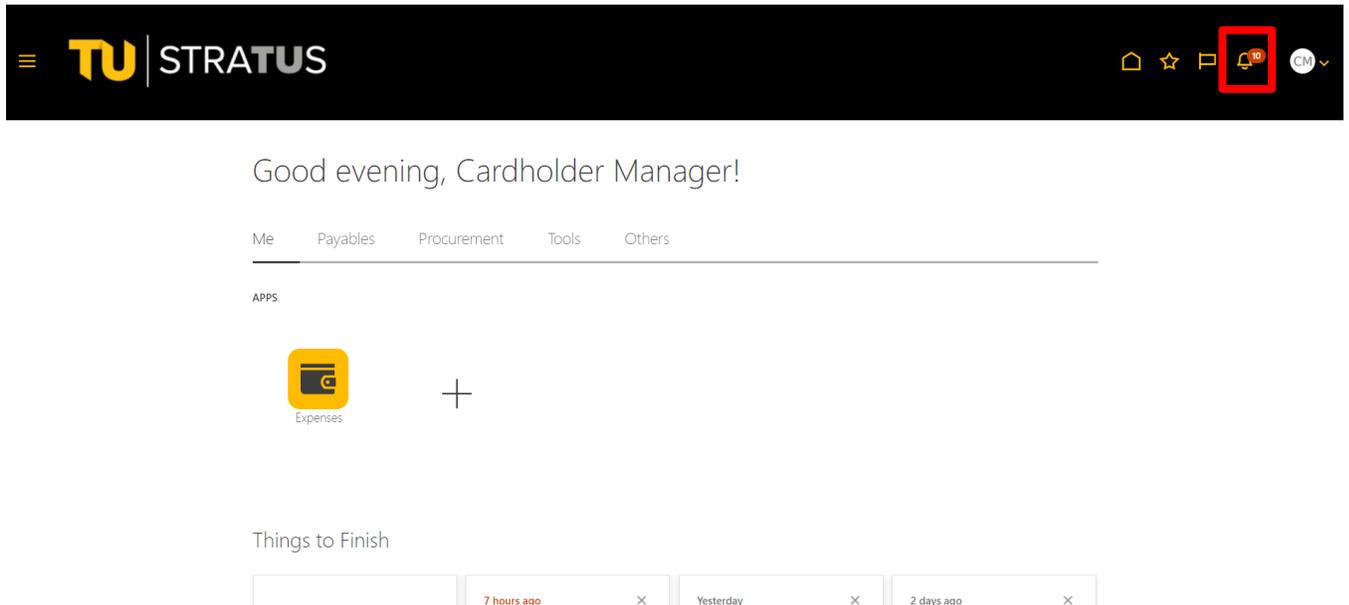


ProCard – Approving an Expense Report

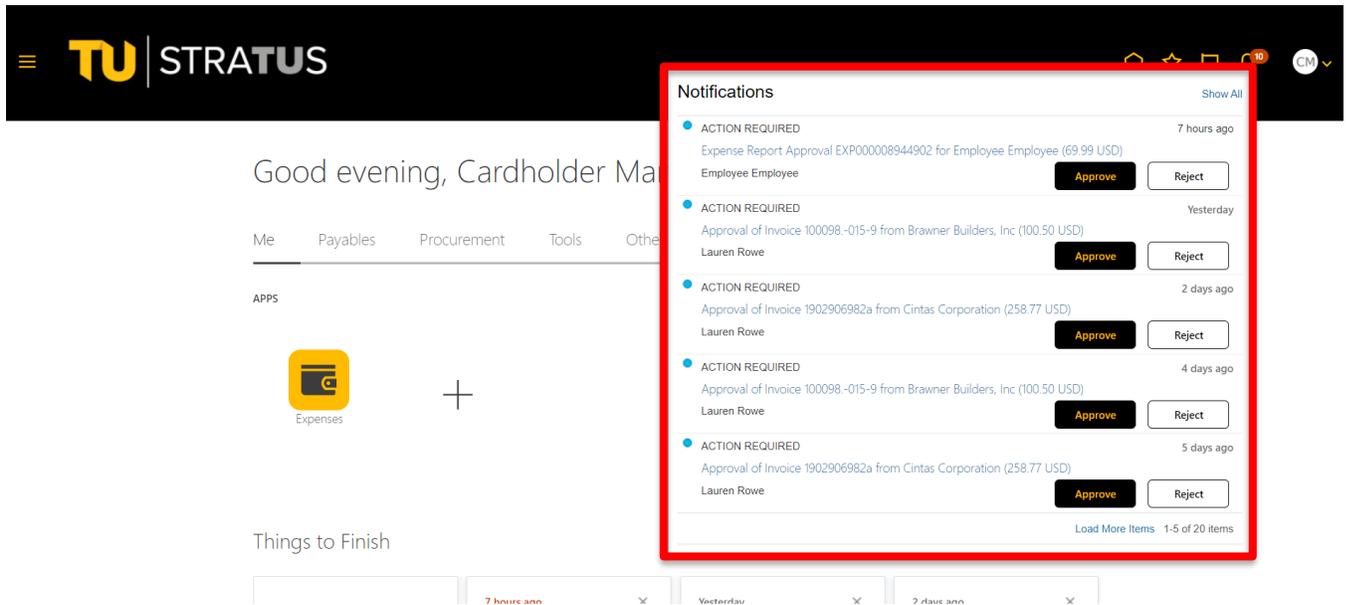
For employees approving an expense report for ProCard transactions.

