

Recall a Pre-Approval Report

1. Click "Submitted Last 90 days" to access list of pre-approval reports

The screenshot shows the CHROME RIVER dashboard with a grid of report counts. The 'PRE-APPROVAL' section is highlighted, and the 'Submitted Last 90 days' count is circled in red with an arrow pointing to it.

Category	Draft	Returned	Submitted Last 90 Days
EXPENSES	1	0	0
PRE-APPROVAL	0	0	1

2. Click the pre-approval report to open it

The screenshot shows the 'Submitted Pre-Approvals' list. A report for 'NASPA Conference 2019' is highlighted, with a hand cursor over the ID '010000811529'.

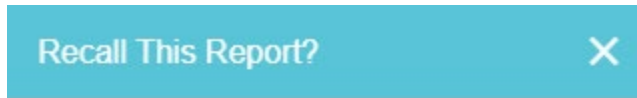
Report Name	Date	Amount	Status
NASPA Conference 2019 010000811529	02/19/2019	0.00 USD	PENDING

3. Click "Recall"

The screenshot shows the report action bar with buttons for 'Open', 'PDF', 'Tracking', and 'Recall'. The 'Recall' button is highlighted with a red box and an arrow pointing to it.

Open PDF Tracking Recall

4. Click "Yes".



This report will be moved to the draft list.



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

