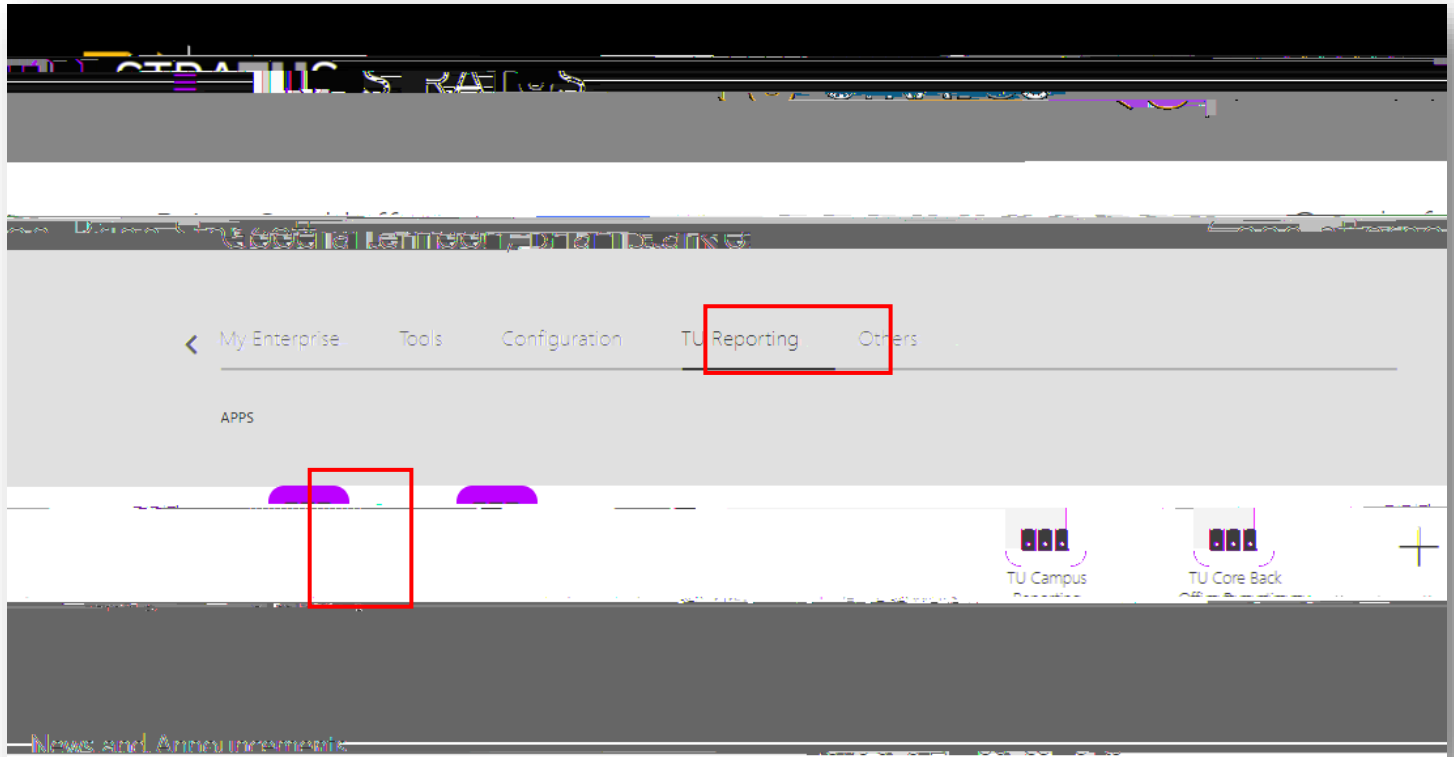# How to Run the Stratus Foundation Reimbursement Report for Operating Expenses

Purpose: This is a listing of operational expenses that can be submitted to the TU Foundation for reimbursement.

Navigate to TU Reporting and select the tile for TU Campus Reporting.

Search   ⑦ ✕

| Name | Starts with ▾ | 20610 |

**Search**   ☐ Match ~~~

Type in your cost center in the search box and click Search.

Click on your cost center in the value box

Then click OK at the bottom.

