Modify An Expense Report That Has Been Sent Back For Revision

If an approver sends back an Expense Report to the Traveler for revision, the Traveler will receive an email from the Approver. If the Traveler has delegated another person to enter expense reports, the Travel should forward the email from the approver to the delegate to make the required changes.

Log into Wildcat Connection

On www.cwu.edu, at CWU Home Page click on the link in the upper right corner of the page. Enter your Wildcat Username and Password.
Click the **Login** button.

Click the Financial Management System (FMS) Link.

Click on the link for FMS Production (Authorized Users Only).
Avoid using your browser’s close button to close out of FMS Production. Instead, use the buttons or links at the bottom of FMS pages to return to the previous page. For security purposes, the FMS Production system automatically logs you off after 30 minutes without an option to save.

Always use the FMS to sign out of FMS.

2. Click on Main Menu

<table>
<thead>
<tr>
<th>Favorites</th>
<th>Main Menu</th>
</tr>
</thead>
</table>

   Personalize Content | Layout

   Navigation: Main Menu > Employee Self Service > Travel and Expense Center > Expense Reports

   Click Modify.
3. At the Expense Report look up page, click the Search button. Find the appropriate Report ID to modify.

**Expense Report**

Enter any information you have and click Search. Leave fields blank for a list of all values.

- **Find an Existing Value**
- **Add a New Value**

Maximum number of rows to return (up to 300): 300

**Search by:**
- **ReportID** begins with

- **Search**
- **Advanced Search**

Find an Existing Value | Add a New Value

4. On the Expense Report Entry page, there will be RED comments from the Approver to assist with modifications/corrections to the Expense lines.
5. In the Comments field add what you modified and click Submit.

6. An email notifying the approver that they have a Travel and Expense Transaction to review and approve will be sent upon clicking Submit.

If you have any questions, please contact the Travel Desk (509-963-1986) or email Traveldesk@cwu.edu.