount	Merchant	Location	Description	Attachments
2/28/22	Supplies for the Office un	48.44 USD Card 0035	WISDOM SUPPLY CO.		Office supplies	(1)

- You can also add existing expenses in Stratus to your report by clicking Add Existing.

## ProCard – Creating an Expense Report

Expense Report: EXP000008944950

Purpose: Office Supplies

Attachments: None

Status: Saved

Comments:

\* US Citizen or US Permanent Resident Alien? Yes

Report Total

Employer Pays You 40.00 USD

Employer Pays Card Issuer (0036) 48.44 USD

**88.44 USD**

☐ I have read and accept the corporate travel and expense policies.

Expense Items (2)

Actions: Create Item, **Add Existing**, Apply Account

Date	Type	Amount	Merchant	Location	Description	Attachments
2/28/22	Supplies for the Office un	48.44 USD Card 0036	WISDOM SUPPLY CO.		Office supplies	(1)
4/1/22	Supplies for the Office un	40.00 USD	Lenovo		Laptop	(1)

8. This will bring up a list of expense items that have been created but are not part of an expense report yet. Select the items from the list to add to the expense report and click OK.

Expense Report: EXP000008944950

Purpose: Office Supplies

Attachments: None

Status: Saved

Comments:

\* US Citizen or US Permanent Resident Alien? Yes

Expense Items (2)

Actions: Create Item, Add Existing, Apply Account

**Add Expense Items**

Food Services Catering - MD, United States BGCATERING 25038641	2/28/22	249.20 USD Card 0775
<b>Supplies Other - MD, United States FEDEX OFFIC36700003673</b>	2/28/22	<b>313.50 USD Card 0024</b>

Buttons: Apply, **OK**, Cancel

## ProCard – Creating an Expense Report

9. Your additional items will appear in the list of items contained within the expense report.

Expense Report: EXP000008944950

Purpose: Office Supplies

Attachments: None

Status: Saved

Comments:

\* US Citizen or US Permanent Resident Alien? Yes

Report Total

- Employer Pays You 40.00 USD
- Employer Pays Card Issuer (0035) 48.44 USD
- Employer Pays Card Issuer (0024) 313.50 USD

**401.94USD**

☐ I have read and accept the corporate travel and expense policies.

Expense Items (3)

Date	Type	Amount	Merchant	Location	Description	Attachments
2/28/22	Supplies Other	313.50 USD Card 0024	FEDEX OFFIC36700003673		Office supplies	(1)
4/1/22	Supplies for the Office un	40.00 USD	Lenovo		Laptop	(1)
2/28/22	Supplies for the Office un	48.44 USD Card 0035	WISDOM SUPPLY CO.		Office supplies	(1)

10. Under Report Total, you will see the breakdown of how the expense report will be paid.

Expense Report: EXP000008944950

Purpose: Office Supplies

Attachments: None

Status: Saved

Comments:

\* US Citizen or US Permanent Resident Alien? Yes

Report Total

- Employer Pays You 40.00 USD
- Employer Pays Card Issuer (0035) 48.44 USD
- Employer Pays Card Issuer (0024) 313.50 USD

**401.94USD**

☐ I have read and accept the corporate travel and expense policies.

Expense Items (3)

Date	Type	Amount	Merchant	Location	Description	Attachments
2/28/22	Supplies Other	313.50 USD Card 0024	FEDEX OFFIC36700003673		Office supplies	(1)
4/1/22	Supplies for the Office un	40.00 USD	Lenovo		Laptop	(1)
2/28/22	Supplies for the Office un	48.44 USD Card 0035	WISDOM SUPPLY CO.		Office supplies	(1)



- When you are finished reviewing your report and are ready to submit, click the box under the Report Total to confirm "I have read and accept the corporate travel and expense policies". Note: The Submit button will remain grayed out until you have checked this box.

