

How to recall a Pre-Approval or Expense Report

1 For Pre-Approval look under Pre-Approval section

The screenshot displays the eWallet interface. On the left, there are three main sections: 'eWallet', 'Expenses', and 'Pre-Approval'. The 'Pre-Approval' section is highlighted with an orange circle. Each section shows a count of 'Draft' and 'Returned' items, and a 'View All Submitted' link. On the right, there is a sidebar with a 'QA' logo, a welcome message 'Hello Amy, Welcome to your', and a list of links including 'Tr', 'Rein', and 'EXPEN'. At the bottom right, there are two buttons: 'Approve Expenses Quick Start' and 'Email Your Receipt receipt@ca1.chromeriv'.

Section	Draft	Returned	Action
Unused Items	0 Credit Card Items	0 Receipts	
Expenses	1 Draft	0 Returned	View All Submitted
Pre-Approval	1 Draft	0 Returned	View All Submitted

2 Click here to view everything submitted

The screenshot shows the QA system interface. On the left, there are sections for 'Items', 'Expenses', and 'Approval'. The 'Approval' section has a 'View All Submitted' link highlighted with an orange circle. On the right, there is a sidebar with a 'QA' logo, a welcome message 'Hello Amy, Welcome to your travel pre-aut', and links for 'Company Policy Travel & Expense', 'Reimbursement and questions cotravel@lscs', 'EXPENSE REIMBU', 'Approve Expenses Quick Start', and 'Email Your Receipts receipt@ca1.chromeriver.com'. At the bottom right, there is a 'SMARTPHONE APP' link.

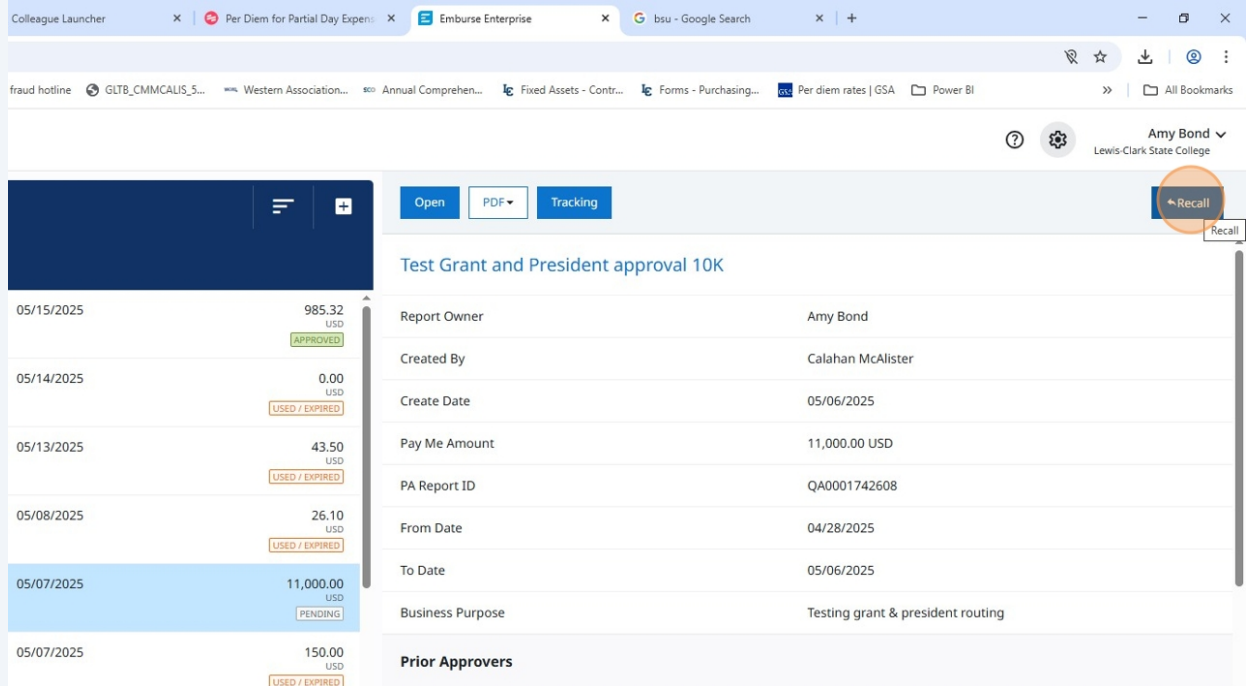
3 Find the report that you want to recall and click once on it.