- Purpose:** Approve an expense report.
- How to Access:** Log into the Stratus application.
- Helpful Hints:** Be sure to keep in mind that...
- All fields marked with an asterisk, *, are required to be filled.
 - Quotes and other necessary information can be attached.
- Procedure:** Complete the following steps to approve an expense report:

1. If you have an expense report to approve, you will receive a bell notification and email.



2. Within the Bell notification in Stratus, click on the link for the appropriate approval action.



- This will bring up the expense report details. From here, you can view the expense report image, approve, reject, or click on actions in the top right corner.



Expense Approval	
69.99 USD	
Employee Employee	
EXP000008944902 submitted on 4/8/22	
Reimbursement for Office Supplies	
Expense Items	
4/4/22 Office Supply under 500	50.00
office supplies for 4/4/22 event	
4/4/22	25.00
Office Supply under 500 - Split - office supplies for 4/4/22 event	
Cost Center 21470	
4/4/22	25.00
Office Supply under 500 - Split - office supplies for 4/4/22 event	
Cost Center 18930	
3/29/22 Food	19.99
food for student event 4/4/22	

NOTE: Options from the Actions drop down:

Request Information – will send a note to the traveler for additional information.

ProCard – Approve Expense Report

Delegate – delegate approval to someone else to approve the expense report on your behalf.

Reassign – reassign approval to someone else to approve the expense report on your behalf.

Route Task – will require you to approve the expense report, then can be routed to an additional person to review/approve.

Add Comments – adds comments to the expense report.

Add Attachments – adds attachments to the expense report.

View Approvals – see who approved before you/who it will go to after you.

When you have reviewed the expense report and are ready to approve, click Approve.

Expense Report Approval EXP000008944902 for Employee Employee (69.99 USD) - Google Chrome

elbz-test.fa.us2.oraclecloud.com/fscmUI/faces/adf.task-flow?tz=America%2FNew_York&df=medium&dt=both&tf=short&lg=en&cy=&bpmWorklistTaskId=8...

Expense Report Approval EXP000008944902 for Employee Employee... [View Expense Report](#) [Actions](#) [Approve](#) [Reject](#)

Expense Approval

69.99 USD

Employee Employee

EXP000008944902 submitted on 4/8/22

Reimbursement for Office Supplies

Expense Items

4/4/22 Office Supply under 500	50.00
office supplies for 4/4/22 event	

4/4/22	25.00
Office Supply under 500 - Split - office supplies for 4/4/22 event	
Cost Center 21470	

4/4/22	25.00
Office Supply under 500 - Split - office supplies for 4/4/22 event	
Cost Center 18930	

3/29/22 Food	19.99
food for student event 4/4/22	

4. A new popup window will appear in which you can add any additional comments and/or attachments. When you are finished adding comments/attachments, click Submit. **NOTE:** This will look the same if you Reject the invoice instead of approving.

ProCard – Approve Expense Report

The screenshot displays the Oracle Expense Report Approval interface. The main window shows the following details:

- Expense Approval
- 69.99 USD
- Employee Employee

A modal window titled "Approve" is open, containing the following elements:

- Submit** button (highlighted with a red box)
- Cancel** button
- Comment** text area (highlighted with a red box)
- Attachment area with a red box around the text "Drag files here or click to add attachment" and a dropdown arrow.

The background interface shows a list of items with "Reject" buttons. The system tray at the bottom indicates the date is 4/8/2022 and the time is 6:36 PM.