Expense Report: EXP000008944950

Purpose: Office Supplies

Attachments: None

Status: Saved

Comments:

\* US Citizen or US Permanent Resident Alien? Yes

Report Total

Employer Pays You: 40.00 USD

Employer Pays Card Issuer (0035): 48.44 USD

Employer Pays Card Issuer (0024): 313.50 USD

4 Terms and agreement check

☒ I have read and accept the corporate travel and expense policies.

Expense Items (3)

Date	Type	Amount	Merchant	Location	Description	Attachments
2/28/22	Supplies Other	313.50 USD Card 0024	FEDEX OFFIC36700003673		Office supplies	(1)
4/1/22	Supplies for the Office un	40.00 USD	Lenovo		Laptop	(1)
2/28/22	Supplies for the Office un	48.44 USD Card 0035	WISDOM SUPPLY CO.		Office supplies	(1)

- Click the Submit button in the upper right corner to submit your expense report for approval.

**Note:** If you need to edit an expense report after submitting it, refer to the appendix at the end of this document for information on how to withdraw and edit an expense report.

## ProCard – Creating an Expense Report

Expenses - Oracle Applications x +

elbz-test.fa.us2.oraclecloud.com/fscmUI/faces/FuseWelcome?\_adf.ctrl-state=6cho3uas7\_1&\_adf.no-new-window-redirect=true&\_adf.no-new-window-redirect=true&\_afLoop=542021812...

Gmail Maps ADP Yammer - Feed The Avaap Citizen... Avaap OCM ShareP... OpenAir Timeshee... Percipio Mail - Erin Cavrak ... (1) Feed | LinkedIn Towson General OCM Reso... Reading li

**TU STRATUS**

Expense Report: EXP000008944950 ⓘ

Save Submit Cancel

Purpose: Office Supplies

Attachments: None

Status: Saved

Comments:

\* US Citizen or US Permanent Resident Alien? Yes

**Report Total**

Employer Pays You 40.00 USD

Employer Pays Card Issuer (0035) 48.44 USD

Employer Pays Card Issuer (0024) 313.50 USD

**401.94 USD**

☒ I have read and accept the corporate travel and expense policies.

Expense Items (3)

Actions Create Item Add Existing Apply Account

Date	Type	Amount	Merchant	Location	Description	Attachments
2/28/22	Supplies Other	313.50 USD Card 0024	FEDEX OFFIC36700003673		Office supplies	(1)
4/1/22	Supplies for the Office un	40.00 USD	Lenovo		Laptop	(1)
2/28/22	Supplies for the Office un	48.44 USD Card 0035	WISDOM SUPPLY CO.		Office supplies	(1)