Remember if the report is already approved all the way you are unable to recall the report.

The screenshot shows a list of reports in the QA system. The 'Resident approval 10K' report is highlighted with an orange circle. The table has columns for 'Report Name', 'Date', and 'Amount'. The 'Resident approval 10K' report has a status of 'PENDING'.

Report Name	Date	Amount	Status
234567 Conference BSU	05/15/2025	985.32 USD	APPROVED
line item and adjust allocat	05/14/2025	0.00 USD	USED / EXPIRED
Night Stay Import Per Diem	05/13/2025	43.50 USD	USED / EXPIRED
25 1234567 International Conf	05/08/2025	26.10 USD	USED / EXPIRED
Resident approval 10K	05/07/2025	11,000.00 USD	PENDING
ays if auto expire	05/07/2025	150.00 USD	USED / EXPIRED
pire	05/06/2025	150.00 USD	APPROVED
val	05/06/2025	0.00 USD	USED / EXPIRED
o Travel for overage on ER	05/05/2025	0.00 USD	USED / EXPIRED
ruitment	05/05/2025	0.00	

4 Click on recall icon



Colleague Launcher x Per Diem for Partial Day Expense x Emburse Enterprise x bsu - Google Search x +

fraud hotline GLTB_CMMCALIS_5... Western Association... Annual Comprehen... Fixed Assets - Contr... Forms - Purchasing... Per diem rates | GSA Power BI All Bookmarks

Amy Bond Lewis Clark State College

Open PDF Tracking

Recall

Test Grant and President approval 10K

Date	Amount (USD)	Status
05/15/2025	985.32	APPROVED
05/14/2025	0.00	USED / EXPIRED
05/13/2025	43.50	USED / EXPIRED
05/08/2025	26.10	USED / EXPIRED
05/07/2025	11,000.00	PENDING
05/07/2025	150.00	USED / EXPIRED

