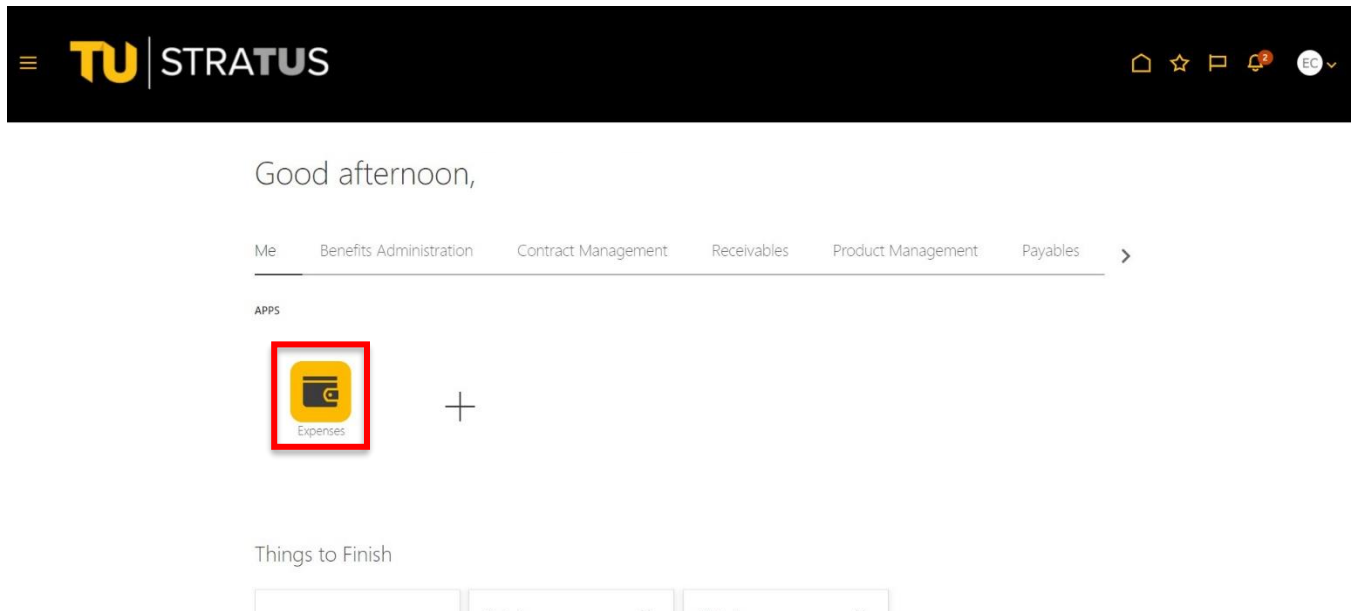# ProCard – Creating an Expense Report

For employees creating an expense report for ProCard transactions.

Purpose:	Create an expense report for ProCard transactions.
How to Access:	Log into the Stratus application. Select the **Expenses** application in the Navigator.
Helpful Hints:	Be sure to keep in mind that… • Supporting documents can be attached. • Transactions are uploaded **DAILY**. You will not need to create an item.
Procedure:	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.

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

4. Adding an attachment (i.e. a receipt) is required for all transactions. Click on "Add attachment" to attach all accompanying documents.

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

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.

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

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

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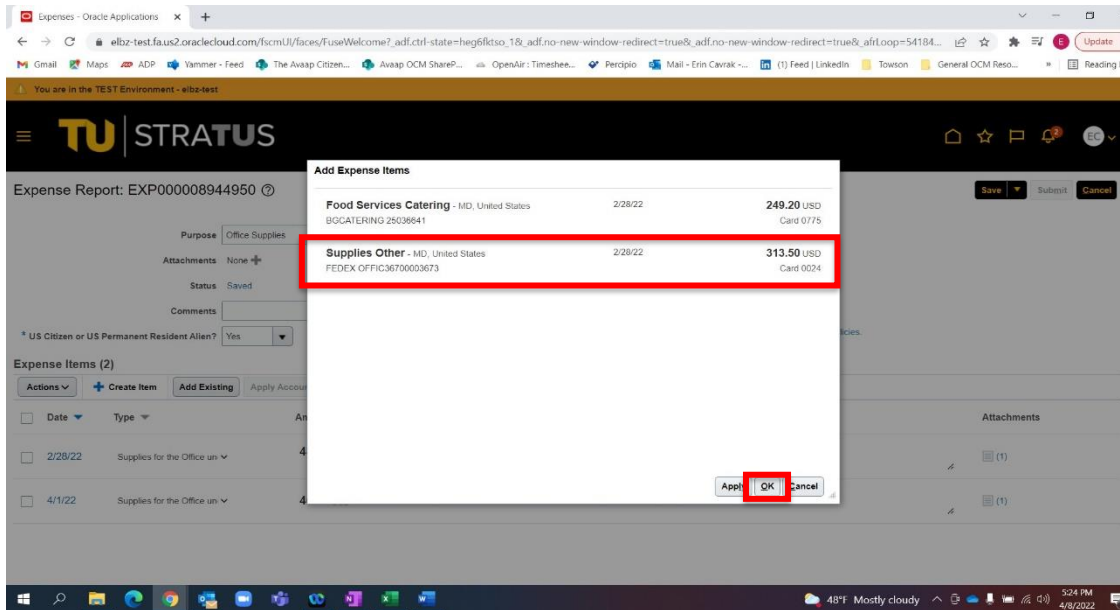
9. Your additional items will appear in the list of items contained within the expense report.

