# Recall a Pre-Approval Report

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



2. Click the pre-approval report to open it



3. Click "Recall"

4. Click "Yes".

**Recall This Report?** ✕

This report will be moved to the draft list.

No    Yes
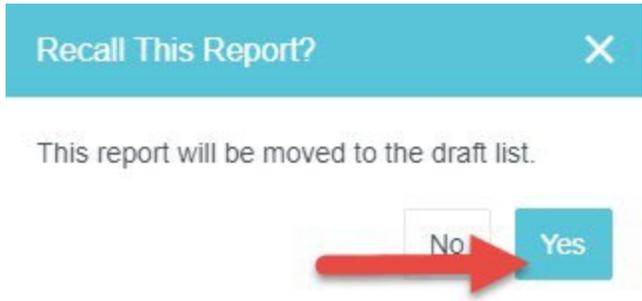
5. The Pre-Approval Report will now be listed in the "Draft" section

✓ **Pre-Approval**                                    ➕ Create

**19**
Draft

0

View All
Submitted