Report Owner: Amy Bond

Created By: Calahan McAlister

Create Date: 05/06/2025

Pay Me Amount: 11,000.00 USD

PA Report ID: QA0001742608

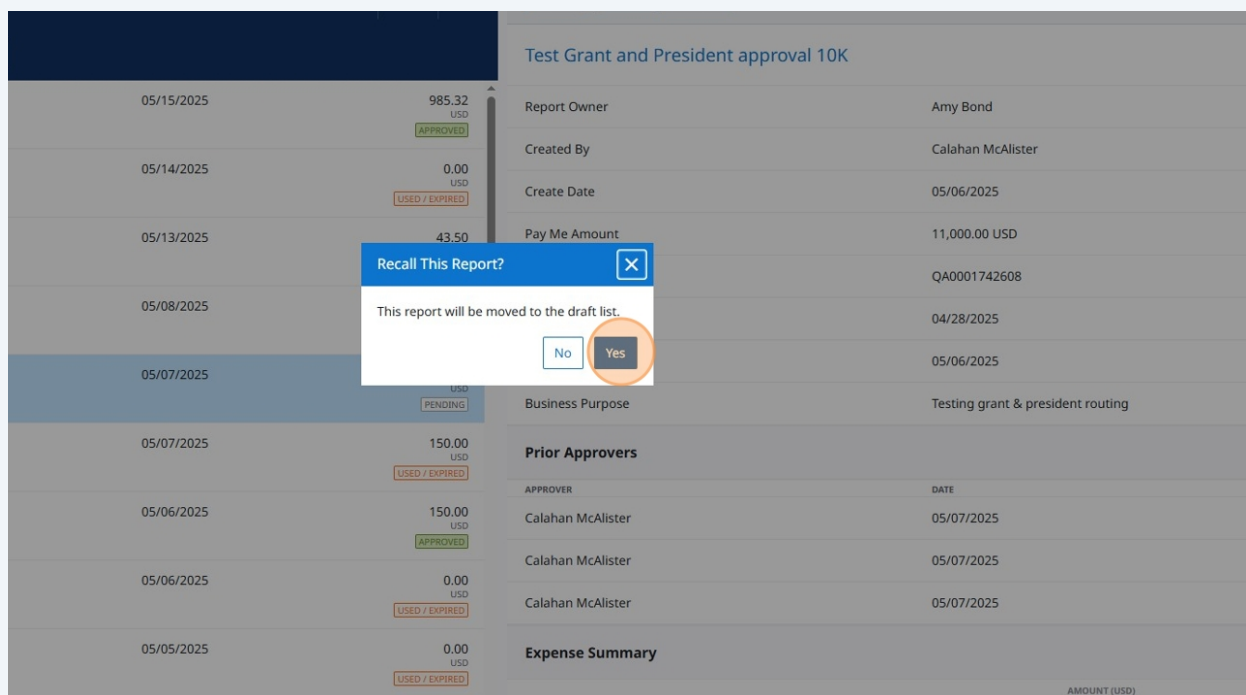
From Date: 04/28/2025

To Date: 05/06/2025

Business Purpose: Testing grant & president routing

Prior Approvers

5 Click here



Recall This Report?

This report will be moved to the draft list.

No Yes

Test Grant and President approval 10K

Date	Amount (USD)	Status
05/15/2025	985.32	APPROVED
05/14/2025	0.00	USED / EXPIRED
05/13/2025	43.50	USED / EXPIRED
05/08/2025	26.10	USED / EXPIRED
05/07/2025	11,000.00	PENDING
05/07/2025	150.00	USED / EXPIRED
05/06/2025	150.00	APPROVED
05/06/2025	0.00	USED / EXPIRED
05/05/2025	0.00	USED / EXPIRED

Report Owner: Amy Bond

Created By: Calahan McAlister

Create Date: 05/06/2025

Pay Me Amount: 11,000.00 USD

PA Report ID: QA0001742608

From Date: 04/28/2025

To Date: 05/06/2025

Business Purpose: Testing grant & president routing

Prior Approvers

APPROVER	DATE
Calahan McAlister	05/07/2025
Calahan McAlister	05/07/2025
Calahan McAlister	05/07/2025

Expense Summary

AMOUNT (USD)

6 Going back to home screen to look at Expense Report recall

The screenshot shows the Emburse Enterprise interface. The top navigation bar includes the Emburse Enterprise logo and a hamburger menu. Below the navigation bar, there are tabs for 'Drafts', 'Returned', and 'Submitted'. The 'Submitted' tab is selected, displaying a list of expense reports. Each row includes the item description, the date, and the amount in USD. The status of each report is indicated by a green 'APPROVED' tag or an orange 'USED / EXPIRED' tag.

Item Description	Date	Amount (USD)	Status
Boise ID 050125 1234567 Conference BSU	05/15/2025	985.32	APPROVED
Testing Return 1 line item and adjust allocat	05/14/2025	0.00	USED / EXPIRED
Testing No Over Night Stay Import Per Diem	05/13/2025	43.50	USED / EXPIRED
Tokyo Japan 050125 1234567 International Conf	05/08/2025	26.10	USED / EXPIRED
Testing past 90 days if auto expire	05/07/2025	150.00	USED / EXPIRED
testing 90 day expire	05/06/2025	150.00	APPROVED

7 For Expense Report look under Expenses section

The screenshot shows the Emburse Enterprise interface, specifically the 'Expenses' section. The top navigation bar includes the Emburse Enterprise logo and a hamburger menu. Below the navigation bar, there are tabs for 'eWallet' and 'Expenses'. The 'Expenses' tab is selected, displaying a summary of draft and returned items. The 'Draft' section shows 1 draft item, and the 'Returned' section shows 0 returned items. A 'View All Submitted' link is available. The 'Pre-Approval' section also shows 1 draft item and 0 returned items, with a 'View All Submitted' link.

