

Recall a Pre-Approval Report

1. Click "View All Submitted" to access list of pre-approval reports

The screenshot shows the emburse chromeriver dashboard. The 'Pre-Approval' section is highlighted in blue and contains the following data:

Category	Count	Status	Action
Expenses	25	Draft	View All Submitted
Pre-Approval	19	Draft	View All Submitted

A red arrow points from the 'View All Submitted' button in the Pre-Approval section to the right.

2. Click the pre-approval report to open it

The screenshot shows the 'Submitted Pre-Approvals' list. The following report is visible:

Report Name	Date	Amount	Status
NA SPA Conference 2019 010000811529	02/19/2019	0.00 USD	PENDING

A hand cursor is positioned over the ID '010000811529'.

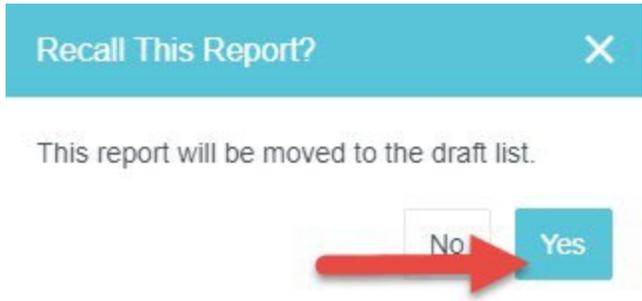
3. Click "Recall"

The screenshot shows the action bar for the report. The following buttons are visible:

Action
Open
PDF
Tracking
← Recall

A red arrow points to the 'Recall' button.

4. Click "Yes".



5. The Pre-Approval Report will now be listed in the "Draft" section