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

11. 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.
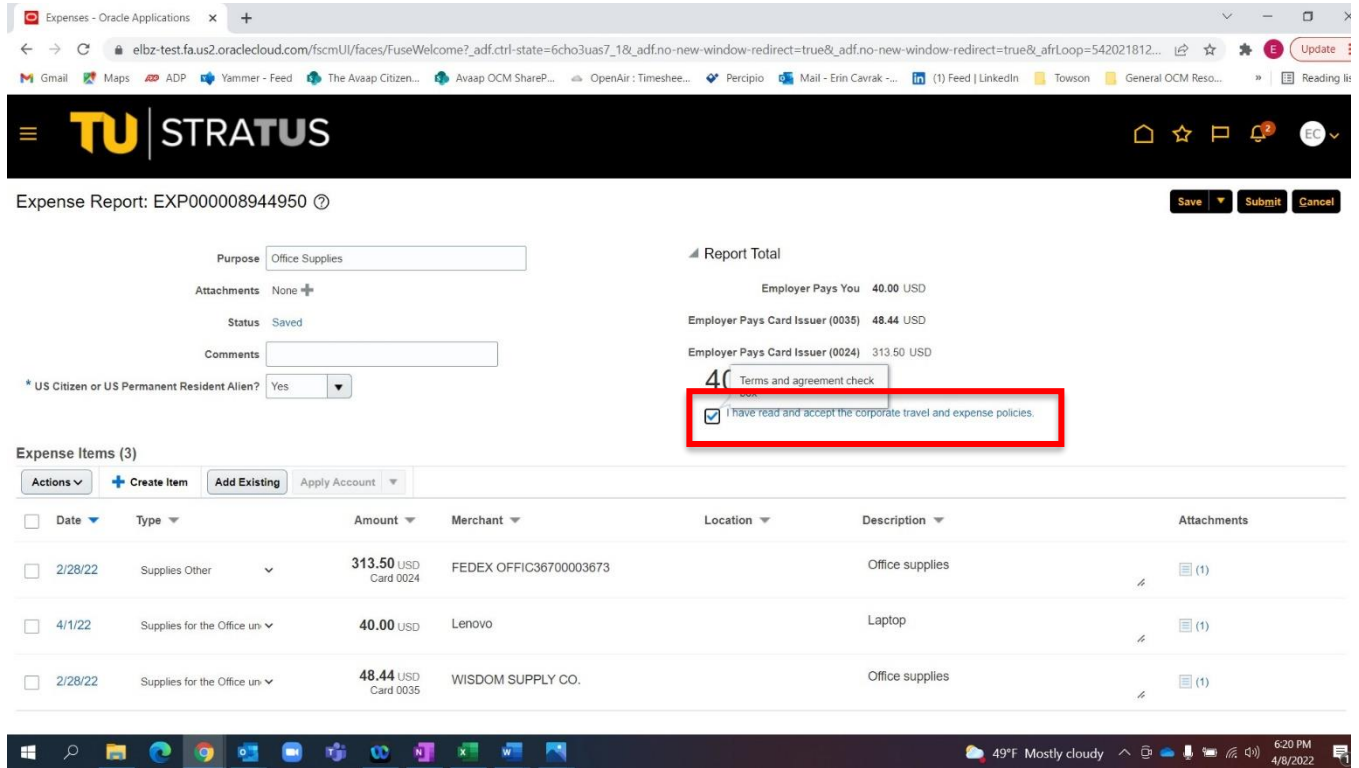
12. Click the Submit button in the upper right corner to submit your expense report for approval.