eWallet

Unused Items

- 0 Credit Card Items
- 0 Receipts

Expenses

1 Draft

0 Returned

View All Submitted

Pre-Approval

1 Draft

0 Returned

View All Submitted

8

Click here to view everything submitted

qa-app.ca1.chromeriver.com/index#

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mburse enterprise

ems

Card Items

ITS

ses

1 Draft

0 Returned

View All Submitted

Create


proval

1 Draft


0 Returned


View All Submitted

Create





Hello Amy, Welcome to your travel pre-autho


Company Policie
Travel & Expense Po


Reimbursement and
questions
cotravel@lcs.edu

EXPENSE REIMBURS


Approve Expenses


Email Your Receipts

9 Find the report that you want to recall and click once on it.

Remember if the report is already approved all the way you are unable to recall the report.

The screenshot shows the Emburse Enterprise interface. At the top, there's a navigation bar with tabs like 'Returned' and 'Submitted'. Below this, a list of expense reports is displayed. The report 'Testing Return 1 line item and adjust allocat' is highlighted with an orange circle. The report details include the date 05/14/2025, a status of 'PENDING', and a value of 552.24 USD.

Expense Report	Date	Amount (USD)	Status
Testing Return 1 line item and adjust allocat	05/14/2025	552.24	PENDING
Testing Return 1 line item and adjust allocat	05/14/2025	250.00	APPROVED
Testing Return 1 line item and adjust allocat	05/13/2025	20.30	EXPORTED
Testing Return 1 line item and adjust allocat	05/13/2025	14.50	EXPORTED
Testing Return 1 line item and adjust allocat	05/08/2025	1,526.14	EXPORTED
Testing Return 1 line item and adjust allocat	05/08/2025	0.00	EXPORTED
Testing Return 1 line item and adjust allocat	05/07/2025	175.00	EXPORTED

10 Click on recall icon

The screenshot shows the Emburse Enterprise interface with the details of the 'Testing Return 1 line item and adjust allocat' report. The 'Recall' button is highlighted with an orange circle. The report details include the Report Owner (Amy Bond), Submit Date (05/14/2025), Expense Report ID (QA0044521729), and Business Purpose (return 1 line item and adjust allocation on one item).

Expense Report	Date	Amount (USD)	Status
Testing Return 1 line item and adjust allocat	05/14/2025	552.24	PENDING
Testing Return 1 line item and adjust allocat	05/14/2025	250.00	APPROVED
Testing Return 1 line item and adjust allocat	05/13/2025	20.30	EXPORTED
Testing Return 1 line item and adjust allocat	05/13/2025	14.50	EXPORTED
Testing Return 1 line item and adjust allocat	05/08/2025	1,526.14	EXPORTED
Testing Return 1 line item and adjust allocat	05/08/2025	0.00	EXPORTED

Testing Return 1 line item and adjust allocat

Report Owner: Amy Bond

Submit Date: 05/14/2025

Expense Report ID: QA0044521729

Business Purpose: return 1 line item and adjust allocation on one item

Prior Approvers

APPROVER	DATE
Calahan McAlister	05/14/2025
Calahan McAlister	05/14/2025

Tracking Summary

11 Click here

05/14/2025	250.00 USD APPROVED
05/14/2025	552.24 USD PENDING
05/13/2025	20.30
05/13/2025	
05/08/2025	USD EXPORTED
05/08/2025	0.00 USD EXPORTED
05/07/2025	175.00 USD EXPORTED
05/07/2025	0.00 USD EXPORTED
05/07/2025	100.00 USD EXPORTED

Testing Return 1 line item and adjust allocat

Report Owner	Amy Bond
Submit Date	05/14/2025
Expense Report ID	QA0044521729
return 1 line item and adjust allocation on one item	

Recall This Report?

This report will be moved to the draft list.

NoYes

DATE
05/14/2025
05/14/2025

Tracking Summary

Pending Approval

Financial Summary

	AMOUNT (USD)
Total Expense Reported	552.24
Amount Due Employee	552.24