If you want the report to run only one account, you must select that single account in both the 'Account From' and 'Account To' dropdown menus. You can also choose a range of accounts or run all your accounts by selecting them from the drop down menu.
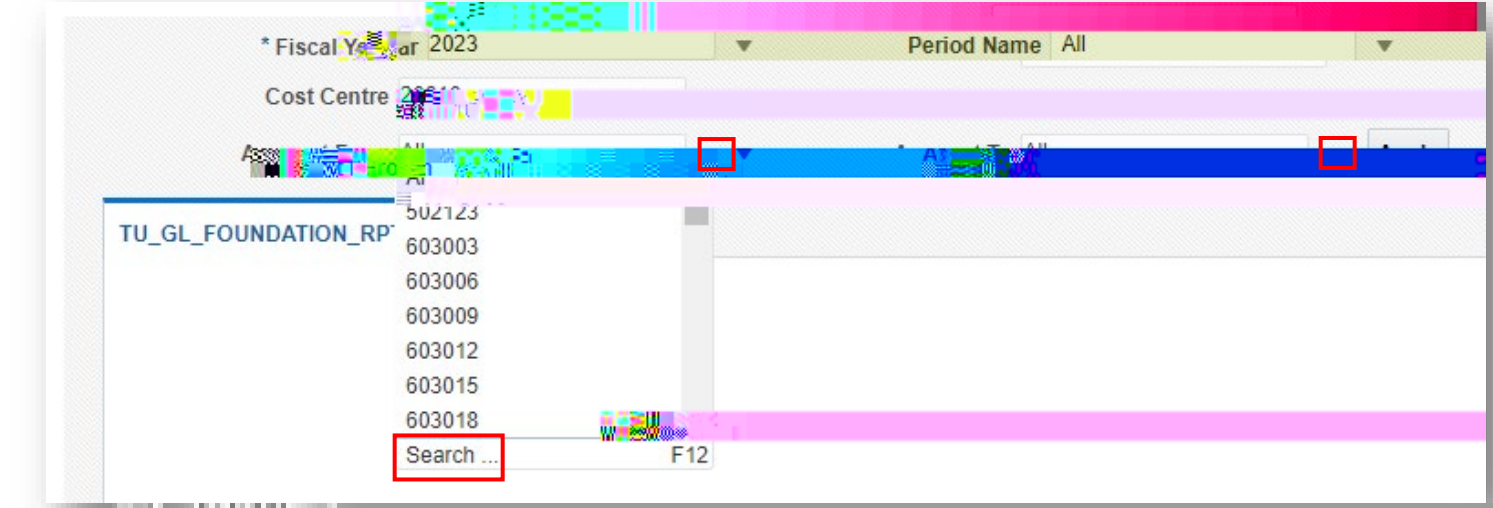
For Period name, you can leave this as All and it will run all periods in the fiscal year. Or if you want to isolate a specific month, you can deselect All and select it from the drop down menu. When finished, click Apply.

Your computer will either open the report, or ask you to save it to a desired location.
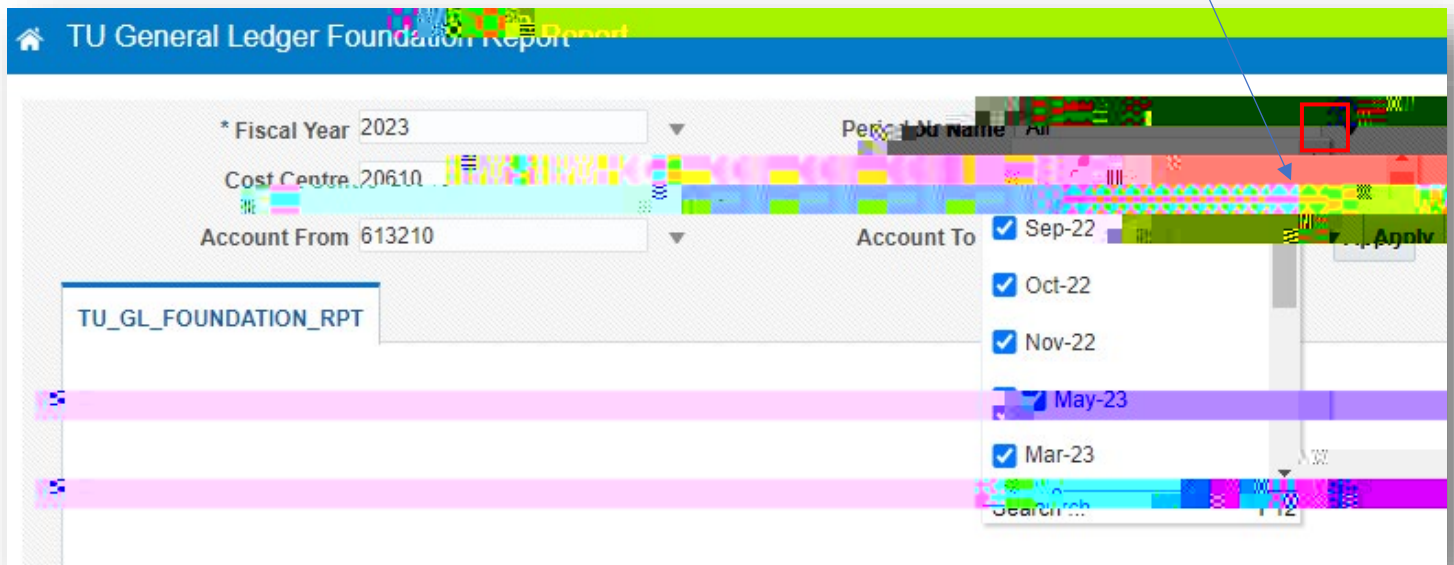
With your report open in excel, you will need to fill in the TU Fund Project Number, the TU Fund Expense Account Number, and the amount of a partial reimbursement if you do not wish you receive a full reimbursement. Do this for each line you want reimbursed.

Make sure not to change the original amount.

Once you have your information filled out, delete the remaining lines that do not pertain to this reimbursement request.

Once you have deleted any unwanted lines, save this spreadsheet by naming it "Operating Foundation Reimbursement (date)"

In approximately two weeks you will see all the transactions you've submitted posted as a credit to your budget. The lines will show FND as the Journal Category.