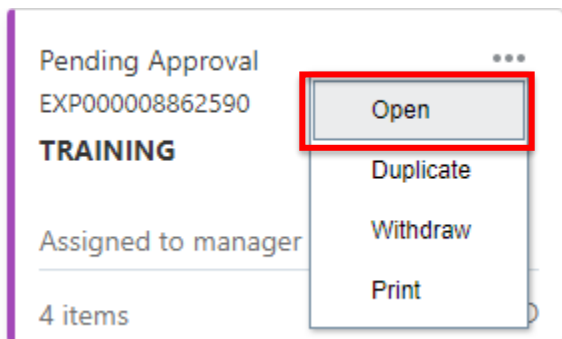
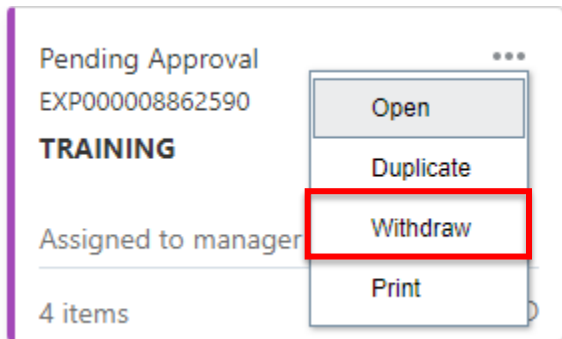
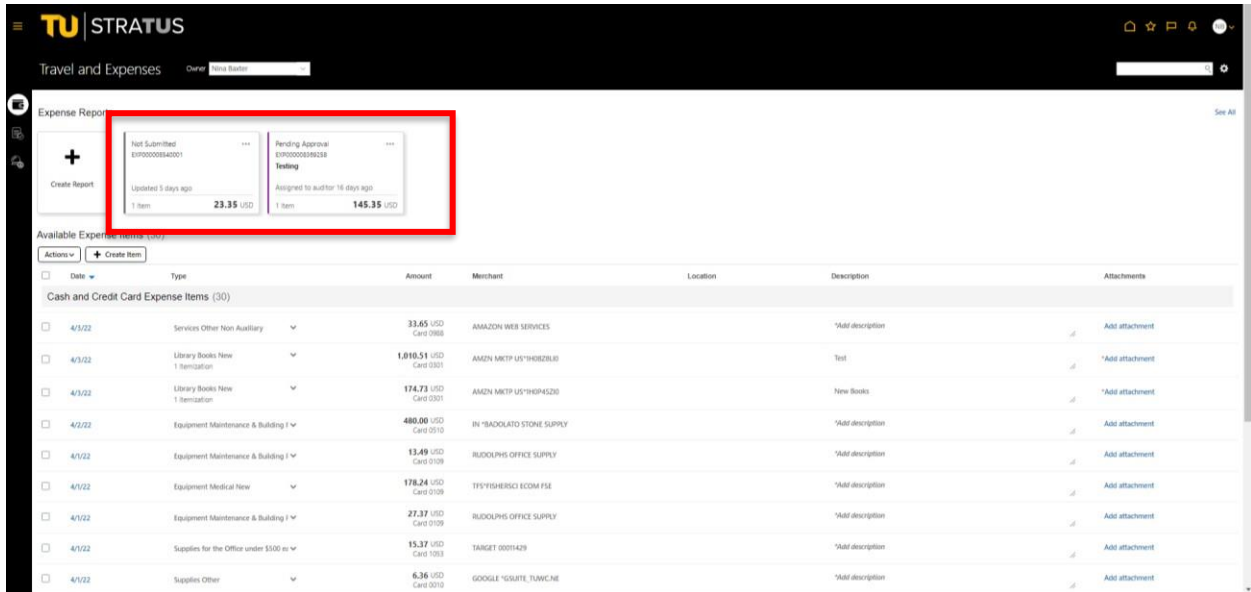
Windows taskbar: 49°F Mostly cloudy 6:20 PM 4/8/2022



## Appendix – Withdrawing and Editing an Expense Report

For employees creating an expense report for ProCard transactions.

1. To make edits to a previously submitted expense report, under Expense Reports, click the three dots in the upper right corner of the expense report you wish to edit and select **Withdraw**.



2. Then click the three dots again and select Open. This will open the expense report and allow you to make changes to the report. When you are finished editing the report, click **Submit** to resubmit the expense report. (Note: if the Submit button is grayed out, double check that the "Terms and Agreement check box" is checked.)

## ProCard – Creating an Expense Report

Expense Report: EXP000008862526 ⓘ

Purpose: TRAINING

Attachments: None

Status: Saved

Comments:

\* US Citizen or US Permanent Resident Alien? Yes

Report Total

Employer Pays You: 6.00 USD

Employer Pays Card Issuer (9988): 33.65 USD

3. Terms and agreement check

☒ I HAVE READ AND ACCEPT THE CORPORATE travel and expense policies.

Expense Items (1)

Actions Create Item Add Existing Apply Account

Date	Type	Amount	Merchant	Location	Description	Attachments
4/3/22	Services Other Non Auxiliary 1 itemization	33.65 USD Card 9988	AMAZON WEB SERVICES		TRAINING	(1)