    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.

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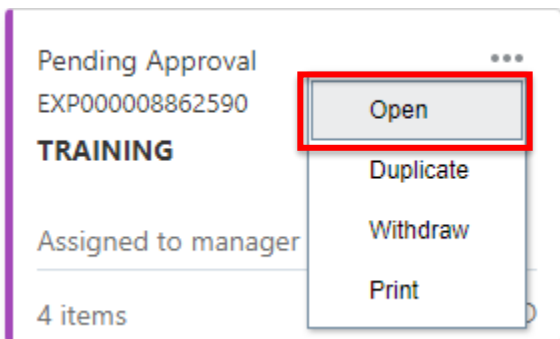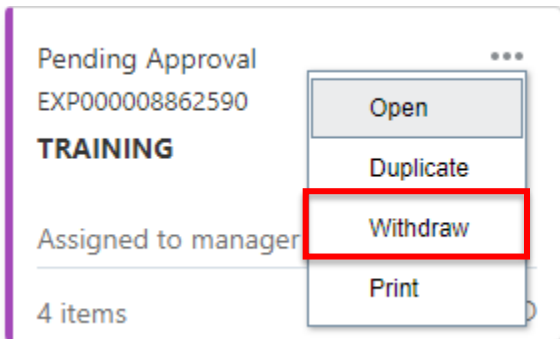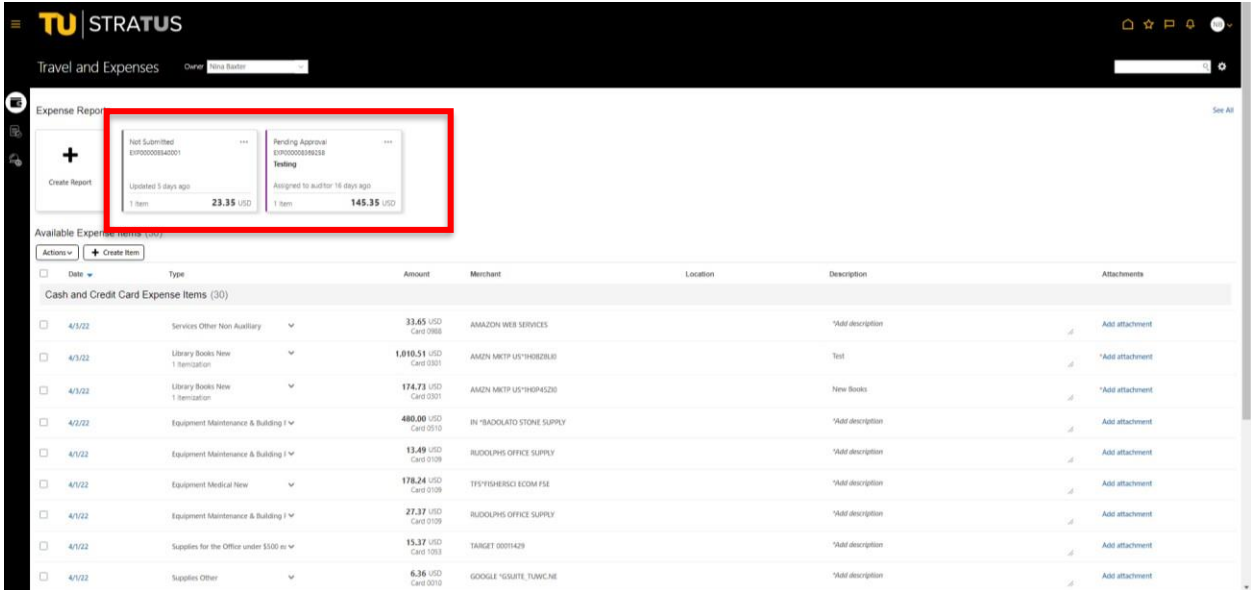
2. Then click the three dots again and select Open. This will open the expense report and allow you to make changes to the report. When you are finished editing the report, click **Submit** to resubmit the expense report. (Note: if the Submit button is grayed out, double check that the "Terms and Agreement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

Expense Report: EXP000008862526 ⑦

Save | **Submit** | Cancel

Purpose TRAINING

Attachments None ✚

Status Saved

Comments

* US Citizen or US Permanent Resident Alien? Yes ▾

◢ Report Total

Employer Pays You   0.00 USD

Employer Pays Card Issuer (0988)   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 0988	AMAZON WEB SERVICES		TRAINING	▦ (1)